



**Middle Tennessee State University
Board of Trustees
Academic Affairs, Student Life, and
Athletics Committee**

March 18, 2019
10:00 am

MEC Training Room – 2nd Floor
Miller Education Center
503 East Bell Street
Murfreesboro, Tennessee 37132



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

March 18, 2019
10:00 am

AGENDA

Call to Order and Opening Remarks

Roll Call

Approval of Minutes (Action)[Tab 1](#)

Rule Promulgation and Related Policy Revision (Action)[Tab 2](#)

1. Academic Misconduct
2. Residency Classification

Approval of Academic Program Modifications (Action)[Tab 3](#)

1. Elevate the Master of Education (M.Ed.) in Professional Counseling to Specialist in Education (Ed.S.) in Professional Counseling
2. Change the Master of Science (M.S.) in Public Health to Master of Public Health (M.P.H.)

Approval of Academic Degree under Consideration (Action)[Tab 4](#)

1. Master of Science (M.S.) in Speech-Language Pathology
2. Master of Science (M.S.) in Biomedical Sciences
3. Master of Public Health (M.P.H.)

Notification of Academic Actions (Information)[Tab 5](#)

1. Consolidation of the M.S.T. in Mathematics and the M.S. in Mathematics
2. Termination of Termination of Post-master’s Certificate in Family Nurse Practitioner

Closing Remarks

Adjournment



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Action Item

DATE: March 18, 2019

SUBJECT: [Minutes of the November 13, 2018
Academic Affairs, Student Life, and
Athletics Committee Meeting](#)

PRESENTER: Pam Wright, Committee Chair

BACKGROUND INFORMATION:

The Academic Affairs, Student Life, and Athletics Committee met on November 13, 2018.

Attached for your review and approval are the minutes from this meeting.

MINUTES OF THE ACADEMIC AFFAIRS, STUDENT LIFE, AND ATHLETICS COMMITTEE

November 13, 2018

The Academic Affairs, Student Life, and Athletics Committee met on Tuesday, November 13, 2018, at Middle Tennessee State University. Chairwoman Pam Wright called the meeting to order at 9:30 a.m. A quorum was present with the following Committee members in attendance: J.B. Baker, Pete DeLay, Tony Johnston, Steve Smith, Peyton Tracy, Pam Wright, Keith Huber, and Chris Massaro. Trustee Joey Jacobs was unable to attend. Also present were Sidney McPhee, President; Joe Bales, Vice President for University Advancement; Mark Byrnes, University Provost; Andrew Oppmann, Vice President for Marketing and Communications; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Deb Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Alan Thomas, Vice President for Business and Finance; Kimberly Edgar, Executive Assistant to the President and Chief of Staff; and Heidi Zimmerman, University Counsel and Board Secretary.

Chairwoman Wright began the meeting with approval of the minutes from the August 28, 2018 and October 10, 2018 Committee Meetings. Trustee Johnston made the motion, which was seconded by Trustee DeLay. A voice vote was taken and the Motion carried to approve the minutes from the August 28, 2018 and October 10, 2018 Committee Meetings.

The next item was approval of a new academic degree program, Bachelor of Science in Tourism and Hospitality Management. Dr. Byrnes referred to the degree proposal and told the committee that about twenty percent of the job demand for this area is going unfilled. He expects the program to break even immediately due to current student interest. With approval by the Board of Trustees and THEC, the degree will begin Fall 2019. Trustee Smith made the motion to approve the new academic degree program, Bachelor of Science in Tourism and Hospitality Management. Trustee DeLay seconded the motion. Trustee Johnston recused himself since he is listed under Faculty Resources in the degree program proposal. A voice vote was taken, and the Motion carried to approve the Bachelor of Science in Tourism and Hospitality Management.

The next item was approval of an academic degree under consideration: a Bachelor of Science in Data Science. Provost Byrnes is confident graduates would fill demand expressed by industry. Pending the approval of the Board of Trustees and results of feasibility studies, the University may submit Letters of Notification to THEC. Trustee DeLay made the motion to approve consideration of a Bachelor of Science in Data Science. Trustee Johnston seconded the motion. The motion carried to approve consideration of a Bachelor of Science in Data Science.

Approval of the appointment of the National Health Care Chair of Excellence in Nursing was the next action item. The National Health Care Chair of Excellence in Nursing will do research and also reach out to corporations for placement of our nursing students. Trustee Smith made the motion to approve the appointment of Deborah A. Lee as the National Health Care Chair of Excellence. Trustee DeLay seconded the motion. The motion carried.

The last item was a petition submitted by Dr. Erin McClelland to appeal a negative recommendation for tenure and promotion. Dr. Byrnes explained the tenure and promotion process at MTSU in accordance with policy, as well as types of faculty appointments and the faculty appeal process. On President McPhee's request, Dr. Byrnes listed the six levels of review and recommendation in the tenure and promotion process: 1) department tenure and promotion committee; 2) department chair; 3) college tenure and promotion committee; 4) dean; 5) provost; and 6) president. Trustee Wright reminded the committee that they must follow the legal requirements and determine if policy was followed and not the merits of the application. Ms. Zimmerman explained that the committee will vote whether to grant the petition for the appeal. If granted, the committee will hear the appeal at their next scheduled meeting. That decision would then be considered by the full Board. If not granted at today's meeting, the appeal would not go any further.

Trustee Johnston asked Ms. Zimmerman to clarify the term "material evidence" in MTSU Policy 60 Appeals and Appearances before the Board (section III, A, 6, b). Ms. Zimmerman said that the committee will look at the appeal and the response. If it appears that there could be material evidence to support the application, then trustees should vote to grant the appeal. Trustee Johnston said that although he would not want to set a precedent in automatically denying or accepting appeals, he found four pieces of documentation in evidence to support allowing the appeal to be heard. Trustee Johnston indicated that one such piece of documentation – notice of receipt of a substantial grant – was received after submission of the OFD. He stated that there was substantial documentation in the appeal that was not previously provided in the OFD that would warrant the committee hearing the appeal.

Dr. Byrnes said that according to MTSU Policy 204 Tenure, there is no opportunity to add materials once the review of the application has begun. Dr. McPhee added that he would be concerned with allowing candidates to turn in materials after the process had begun, and the policy is clear.

Trustee Baker asked if MTSU's process is similar to other universities in the state. Dr. Byrnes told him that ours is very similar because our policy was developed from TBR's policy that all universities shared prior to being independently governed.

Trustee Johnston made a motion to allow the petition for the appeal. There was no second to his motion, and the motion died. Trustee Smith made a motion to deny the petition. Trustee DeLay

seconded the motion. Trustee Wright asked for a roll call vote. The committee voted 4 to 1 to deny the petition to appeal a negative recommendation for tenure and promotion, with Trustee Johnston voting against the motion.

The meeting adjourned 10:02 a.m. (CST).

Respectfully submitted, Academic Affairs, Student Life and Athletics Committee



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Action Item

DATE: March 18, 2019

SUBJECT: [Academic Misconduct
Rule Promulgation and
Policy Revision](#)

PRESENTER: Heidi Zimmerman, University Counsel
and Cheryl Torsney, Vice Provost for
Faculty Affairs

BACKGROUND INFORMATION:

Revisions to Policy 312 clarify the role of the Director of Academic Integrity, establish a revised process for faculty to refer students accused of academic misconduct, discuss possible sanctions for repeat offenders, and establish a procedure for adjudicating academic misconduct for graduate students.

T.C.A. § 49-8-203(a)(1)(D) requires the promulgation of rules regarding student conduct which would include academic misconduct. The content of the proposed rule is consistent with the revised policy.



312 Academic Misconduct

Approved by Board of Trustees

Effective Date: _____, 2018~~9~~

Responsible Division: Academic Affairs

Responsible Office: University Provost

Responsible Officer: Vice Provost for Faculty Affairs

I. Purpose

This policy sets out the procedure to be followed when a Middle Tennessee State University (MTSU or University) faculty member believes a student has engaged in academic misconduct.

II. Scope

This policy applies only to situations where a faculty member alleges that a student has engaged in academic misconduct. Any allegations of misconduct related to ~~externally-sponsored~~ research ~~should~~ may also be evaluated under [Policy 211 Misconduct in Scholarly Activities and Research](#). Students wishing to appeal final course grades must do so through the process set out in [Policy 313 Student Grade Appeals](#).

III. Definitions

- A. Academic Exercise. All forms of work submitted by a student for academic credit or hours.
- B. Academic Misconduct. Acts of plagiarism, cheating, or fabrication.
 - 1. Plagiarism. Plagiarism includes, but is not limited to, the adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another academic exercise and uses it without proper citation of its reuse.
 - 2. Cheating. Cheating includes, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Cheating also includes unapproved collaboration, which occurs

when a student works with others on an individual academic exercise without the express permission of the faculty member.

3. Fabrication. Fabrication includes, but is not limited to, unauthorized falsification or invention of any information or citation in an academic exercise.
- C. Academic Misconduct Committee (Committee) refers to the Committee established under [Policy 32 University Committees](#).
- D. Faculty member. For the purposes of this policy, a faculty member is the University employee teaching a course or serving in a supervisory, advisory, or evaluative capacity in relation to the student(s) accused of academic misconduct, including graduate teaching assistants who are instructors of record. Graduate teaching assistants or others who are not instructors of record should present documentation of suspected misconduct to the supervising faculty member.
- E. Director of Academic Integrity ([Director](#)). A designee of the Vice Provost for Faculty Affairs whose responsibilities are to manage and ensure fairness in the investigation and timely resolution of alleged academic misconduct. The Director does not vote in academic misconduct hearings.
- F. Notice. For the purposes of this policy, a notice is a written communication sent to the student's official MTSU email account, or to the student's local address as indicated in the student information system, or both as specified in this policy. Students have the responsibility to check their University-issued email accounts regularly and to ensure that the local mailing address on file with MTSU is current. The requirement to provide notice will be satisfied and any period for response will begin on the date the notice is sent.

IV. Process

- A. Academic misconduct is prohibited. Whenever a faculty member believes that academic misconduct has occurred, he/she must provide notice to the student and submit a [Student Academic Integrity Incident Report](#) (Incident Report) to the Director within seven (7) business days from the time the faculty member concludes that the alleged misconduct occurred. The Incident Report will provide:
1. the name of the student;
 2. the course in which the academic misconduct is alleged to have occurred;
 3. a description of the misconduct; and,
 4. supporting documentary evidence (if available);

~~5. the course syllabus.~~

- B. A referred student is prohibited from dropping a course in which misconduct is alleged, pending final resolution of the case. Students should continue attending class, absent a disciplinary sanction to the contrary, while this procedure is ongoing. If found responsible for committing academic misconduct, a student will not be allowed to drop the course, though continued class attendance is neither prohibited nor required. (Students receiving federal financial aid who stop attending a course may incur significant financial penalties. Students are encouraged to consult the MT One Stop.) Failure to comply with this directive will result in referral to the Office of Student Conduct for violation of general rules and regulations and violation of imposed disciplinary sanctions under [Policy 540 Student Conduct](#).
- C. The referring faculty member will assign neither a grade on the referred academic exercise, nor a final grade for the course, pending the resolution of the case (if the referred exercise will affect the final grade). If a grade needs to be submitted at the end of the semester, a referred student will receive a temporary grade of "Incomplete" (I) until the case is resolved.
- D. The Director will review the case within five (5) business days of receipt of the ~~Incident Report~~. If, in the Director's opinion, the ~~referral~~[Incident Report](#) lacks substance or is otherwise deficient, the Director may consult with the referring faculty member and indicate either that additional information is needed or encourage that the ~~referral~~[Incident Report](#) be withdrawn. Such a consultation may take place before and/or after the Director has met with the student.
- E. For any ~~Incident Report~~[case](#) not withdrawn by mutual consent between the Director and the referring faculty member, the Director will send notice to the student and schedule a meeting to discuss the alleged academic misconduct violation. During this meeting the student can accept responsibility or not accept responsibility for the alleged academic misconduct. If the student accepts responsibility, the Director will decide on University sanctions (see Section V.) appropriate to the case, and the matter will be resolved at that point. The Director will note the resolution on the ~~Incident Report~~[referral](#) and provide copies to the faculty member and the department chair. This notice will be sent to the student's official MTSU email account- with a hard copy letter sent via first class [United States Postal Service \(USPS\)](#)-mail to the student's local address as indicated in the student information system.
- F. If a referred student fails to attend a scheduled meeting with the Director without a reasonable excuse, the Director may find the student responsible in absentia and determine appropriate sanctions. Cases heard in absentia may not be appealed.

G. If the student does not accept responsibility, the case will be heard by the Committee. The Director will:

1. Determine whether the matter warrants consideration of suspension or expulsion of the student should the Committee find academic misconduct. If so, the student must be given the option of a hearing held pursuant to the Uniform Administrative Procedures Act (UAPA) as set forth in Section VII, below. A waiver of this option must also be in writing.
2. As the designee of the Vice Provost for Faculty Affairs, form the Committee from the pool of members for the purpose of the hearing according to [Policy 32 University Committees](#).

H. Institutional Hearing

1. If the sanction of suspension or expulsion will not be considered or if the student has waived a hearing under the UAPA, the Committee will set an institutional hearing for the matter as soon as is feasible, ideally within fifteen (15) business days of the student's request for a committee hearing, allowing reasonable time for preparation. Both the faculty member and the student will be notified of the hearing.
2. Outside of regular Fall and Spring semesters, hearings will be scheduled under only two (2) circumstances:
 - a. If lack of resolution affects the student's ability to graduate in the Spring or Summer; or
 - b. If the Vice Provost for Faculty Affairs determines that there are extenuating circumstances to warrant a special hearing.
3. The Director will advise the student, in writing, of the following:
 - a. The ~~conduct violation~~ [type of academic misconduct](#) and the circumstances alleged by the faculty member to constitute academic misconduct;
 - b. The date, time, and place of the hearing;
 - c. That the student may appeal a grade given by the faculty member in response to academic misconduct;
 - d. The right to receive a list of the witnesses the University expects to present at the proceeding and those the University may present if the need arises;

- The right to request a copy of the University's investigative file, redacted in accordance with the Family Educational Rights and Privacy Act of 1974, (20 U.S.C. § 1232(g), and the federal regulations implementing that statute, as amended; [and, the portion of the state Public Records Act making certain student information confidential \(T.C.A. § 10-7-504\(a\)\(4\)\)](#).
- e. The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence the University has in its possession, custody, or control and may use to support claims or defenses, unless the use would be solely for impeachment; and
 - f. The rights the student will be afforded at the hearing as specified in Section IV.H.5.
4. The hearing will take place at the scheduled time, regardless of whether the student and/or the referring faculty member choose to attend. Failure to appear at a scheduled hearing abrogates the rights listed under Section IV.H.5. or 6., as applicable. A hearing may be rescheduled, under extraordinary circumstances, at the discretion of the Director.
 5. The rights applicable to the referred student at the hearing include:
 - a. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 - b. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the student;
 - c. The right to call witnesses; and
 - d. The right to confront witnesses in support of the misconduct allegation.
 6. The rights applicable to the referring faculty member at the hearing include:
 - a. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 - b. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the faculty member;
 - c. The right to call witnesses; and
 - d. The right to confront witnesses against the misconduct allegation.

7. The hearing will not be open to the public.
8. The Committee may exclude evidence it deems immaterial, irrelevant, or unduly repetitious.
9. Decisions shall be by majority vote of the Committee members present and voting. The Director is a non-voting ex-officio member of the Committee. The Committee may ask the referred student, referring faculty member, and any advisors present to leave the hearing while they deliberate and vote. Votes of individual Committee members will not be reported. In the event of a tie vote, the charge of misconduct is dismissed.
10. The standard of proof required for a finding of academic misconduct shall be by a preponderance of the evidence.
11. The Director will, on behalf of the Committee, issue a written decision indicating its finding concerning the charge of academic misconduct. The decision must specify the factual basis for the determination, and, if academic misconduct is found, state whether disciplinary sanctions will be imposed. The decision will be provided to the student, the faculty member, and the Vice Provost for Faculty Affairs. For graduate students found responsible of misconduct, the decision will also be provided to the student's faculty advisor, graduate program director, and department chair.
12. The student and the faculty member must be notified of the right to appeal the Committee's decision to the Provost.
13. Once it has been determined whether academic misconduct has occurred or not, the faculty member shall determine a grade for the exercise or examination and/or course.

V. University Sanctions for Academic Misconduct

- A. For undergraduates, appropriate sanctions will be determined by majority vote of the Committee and reported to the Vice Provost for Faculty Affairs. For graduate students, sanctions will be determined by majority vote of the student's faculty advisor, graduate program director and department chair (or academic dean, whichever is applicable) and reported to the Vice Provost for Faculty Affairs. Students will be provided notice of all sanctions.
- B. Any finding or admission of responsibility will result in a record that will be maintained and referred to by the Committee in the event that a subsequent misconduct case arises, regardless of the severity of sanctions imposed in those instances.

- C. Subsequent determinations of academic misconduct may result in more severe University sanctions. If a student has been found responsible for academic misconduct more than once, the Director will inform the sitting members of the Committee of the nature of prior offenses so that appropriate sanctions may be determined. These facts will not be revealed prior to the Committee's determination of responsibility in the present case in order to avoid prejudice.
- D. Sanctions may include suspension or expulsion from the University but only if the student was provided the option of a UAPA hearing. (See Section VII. for conducting the hearing required in such a case.)
- E. Sanctions include, but are not limited to:
1. Reprimand. A written reprimand will be given to a student whose conduct violates any part of these policies, and warns a student that any further violation(s) may result in more serious consequences;
 2. Specified Educational Program. Requirement to participate in specified educational program(s) or project(s) relevant to the offense and overseen by the Director;
 3. Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but not be limited to, for example, denial of the ability to represent MTSU at any event, ability to participate in University travel, or use of facilities ([including, but not limited to, labs, etc.](#)).
 4. Probation. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in further violation of these policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of more severe disciplinary sanctions, up to and including suspension or expulsion [following the hearing process described in this policy for any subsequent academic misconduct violation](#);
 5. Suspension. Separation from the University for a specified period of time. This includes all instructional delivery methods (~~i.e.~~ [including, but not limited to](#), on ground, online, hybrid, etc.). Suspension may be accompanied by special conditions for readmission ~~or recognition~~. Any student receiving a sanction of suspension shall be restricted from the campus of MTSU during the period of separation unless on official business with the University verified in writing by the Dean of Students. A suspended student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision with him/her during the time of the visit.

6. **Expulsion.** Permanent separation from the University. The imposition of this sanction is a permanent bar to the student's admission to MTSU. Any student receiving a sanction of expulsion shall be restricted from the campus of MTSU unless on official business with the University verified in writing by the Dean of Students. An expelled student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision during the time of their visit.
7. **Revocation of Admission, Degree, or Credential.** Under circumstances deemed appropriate, an offer of admission, a degree, or a credential awarded may be revoked or rescinded.
8. **Other Sanctions.** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense and the student's individual need for education, growth, and reform.

VI. Appeal of Decision

- A. The student or faculty member may appeal the Committee's decision to the Provost within five (5) business days of receipt of the decision.
- B. An appeal must be submitted in writing and may only be filed based on one (1) or both of the following conditions:
 1. An error in procedural due process that prejudiced the Committee to the extent that the student was denied a fundamentally fair hearing as a result of the error; and/or
 2. The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and which, had it been presented at the initial hearing, would have substantially affected the decision of the Committee.
- C. The Provost may:
 1. Affirm the decision;
 2. Reverse the decision in whole or in part; or
 3. Return the matter to the Director or Committee for reconsideration of the sanction.
- D. The decision of the Provost is final.

VII. UAPA Hearing

Any matter that may result in suspension or expulsion of a student from the University is subject to be heard pursuant to the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. § 4-5-301, et. seq., and shall be processed in accordance with [Policy 110 Cases Heard Pursuant to the Uniform Administrative Procedures Act](#), unless the student waives the right to such a hearing in writing.

VIII. Records Maintenance

Whenever there is a finding or admission of responsibility under this policy, these records will be maintained by the Vice Provost for Faculty Affairs permanently.

Forms:

[Student Academic Integrity Incident Report](#)

Revisions: June 5, 2017 (original); _____, 2018~~9~~.

References: T.C.A. § 4-5-301, et. seq., Policies 32 University Committees; 110 Cases Heard Pursuant to the Uniform Administrative Procedures Act; 211 Misconduct in Scholarly Activities and Research; 313 Student Grade Appeals; 540 Student Conduct.



312 Academic Misconduct

Approved by Board of Trustees

Effective Date: _____, 2019

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Responsible Office: University Provost

Responsible Officer: Vice Provost for Faculty Affairs

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- D. The Director will review the case within five (5) business days of receipt of the Incident Report. If, in the Director's opinion, the Incident Report lacks substance or is otherwise deficient, the Director may consult with the referring faculty member and indicate either that additional information is needed or encourage that the Incident Report be withdrawn. Such a consultation may take place before and/or after the Director has met with the student.
- E. For any Incident Report not withdrawn by mutual consent between the Director and the referring faculty member, the Director will send notice to the student and schedule a meeting to discuss the alleged academic misconduct violation. During this meeting the student can accept responsibility or not accept responsibility for the alleged academic misconduct. If the student accepts responsibility, the Director will decide on University sanctions (see Section V.) appropriate to the case, and the matter will be resolved at that point. The Director will note the resolution on the Incident Report and provide copies to the faculty member and the department chair. This notice will be sent to the student's official MTSU email account with a hard copy letter sent via first class United States Postal Service (USPS) mail to the student's local address as indicated in the student information system.
- F. If a referred student fails to attend a scheduled meeting with the Director without a reasonable excuse, the Director may find the student responsible in absentia and determine appropriate sanctions. Cases heard in absentia may not be appealed.
- G. If the student does not accept responsibility, the case will be heard by the Committee. The Director will:

1. Determine whether the matter warrants consideration of suspension or expulsion of the student should the Committee find academic misconduct. If so, the student must be given the option of a hearing held pursuant to the Uniform Administrative Procedures Act (UAPA) as set forth in Section VII, below. A waiver of this option must also be in writing.
2. As the designee of the Vice Provost for Faculty Affairs, form the Committee from the pool of members for the purpose of the hearing according to [Policy 32 University Committees](#).

H. Institutional Hearing

1. If the sanction of suspension or expulsion will not be considered or if the student has waived a hearing under the UAPA, the Committee will set an institutional hearing for the matter as soon as is feasible, ideally within fifteen (15) business days of the student's request for a committee hearing, allowing reasonable time for preparation. Both the faculty member and the student will be notified of the hearing.
2. Outside of regular Fall and Spring semesters, hearings will be scheduled under only two (2) circumstances:
 - a. If lack of resolution affects the student's ability to graduate in the Spring or Summer; or
 - b. If the Vice Provost for Faculty Affairs determines that there are extenuating circumstances to warrant a special hearing.
3. The Director will advise the student, in writing, of the following:
 - a. The type of academic misconduct and the circumstances alleged by the faculty member to constitute academic misconduct;
 - b. The date, time, and place of the hearing;
 - c. That the student may appeal a grade given by the faculty member in response to academic misconduct;
 - d. The right to receive a list of the witnesses the University expects to present at the proceeding and those the University may present if the need arises;

The right to request a copy of the University's investigative file, redacted in accordance with the Family Educational Rights and Privacy Act of 1974, (20 U.S.C. § 1232(g), and the federal regulations implementing that statute, as

amended; and, the portion of the state Public Records Act making certain student information confidential (T.C.A. § 10-7-504(a)(4)).

- e. The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence the University has in its possession, custody, or control and may use to support claims or defenses, unless the use would be solely for impeachment; and
 - f. The rights the student will be afforded at the hearing as specified in Section IV.H.5.
4. The hearing will take place at the scheduled time, regardless of whether the student and/or the referring faculty member choose to attend. Failure to appear at a scheduled hearing abrogates the rights listed under Section IV.H.5. or 6., as applicable. A hearing may be rescheduled, under extraordinary circumstances, at the discretion of the Director.
 5. The rights applicable to the referred student at the hearing include:
 - a. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 - b. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the student;
 - c. The right to call witnesses; and
 - d. The right to confront witnesses in support of the misconduct allegation.
 6. The rights applicable to the referring faculty member at the hearing include:
 - a. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 - b. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the faculty member;
 - c. The right to call witnesses; and
 - d. The right to confront witnesses against the misconduct allegation.
 7. The hearing will not be open to the public.

8. The Committee may exclude evidence it deems immaterial, irrelevant, or unduly repetitious.
9. Decisions shall be by majority vote of the Committee members present and voting. The Director is a non-voting ex-officio member of the Committee. The Committee may ask the referred student, referring faculty member, and any advisors present to leave the hearing while they deliberate and vote. Votes of individual Committee members will not be reported. In the event of a tie vote, the charge of misconduct is dismissed.
10. The standard of proof required for a finding of academic misconduct shall be by a preponderance of the evidence.
11. The Director will, on behalf of the Committee, issue a written decision indicating its finding concerning the charge of academic misconduct. The decision must specify the factual basis for the determination, and, if academic misconduct is found, state whether disciplinary sanctions will be imposed. The decision will be provided to the student, the faculty member, and the Vice Provost for Faculty Affairs. For graduate students found responsible of misconduct, the decision will also be provided to the student's faculty advisor, graduate program director, and department chair.
12. The student and the faculty member must be notified of the right to appeal the Committee's decision to the Provost.
13. Once it has been determined whether academic misconduct has occurred or not, the faculty member shall determine a grade for the exercise or examination and/or course.

V. University Sanctions for Academic Misconduct

- A. For undergraduates, appropriate sanctions will be determined by majority vote of the Committee and reported to the Vice Provost for Faculty Affairs. For graduate students, sanctions will be determined by majority vote of the student's faculty advisor, graduate program director and department chair (or academic dean, whichever is applicable) and reported to the Vice Provost for Faculty Affairs. Students will be provided notice of all sanctions.
- B. Any finding or admission of responsibility will result in a record that will be maintained and referred to by the Committee in the event that a subsequent misconduct case arises, regardless of the severity of sanctions imposed in those instances.
- C. Subsequent determinations of academic misconduct may result in more severe University sanctions. If a student has been found responsible for academic misconduct more than once, the Director will inform the sitting members of the Committee of the

nature of prior offenses so that appropriate sanctions may be determined. These facts will not be revealed prior to the Committee's determination of responsibility in the present case in order to avoid prejudice.

- D. Sanctions may include suspension or expulsion from the University but only if the student was provided the option of a UAPA hearing. (See Section VII. for conducting the hearing required in such a case.)

- E. Sanctions include, but are not limited to:
 1. Reprimand. A written reprimand will be given to a student whose conduct violates any part of these policies, and warns a student that any further violation(s) may result in more serious consequences;

 2. Specified Educational Program. Requirement to participate in specified educational program(s) or project(s) relevant to the offense and overseen by the Director;

 3. Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but not be limited to, for example, denial of the ability to represent MTSU at any event, ability to participate in University travel, or use of facilities (including, but not limited to, labs, etc.).

 4. Probation. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in further violation of these policies while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of more severe disciplinary sanctions, up to and including suspension or expulsion following the hearing process described in this policy for any subsequent academic misconduct violation;

 5. Suspension. Separation from the University for a specified period of time. This includes all instructional delivery methods (including, but not limited to, on ground, online, hybrid, etc.). Suspension may be accompanied by special conditions for readmission. Any student receiving a sanction of suspension shall be restricted from the campus of MTSU during the period of separation unless on official business with the University verified in writing by the Dean of Students. A suspended student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision with him/her during the time of the visit.

 6. Expulsion. Permanent separation from the University. The imposition of this sanction is a permanent bar to the student's admission to MTSU. Any student receiving a

sanction of expulsion shall be restricted from the campus of MTSU unless on official business with the University verified in writing by the Dean of Students. An expelled student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision during the time of their visit.

7. Revocation of Admission, Degree, or Credential. Under circumstances deemed appropriate, an offer of admission, a degree, or a credential awarded may be revoked or rescinded.
8. Other Sanctions. Additional or alternate sanctions may be created and designed as deemed appropriate to the offense and the student's individual need for education, growth, and reform.

VI. Appeal of Decision

- A. The student or faculty member may appeal the Committee's decision to the Provost within five (5) business days of receipt of the decision.
- B. An appeal must be submitted in writing and may only be filed based on one (1) or both of the following conditions:
 1. An error in procedural due process that prejudiced the Committee to the extent that the student was denied a fundamentally fair hearing as a result of the error; and/or
 2. The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and which, had it been presented at the initial hearing, would have substantially affected the decision of the Committee.
- C. The Provost may:
 1. Affirm the decision;
 2. Reverse the decision in whole or in part; or
 3. Return the matter to the Director or Committee for reconsideration of the sanction.
- D. The decision of the Provost is final.

VII. UAPA Hearing

Any matter that may result in suspension or expulsion of a student from the University is subject to be heard pursuant to the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. § 4-5-301, et. seq., and shall be processed in accordance with [Policy 110 Cases Heard Pursuant to the Uniform Administrative Procedures Act](#), unless the student waives the right to such a hearing in writing.

VIII. Records Maintenance

Whenever there is a finding or admission of responsibility under this policy, these records will be maintained by the Vice Provost for Faculty Affairs permanently.

Forms:

[Student Academic Integrity Incident Report](#)

Revisions: June 5, 2017 (original); _____, 2019.

References: T.C.A. § 4-5-301, et. seq., Policies 32 University Committees; 110 Cases Heard Pursuant to the Uniform Administrative Procedures Act; 211 Misconduct in Scholarly Activities and Research; 313 Student Grade Appeals; 540 Student Conduct.

**Department of State
Division of Publications**

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For Department of State Use Only

Sequence Number: _____
Rule ID(s): _____
File Date: _____
Effective Date: _____

Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to Tenn. Code Ann. §§ 4-5-202, 4-5-207, and 4-5-229 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within ninety (90) days of the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by ten (10) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of ten (10) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

Agency/Board/Commission:	Middle Tennessee State University
Division:	
Contact Person:	Heidi Zimmerman, University Counsel
Address:	1301 E. Main Street, CAB 209, Murfreesboro, TN
Zip:	37132
Phone:	615-898-2025
Email:	Heidi.zimmerman@mtsu.edu

Revision Type (check all that apply):

- Amendment
- New
- Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that **ALL** new rule and repealed rule numbers are listed in the chart below. Please enter only **ONE** Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0240-07-04	Academic Misconduct
Rule Number	Rule Title
0240-07-04-.01	Purpose
0240-07-04-.02	Scope
0240-07-04-.03	Definitions
0240-07-04-.04	Process
0240-07-04-.05	University Sanctions for Academic Misconduct
0240-07-04-.06	Appeal of Decision
0240-07-04-.07	UAPA Hearing
0240-07-04-.08	Records Maintenance

Rules
of
Middle Tennessee State University, Murfreesboro
Chapter 0240-07-04
Academic Misconduct

New

Table of Contents is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

Table of Contents

0240-07-04.01 Purpose
0240-07-04.02 Scope
0240-07-04.03 Definitions
0240-07-04.04 Process
0240-07-04.05 University Sanctions for Academic Misconduct
0240-07-04.06 Appeal of Decision
0240-07-04.07 UAPA Hearing
0240-07-04.08 Records Maintenance

0240-07-04-.01 Purpose is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.01 Purpose

This rule sets out the procedure to be followed when a Middle Tennessee State University (“MTSU” or “University”) faculty member believes a student has engaged in academic misconduct.

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

0240-07-04-.02 Scope is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.02 Scope

This rule applies only to situations where a faculty member alleges that a student has engaged in academic misconduct. Any allegation of misconduct related to research may also be evaluated under this rule. Students wishing to appeal final course grades must do so through the process set out in University policy.

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

0240-07-04-.03 Definitions is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.03 Definitions

- (1) Academic Exercise. Academic Exercise may consist of all forms of work submitted by a student for academic credit or hours.
- (2) Academic Misconduct. Academic Misconduct may consist of acts of plagiarism, cheating, or fabrication.
 - (a) Plagiarism. Plagiarism includes, but is not limited to, the adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another academic exercise and uses it without proper citation of its reuse.
 - (b) Cheating. Cheating includes, but is not limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Cheating also includes unapproved

collaboration, which occurs when a student works with others on an individual academic exercise without the express permission of the faculty member.

- (c) Fabrication. Fabrication includes, but is not limited to, unauthorized falsification or invention of any information or citation in an academic exercise.
- (3) Academic Misconduct Committee (Committee) refers to the Committee established under University policy.
- (4) Faculty member. For the purposes of this rule, a faculty member is the University employee teaching a course or serving in a supervisory, advisory, or evaluative capacity in relation to the student(s) accused of academic misconduct, including graduate teaching assistants who are instructors of record. Graduate teaching assistants or others who are not instructors of record should present documentation of suspected misconduct to the supervising faculty member.
- (5) Director of Academic Integrity (Director). A designee of the Vice Provost for Faculty Affairs whose responsibilities are to manage and ensure fairness in the investigation and timely resolution of alleged academic misconduct. The Director does not vote in academic misconduct hearings.
- (6) Notice. For the purposes of this rule, a notice is a written communication sent to the student's official MTSU email account, or to the student's local address as indicated in the student information system, or both as specified in this rule. Students have the responsibility to check their University-issued email accounts regularly and to ensure that the local mailing address on file with MTSU is current. The requirement to provide notice will be satisfied and any period for response will begin on the date the notice is sent.

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

0240-07-04-.04 Process is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.04 Process

- (1) Academic misconduct is prohibited. Whenever a faculty member believes that academic misconduct has occurred, he/she must provide notice to the student and submit a Student Academic Integrity Incident Report (Incident Report) to the Director within seven (7) business days from the time the faculty member concludes that the alleged misconduct occurred. The Incident Report will provide:
 - (a) the name of the student;
 - (b) the course in which the academic misconduct is alleged to have occurred;
 - (c) a description of the misconduct; and,
 - (d) supporting documentary evidence (if available).
- (2) A student who has been referred by a faculty member pursuant to this rule is prohibited from dropping a course in which misconduct is alleged, pending final resolution of the case. Students should continue attending class, absent a disciplinary sanction to the contrary, while this procedure is ongoing. If found responsible for committing academic misconduct, a student will not be allowed to drop the course, though continued class attendance is neither prohibited nor required. (Students receiving federal financial aid who stop attending a course may incur significant financial penalties. Students are encouraged to consult the MT One Stop.) Failure to comply with this directive will result in referral to the Office of Student Conduct for violation of general rules and regulations and violation of imposed disciplinary sanctions under University policy and rule.
- (3) The referring faculty member will assign neither a grade on the referred academic exercise, nor a final grade for the course, pending the resolution of the case (if the referred exercise will affect the final grade). If a grade needs to be submitted at the end of the semester, a referred student will receive a temporary

grade of "Incomplete" (I) until the case is resolved.

- (4) The Director will review the case within five (5) business days of receipt of the Incident Report. If, in the Director's opinion, the Incident Report lacks substance or is otherwise deficient, the Director may consult with the referring faculty member and indicate either that additional information is needed or encourage that the Incident Report be withdrawn. Such a consultation may take place before and/or after the Director has met with the student.
- (5) For any Incident Report not withdrawn by mutual consent between the Director and the referring faculty member, the Director will send notice to the student and schedule a meeting to discuss the alleged academic misconduct violation. During this meeting the student can accept responsibility or not accept responsibility for the alleged academic misconduct. If the student accepts responsibility, the Director will decide on University sanctions (see Rule 0240-07-04-.05) appropriate to the case, and the matter will be resolved at that point. The Director will note the resolution on the Incident Report and provide copies to the faculty member and the department chair. This notice will be sent to the student's official MTSU email account with a hard copy letter sent via first class United States Postal Service (USPS) mail to the student's local address as indicated in the student information system.
- (6) If a referred student fails to attend a scheduled meeting with the Director without a reasonable excuse, the Director may find the student responsible in absentia and determine appropriate sanctions. Cases heard in absentia may not be appealed.
- (7) If the student does not accept responsibility, the case will be heard by the Committee. The Director will:
 - (a) Determine whether the matter warrants consideration of suspension or expulsion of the student should the Committee find academic misconduct. If so, the student must be given the option of a hearing held pursuant to the Uniform Administrative Procedures Act (UAPA) as set forth in Rule 0240-07-04-.07, below. A waiver of this option must also be in writing.
 - (b) As the designee of the Vice Provost for Faculty Affairs, form the Committee from the pool of members for the purpose of the hearing.
- (8) Institutional Hearing
 - (a) If the sanction of suspension or expulsion will not be considered or if the student has waived a hearing under the UAPA, the Committee will set an institutional hearing for the matter as soon as is feasible, ideally within fifteen (15) business days of the student's request for a committee hearing, allowing reasonable time for preparation. Both the faculty member and the student will be notified of the hearing.
 - (b) Outside of regular Fall and Spring semesters, hearings will be scheduled under only two (2) circumstances:
 1. If lack of resolution affects the student's ability to graduate in the Spring or Summer; or
 2. If the Vice Provost for Faculty Affairs determines that there are extenuating circumstances to warrant a special hearing.
 - (c) The Director will advise the student, in writing, of the following:
 1. The type of academic misconduct and the circumstances alleged by the faculty member to constitute academic misconduct;
 2. The date, time, and place of the hearing;
 3. That the student may appeal a grade given by the faculty member in response to academic misconduct;

4. The right to receive a list of the witnesses the University expects to present at the proceeding and those the University may present if the need arises;
 5. The right to request a copy of the University's investigative file, redacted in accordance with the Family Educational Rights and Privacy Act of 1974, (20 U.S.C. § 1232g), and the federal regulations implementing that statute, as amended; and, the portion of the state Public Records Act making certain student information confidential (T.C.A. § 10-7-504(a)(4)).
 6. The right to request copies of all documents, copies of all electronically stored information, and access to tangible evidence the University has in its possession, custody, or control and may use to support claims or defenses, unless the use would be solely for impeachment; and
 7. The rights the student will be afforded at the hearing as specified in Rule 0240-07-04-.04(8)(e).
- (d) The hearing will take place at the scheduled time, regardless of whether the student and/or the referring faculty member choose to attend. Failure to appear at a scheduled hearing abrogates the rights listed under Rule 0240-07-04-.04(8)(e) or (f), as applicable. A hearing may be rescheduled, under extraordinary circumstances, at the discretion of the Director.
- (e) The rights applicable to the referred student at the hearing include:
1. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 2. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the student;
 3. The right to call witnesses; and
 4. The right to confront witnesses in support of the misconduct allegation.
- (f) The rights applicable to the referring faculty member at the hearing include:
1. The right to present evidence pertinent to the case and to hear and respond to all testimony;
 2. The right to be accompanied by an advisor. An advisor may not actively or directly participate in the hearing, but may only consult with the faculty member;
 3. The right to call witnesses; and
 4. The right to confront witnesses against the misconduct allegation.
- (g) The hearing will not be open to the public.
- (h) The Committee may exclude evidence it deems immaterial, irrelevant, or unduly repetitious.
- (i) Decisions shall be by majority vote of the Committee members present and voting. The Director is a non-voting ex-officio member of the Committee. The Committee may ask the referred student, referring faculty member, and any advisors present to leave the hearing while they deliberate and vote. Votes of individual Committee members will not be reported. In the event of a tie vote, the charge of misconduct is dismissed.
- (j) The standard of proof required for a finding of academic misconduct shall be by a preponderance of the evidence.
- (k) The Director will, on behalf of the Committee, issue a written decision indicating its finding concerning the charge of academic misconduct. The decision must specify the factual basis for the determination, and, if academic misconduct is found, state whether disciplinary sanctions will be imposed. The decision will be provided to the student, the faculty member, and the Vice Provost for

Faculty Affairs. For graduate students found responsible of misconduct, the decision will also be provided to the student's faculty advisor, graduate program director, and department chair.

- (l) The student and the faculty member must be notified of the right to appeal the Committee's decision to the Provost.
- (m) Once it has been determined whether academic misconduct has occurred or not, the faculty member shall determine a grade for the exercise or examination and/or course.

Authority: T.C.A. §§ 49-8-203(a)(1)(D) and 10-7-504(a)(4).

0240-07-04-.05 University Sanctions for Academic Misconduct is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.05 University Sanctions for Academic Misconduct

- (1) For undergraduates, appropriate sanctions will be determined by majority vote of the Committee and reported to the Vice Provost for Faculty Affairs. For graduate students, sanctions will be determined by majority vote of the student's faculty advisor, graduate program director and department chair (or academic dean, whichever is applicable) and reported to the Vice Provost for Faculty Affairs. Students will be provided notice of all sanctions.
- (2) Any finding or admission of responsibility will result in a record that will be maintained and referred to by the Committee in the event that a subsequent misconduct case arises, regardless of the severity of sanctions imposed in those instances.
- (3) Subsequent determinations of academic misconduct may result in more severe University sanctions. If a student has been found responsible for academic misconduct more than once, the Director will inform the sitting members of the Committee of the nature of prior offenses so that appropriate sanctions may be determined. These facts will not be revealed prior to the Committee's determination of responsibility in the present case in order to avoid prejudice.
- (4) Sanctions may include suspension or expulsion from the University but only if the student was provided the option of a UAPA hearing. (See Rule 0240-07-04-.07 for conducting the hearing required in such a case.)
- (5) Sanctions include, but are not limited to:
 - (a) Reprimand. A written reprimand will be given to a student whose conduct violates any part of these rules, and warns a student that any further violation(s) may result in more serious consequences;
 - (b) Specified Educational Program. Requirement to participate in specified educational program(s) or project(s) relevant to the offense and overseen by the Director;
 - (c) Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but not be limited to denial of the ability to represent MTSU at any event, ability to participate in University travel, or use of facilities (including, but not limited to, labs, etc.).
 - (d) Probation. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in further violation of this rule while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of more severe disciplinary sanctions, up to and including suspension or expulsion following the hearing process described in these rules for any subsequent academic misconduct violation;
 - (e) Suspension. Separation from the University for a specified period of time. This includes all instructional delivery methods (including, but not limited to, on ground, online, hybrid, etc.). Suspension may be accompanied by special conditions for readmission. Any student receiving a sanction of suspension shall be restricted from the campus of MTSU during the period of separation unless on official business with the University verified in writing by the Dean of Students. A

suspended student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision with him/her during the time of the visit.

- (f) Expulsion. Permanent separation from the University. The imposition of this sanction is a permanent bar to the student's admission to MTSU. Any student receiving a sanction of expulsion shall be restricted from the campus of MTSU unless on official business with the University verified in writing by the Dean of Students. An expelled student must submit a written request to be on campus to the Dean of Students a minimum of forty-eight (48) hours in advance of the scheduled time of his/her business on campus. The request must specify the specific reason to be on campus and the location that the student wishes to visit. The Dean of Students will issue a written decision regarding the request to be on campus, and the student is expected to carry that written decision during the time of their visit.
- (g) Revocation of Admission, Degree, or Credential. Under circumstances deemed appropriate, an offer of admission, a degree, or a credential awarded may be revoked or rescinded.
- (h) Other Sanctions. Additional or alternate sanctions may be created and designed as deemed appropriate to the offense and the student's individual need for education, growth, and reform.

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

0240-07-04-.06 Appeal of Decision is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.06 Appeal of Decision

- (1) The student or faculty member may appeal the Committee's decision to the Provost within five (5) business days of receipt of the decision.
- (2) An appeal must be submitted in writing and may only be filed based on one (1) or both of the following conditions:
 - (a) An error in procedural due process that prejudiced the Committee to the extent that the student was denied a fundamentally fair hearing as a result of the error; and/or
 - (b) The emergence of new evidence that could not have been previously discovered by the exercise of due diligence and which, had it been presented at the initial hearing, would have substantially affected the decision of the Committee.
- (3) The Provost may:
 - (a) Affirm the decision;
 - (b) Reverse the decision in whole or in part; or
 - (c) Return the matter to the Director or Committee for reconsideration of the sanction.
- (4) The decision of the Provost is final.

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

0240-07-04-.07 UAPA Hearing is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.07 UAPA Hearing

Any matter that may result in suspension or expulsion of a student from the University is subject to be heard pursuant to the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. § 4-5-301, et. seq., and shall be processed in accordance with University policy, unless the student waives the right to such a hearing in writing.

Authority: T.C.A. §§ 49-8-203(a)(1)(D) and 4-5-301, et. seq.

0240-07-04-.08 Records Maintenance is added to Chapter 0240-07-04 Academic Misconduct and shall read as follows:

0240-07-04-.08 Records Maintenance

Whenever there is a finding or admission of responsibility under this rule, these records will be maintained by the Vice Provost for Faculty Affairs permanently.

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

* If a roll-call vote was necessary, the vote by the Agency on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Andy Adams					
J.B. Baker					
Pete DeLay					
Darrell Freeman, Sr.					
Joey Jacobs					
Christine Karbowiak					
Stephen B. Smith					
Pamela Wright					
Tony Johnston					

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the Board on _____ (date as mm/dd/yyyy), and is in compliance with the provisions of T.C.A. § 4-5-222. The Secretary of State is hereby instructed that, in the absence of a petition for proposed rules being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of ninety (90) days of the filing of the proposed rule with the Secretary of State.

Date: _____

Signature: _____

Name of Officer: Heidi Zimmerman

Title of Officer: University Counsel

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: Middle Tennessee State University

Rule Chapter Number(s): Chapter 0240-07-04 Academic Misconduct

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective on: _____

Tre Hargett
Secretary of State

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process, all agencies shall conduct a review of whether a proposed rule or rule affects small business.

This rule is not anticipated to have an impact on small businesses.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 “any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments.” (See Public Chapter Number 1070 (<http://publications.tnsosfiles.com/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

This rule is not anticipated to have an impact on local government.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A)** A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

In 2016, Middle Tennessee State University (MTSU) initiated a comprehensive review of its policies and rules. This review was initiated due to the separation of MTSU from the Tennessee Board of Regents system. MTSU is in the process of establishing rules for necessary key areas.

This rule describes the expectations for student conduct and disciplinary sanctions with regard to academic misconduct that MTSU may impose through the disciplinary procedures outlined in this rule.

- (B)** A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

T.C.A. §4-5-102(12), the definition of “rule” under the UAPA includes agency statements that relate to the discipline of students.

- (C)** Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Students enrolled at MTSU are most directly affected by this rule. A policy that mirrors the proposed rule was reviewed and approved by the FOCUS Act Transition Team (Team). The Team included student, staff and faculty representatives. The faculty, staff and students of MTSU urge adoption of these rules.

- (D)** Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

None

- (E)** An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency’s annual budget or five hundred thousand dollars (\$500,000), whichever is less;

None

- (F)** Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Heidi Zimmerman, MTSU University Counsel and Cheryl Torsney, Vice Provost for Faculty Affairs.

- (G)** Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Heidi Zimmerman, MTSU University Counsel, and Cheryl Torsney, Vice Provost for Faculty Affairs.

(H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Heidi Zimmerman MTSU University Counsel 1301 E. Main Street, CAB 209 Murfreesboro, TN 37132 615-898-2025 Heidi.zimmerman@mtsu.edu	Cheryl Torsney Vice Provost for Faculty Affairs 1301 E. Main Street, CAB 111 Murfreesboro, TN 37132 615-898-2329 cheryl.torsney@mtsu.edu
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(I) Any additional information relevant to the rule proposed for continuation that the committee requests.

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**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Action Item

DATE: March 18, 2019

SUBJECT: [Residency Classification
Rule Promulgation and
Policy Revision](#)

PRESENTER: Heidi Zimmerman, University Counsel
and Deb Sells, Vice President,
Student Affairs

BACKGROUND INFORMATION:

T.C.A. § 49-8-104 requires the Board of Trustees to promulgate a rule defining residency of students to be used for the purpose of determining whether or not out-of-state tuition shall be charged to a student enrolling at MTSU. The proposed rule incorporates the criteria of § 49-8-104, as well as, additional criteria to define residency.

The policy was recently reviewed by the Division of Student Affairs revealing a number of updates needed to reflect current practices and changes to state laws. These changes align our policy with current state and federal laws. The most significant changes to the policy relate to our student veterans and the benefits they receive, requiring us to classify many of them as in-state for tuition and fee paying purposes. Other minor clarifications of existing criteria revisions were made and the title of the policy was condensed.



501 ~~Classifying Students In State and Out of State for Paying University Fees and Tuition and for Admission Purposes~~ Residency Classification

Approved by Board of Trustees

Effective Date: ~~December 5, 2017~~ _____, 2019

Responsible Division: Student Affairs

Responsible Office: Enrollment Services

Responsible Officer: AVP Enrollment Services

I. Purpose

It is the intent of Middle Tennessee State University (MTSU or University) that uniform ~~rules~~criteria shall apply in determining whether students shall be classified in-state or out-of-state for tuition and fee purposes and for admission purposes. This policy provides the ~~rules~~ and ~~and~~ criteria that will be utilized in making classification determinations.

II. ~~Rules for~~ Determination of Status

- A. Students and applicants with a domicile in Tennessee are to be classified in-state for tuition and fee purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.
 1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
 2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.

- B. Absence from ~~Tennessee~~ the State for short periods of time will not affect the establishment of a residence, provided domicile was not established in another state during that time.
- C. Students and applicants not having domicile in Tennessee shall be classified out-of-state.
- D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section II.E. of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- E. Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- F. ~~An unemancipated~~ student is classified in-state for tuition and fee purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and has meets one (1) of the following:
1. Graduated from a Tennessee public secondary school;
 2. Graduated from a private secondary school that is located in Tennessee; or
 3. Earned a Tennessee high school equivalency diploma.
- G. The spouse of a student classified as in-state will also be classified as in-state.
- H. Regular full-time employees at institutions governed by the Tennessee Board of Regents (TBR) or a Locally Governed Institution (LGI), along with their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any ~~Tennessee Board of Regents (TBR)~~ institution or ~~Locally Governed Institution (LGI).~~
- I. Graduate assistants at MTSU shall be classified as in-state for purposes of fees and tuition. ~~at the institutions where they are pursuing graduate studies as graduate assistants.~~
- J. Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

III. Out-of-State Students who are Not Required to Pay Out-of-State Tuition

- A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU.
- B. The waiver of out-of-state tuition granted to a student will follow the student from a Tennessee public community college to MTSU if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- C. Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- D. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.
- E. Military veterans who have a Tennessee address in Box 19A on their DD214 (mailing address after separation) will be charged in-state tuition and fees.
- F. A veteran or dependents eligible to receive educational benefits (to include the David Fry Scholarship) administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition and fees when the veteran or eligible dependent is:
1. Enrolled at MTSU;
 - 1-2. Utilizing such benefits at MTSU; and
 3. Living in the state of Tennessee, regardless of the individual's formal state of residency.
- If VA benefits run out/expire prior to graduation, a student can continue to qualify for in-state tuition and fees ~~for the remainder of that~~ until completion of that degree, if he/she:
- a. Maintains continuous enrollment (Fall and Spring terms); and
 - b. Demonstrates objective evidence of established residency in the state of Tennessee by presenting three (3) of the following:

(1) A Tennessee driver's license, issued for at least one (1) year;

(2) A Tennessee Identification Card, issued for at least one (1) year;

(3) Proof of a Tennessee voter's registration;

(4) A Tennessee motor vehicle registration;

(5) Proof of established employment in Tennessee;

(6) ~~Residential~~ lease or mortgage.

Further, if the veteran or eligible dependent wishes to become a permanent resident, he/she can follow Steps a. and b. above and be recoded as an in-state resident.

G. Individuals who join the Tennessee National Guard (active member) will be charged in-state tuition and fees.

H. Military service members on active-duty orders who are stationed outside of the state of Tennessee but still maintain a Tennessee domicile will be charged in-state tuition and fees.

I. An unemancipated person or spouse of an active-duty military member who is stationed outside of Tennessee but whose home of record is Tennessee, will be charged in-state tuition and fees (must show proof of domicile, including, but not limited to, driver's license, voter's registration, LES, tax document).

J. An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders.

K. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12)-month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.

L. Military personnel and their spouses stationed in Tennessee or at Fort Campbell, Kentucky who would be classified out-of-state in accordance with other provisions of these regulations this policy will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.

M. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.

~~A. The waiver of out-of-state tuition granted to a student will follow the student from a public community college to MTSU, if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.~~

~~K.N.~~ Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.

O. Presumption. No person shall qualify for in-state fees if he ~~or~~ she came to Tennessee for the primary purpose of attending college. For example, if ~~you~~ an individual moved to Tennessee and immediately enrolled at MTSU, another university, college, or community college as a full-time student, ~~you are~~ that person is presumed to have moved to Tennessee for the primary purpose of attending college and ~~you~~ will not be eligible for in-state fees. The presumption is that a student cannot acquire domicile in Tennessee while enrolled as a full-time student.

~~P. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.~~

~~Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at~~

~~MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.~~

~~Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.~~

~~Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.~~

~~Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.~~

~~A veteran enrolled at MTSU will not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:~~

~~Has not been dishonorably discharged from a branch of the U.S. armed forces or the National Guard;~~

~~Is eligible for Post 9/11 GI Bill benefits or Montgomery GI Bill benefits; and~~

~~Enrolls at MTSU after satisfying all admission requirements, within three (3) years from the date of discharge as reflected on the veteran's certificate of release or discharge from active duty, Form DD-214, or an equivalent document.~~

~~To continue to qualify for in-state tuition and fees, a veteran must:~~

~~Maintain continuous enrollment at MTSU; and~~

~~Demonstrate objective evidence of established residency in this state by presenting at least two (2) of the following:~~

~~(1) Proof of voter registration in the state;~~

~~(2) Tennessee driver's license;~~

~~(3) Tennessee motor vehicle registration;~~

~~(4) Proof of established employment in the state; or~~

~~(5) Other documentation clearly evidencing domicile or residence in the state, as determined by the Tennessee Higher Education Commission.~~

~~J.—Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher education institution in this State.~~

Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence such as including, but not limited to, proof of residence and/or property ownership within Tennessee the state; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee the state; proof of receiving a Tennessee state benefit including, but not limited to, such as TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for tuition and fee purposes at another public Tennessee higher education institution; etc.

IV. Appeal Procedure

Individuals may appeal their initial classification of residency status for purposes of tuition and fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

- A. Individuals who are initially classified as out-of-state for purposes of tuition and fee payment by personnel in the Admissions Office, the College of Graduate Office Studies, or the Office of International Programs and Services Admissions, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
 1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.

2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.
- B. The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.
 - C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be re-classified as in-state for purposes of [tuition and](#) fee payment.
 - D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
 - E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of [tuition and](#) fee payment.

V. Effective Date for Reclassification

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

VI. Regional Scholars

- A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the [Regional Scholars website](#) and who meet specific academic requirements, to attend MTSU at a reduced rate.
- B. Though still classified as out-of-state, students who qualify will receive:

1. A reduced tuition as determined by ~~the University~~ MTSU in accordance with approved guidelines.

~~±2.~~ Consideration for institutional scholarships if admitted by the established scholarship deadlines.

~~2. Automatic consideration for the MTSU Freshman Academic Merit Scholarships if admitted by the established scholarship deadlines.~~

Forms: none.

Revisions: June 5, 2017 (original); December 5, 2017; _____, 2019.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher Education Commission Programs Authority; Eligibility Verification for Entitlement Act; Deferred Action (DACA/Dream Act); T.C.A. §§ 49-4-704, 49-7-164.



501 Residency Classification

Approved by Board of Trustees

Effective Date: _____, 2019

Responsible Division: Student Affairs

Responsible Office: Enrollment Services

Responsible Officer: AVP Enrollment Services

I. Purpose

It is the intent of Middle Tennessee State University (MTSU or University) that uniform criteria shall apply in determining whether students shall be classified in-state or out-of-state for tuition and fee purposes and for admission purposes. This policy provides the criteria that will be utilized in making classification determinations.

II. Determination of Status

- A. Students and applicants with a domicile in Tennessee are to be classified in-state for tuition and fee purposes and for admission purposes. Domicile is a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves MTSU without intending to establish a new domicile elsewhere.
 1. Persons eligible to establish domicile include U.S. citizens; valid/unexpired permanent residents; asylees/refugees; and those with certain visa types, including A1 – A3; E1, E2; G1 – G5; H1B, H4; I; K1 – K4; L1, L1a, L1b, L2; NATO 1 – NATO 7; O1, O3 (dependents of O1 only); P1 – P4; R1, R2; T1 – T4; and V.
 2. Persons not eligible to establish domicile include persons who have not met requirements of the Eligibility Verification for Entitlement Act (EVEA); undocumented persons, regardless of length of residence in Tennessee; persons on Deferred Action (DACA/Dream Act), and those with certain visa types, including B1, B2; C1 – C3; D1; F1, F2; H1C, H2A, H2B, H3; J1, J2; M1, M2; N; O2, O3 (dependents of O2); Q1 – Q3; S5 – S7; TC, TN, TD; and U1 – U5.
- B. Absence from Tennessee for short periods of time will not affect the establishment of a residence, provided domicile was not established in another state during that time.

- C. Students and applicants not having domicile in Tennessee shall be classified out-of-state.
- D. The domicile of an unemancipated person is that of his/her parent, except as provided in Section II.E. of this policy. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is one who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- E. Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- F. A student is classified in-state for tuition and fee purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:
 - 1. Graduated from a Tennessee public secondary school;
 - 2. Graduated from a private secondary school that is located in Tennessee; or
 - 3. Earned a Tennessee high school equivalency diploma.
- G. The spouse of a student classified as in-state will also be classified as in-state.
- H. Regular full-time employees at institutions governed by the Tennessee Board of Regents (TBR) or a Locally Governed Institution (LGI), along with their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any TBR institution or LGI.
- I. Graduate assistants at MTSU shall be classified as in-state for purposes of fees and tuition.
- J. Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

III. Out-of-State Students who are Not Required to Pay Out-of-State Tuition

- A. An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU.

- B. The waiver of out-of-state tuition granted to a student will follow the student from a Tennessee public community college to MTSU if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- C. Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- D. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment are not required to pay out-of-state tuition. T.C.A. § 49-4-704.
- E. Military veterans who have a Tennessee address in Box 19A on their DD214 (mailing address after separation) will be charged in-state tuition and fees.
- F. A veteran or dependents eligible to receive educational benefits (to include the David Fry Scholarship) administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition and fees when the veteran or eligible dependent is:
 - 1. Enrolled at MTSU;
 - 2. Utilizing such benefits at MTSU; and
 - 3. Living in the state of Tennessee, regardless of the individual's formal state of residency.

If VA benefits run out/expire prior to graduation, a student can continue to qualify for in-state tuition and fees until completion of that degree, if he/she:

- a. Maintains continuous enrollment (Fall and Spring terms); and
- b. Demonstrates objective evidence of established residency in the state of Tennessee by presenting three (3) of the following:
 - (1) A Tennessee driver's license, issued for at least one (1) year;
 - (2) A Tennessee Identification Card, issued for at least one (1) year;
 - (3) Proof of a Tennessee voter's registration;

- (4) A Tennessee motor vehicle registration;
- (5) Proof of established employment in Tennessee;
- (6) Residential lease or mortgage.

Further, if the veteran or eligible dependent wishes to become a permanent resident, he/she can follow Steps a. and b. above and be recoded as an in-state resident.

- G. Individuals who join the Tennessee National Guard (active member) will be charged in-state tuition and fees.
- H. Military service members on active-duty orders who are stationed outside of the state of Tennessee but still maintain a Tennessee domicile will be charged in-state tuition and fees.
- I. An unemancipated person or spouse of an active-duty military member who is stationed outside of Tennessee but whose home of record is Tennessee, will be charged in-state tuition and fees (must show proof of domicile, including, but not limited to, driver's license, voter's registration, LES, tax document).
- J. An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders.
- K. Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12)-month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- L. Military personnel and their spouses stationed in Tennessee or at Fort Campbell, Kentucky who would be classified out-of-state in accordance with other provisions of this policy will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.
- M. Pursuant to T.C.A. § 49-7-164, MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that

occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.

- N. Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- O. Presumption. No person shall qualify for in-state fees if he/she came to Tennessee for the primary purpose of attending college. For example, if an individual moved to Tennessee and immediately enrolled at MTSU, another university, college, or community college as a full-time student, that person is presumed to have moved to Tennessee for the primary purpose of attending college and will not be eligible for in-state fees. The presumption is that a student cannot acquire domicile in Tennessee while enrolled as a full-time student.
- P. Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for tuition and fee purposes at another public Tennessee higher education institution; etc.

IV. Appeal Procedure

Individuals may appeal their initial classification of residency status for purposes of tuition and fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:

- A. Individuals who are initially classified as out-of-state for purposes of tuition and fee payment by personnel in the Admissions Office, the College of Graduate Studies, or the Office of International Admissions, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.

1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
 2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.
- B. The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.
 - C. The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of tuition and fee payment.
 - D. The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
 - E. The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of tuition and fee payment.

V. Effective Date for Reclassification

- A. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- B. However, out-of-state tuition will be charged for any semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that semester.

VI. Regional Scholars

- A. The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the [Regional Scholars website](#) and who meet specific academic requirements, to attend MTSU at a reduced rate.

- B. Though still classified as out-of-state, students who qualify will receive:
 - 1. A reduced tuition as determined by MTSU in accordance with approved guidelines.

 - 2. Consideration for institutional scholarships if admitted by the established scholarship deadlines.

Forms: none.

Revisions: June 5, 2017 (original); December 5, 2017; _____, 2019.

References: Tennessee Higher Education Commission Chapter 1540-1-1 Regulations for Classifying Persons as Tennessee Residents for the Purpose of Participating in Tennessee Higher Education Commission Programs Authority; Eligibility Verification for Entitlement Act; Deferred Action (DACA/Dream Act); T.C.A. §§ 49-4-704, 49-7-164.

**Department of State
Division of Publications**

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Email: publications.information@tn.gov

For Department of State Use Only

Sequence Number: _____
Rule ID(s): _____
File Date: _____
Effective Date: _____

Proposed Rule(s) Filing Form

Proposed rules are submitted pursuant to Tenn. Code Ann. §§ 4-5-202, 4-5-207, and 4-5-229 in lieu of a rulemaking hearing. It is the intent of the Agency to promulgate these rules without a rulemaking hearing unless a petition requesting such hearing is filed within ninety (90) days of the filing of the proposed rule with the Secretary of State. To be effective, the petition must be filed with the Agency and be signed by ten (10) persons who will be affected by the amendments, or submitted by a municipality which will be affected by the amendments, or an association of ten (10) or more members, or any standing committee of the General Assembly. The agency shall forward such petition to the Secretary of State.

Pursuant to Tenn. Code Ann. § 4-5-229, any new fee or fee increase promulgated by state agency rule shall take effect on July 1, following the expiration of the ninety (90) day period as provided in § 4-5-207. This section shall not apply to rules that implement new fees or fee increases that are promulgated as emergency rules pursuant to § 4-5-208(a) and to subsequent rules that make permanent such emergency rules, as amended during the rulemaking process. In addition, this section shall not apply to state agencies that did not, during the preceding two (2) fiscal years, collect fees in an amount sufficient to pay the cost of operating the board, commission or entity in accordance with § 4-29-121(b).

Agency/Board/Commission:	Middle Tennessee State University
Division:	
Contact Person:	Heidi Zimmerman, University Counsel
Address:	1301 E. Main Street, CAB 209, Murfreesboro, TN
Zip:	37132
Phone:	615-898-2025
Email:	Heidi.zimmerman@mtsu.edu

Revision Type (check all that apply):

- Amendment
 New
 Repeal

Rule(s) (ALL chapters and rules contained in filing must be listed here. If needed, copy and paste additional tables to accommodate multiple chapters. Please make sure that **ALL** new rule and repealed rule numbers are listed in the chart below. Please enter only **ONE** Rule Number/Rule Title per row)

Chapter Number	Chapter Title
0240-07-02	Residency Classification
Rule Number	Rule Title
0240-07-02-.01	Rules for Determination of Student Status
0240-07-02-.02	Out-of-State Students who are not Required to Pay Out-of-State Tuition
0240-07-02-.03	Appeal Procedure
0240-07-02-.04	Effective Date for Reclassification
0240-07-02-.05	Regional Scholars

Rules
of
Middle Tennessee State University, Murfreesboro
Chapter 0240-07-02
Residency Classification

New

Table of Contents is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

Table of Contents

0240-07-02-.01 Rules for Determination of Student Status
0240-07-02-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition
0240-07-02-.03 Appeal Procedure
0240-07-02-.04 Effective Date for Reclassification
0240-07-02-.05 Regional Scholars

0240-07-02-.01 Rules for Determination of Student Status is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

0240-07-02-.01 Rules for Determination of Student Status

- (1) Students and applicants with a domicile in the state of Tennessee are to be classified in-state for tuition and fee purposes and for admission purposes. Domicile is defined for these rules as a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return when he/she leaves Middle Tennessee State University (MTSU) without intending to establish a new domicile elsewhere.
- (2) MTSU will comply with all applicable federal and state statutes and regulations pertaining to residency classification of students.
- (3) Absence from Tennessee for short periods of time will not affect the establishment of a residence, provided domicile was not established in another state during that time.
- (4) Students and applicants not having domicile in Tennessee shall be classified out-of-state.
- (5) The domicile of an unemancipated person is that of his/her parent, except as provided in Paragraph (6) below. Students who are unemancipated must submit parent, legal guardian, or foster parent documentation in lieu of their own. An emancipated person is someone who has attained the age of eighteen (18) years, and whose parents have entirely legally surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed emancipated person.
- (6) Unemancipated students of divorced parents shall be classified in-state when one (1) parent, regardless of custodial status, is domiciled in Tennessee.
- (7) A student is classified in-state for tuition and fee purposes if the student is a citizen of the U.S. and has resided in Tennessee for at least one (1) year immediately prior to admission and meets one (1) of the following:
 - (a) Graduated from a Tennessee public secondary school;
 - (b) Graduated from a private secondary school that is located in Tennessee; or
 - (c) Earned a Tennessee high school equivalency diploma.
- (8) The spouse of a student classified as in-state will also be classified as in-state.

- (9) Regular full-time employees at institutions governed by the Tennessee Board of Regents (TBR) or a Locally Governed Institution (LGI), along with their spouses and children shall be classified as in-state students for purposes of fees and tuition when enrolled in courses at any TBR institution or LGI.
- (10) Graduate assistants at MTSU shall be classified as in-state for purposes of fees and tuition.
- (11) Continuous enrollment at MTSU is defined as enrollment in at least one (1) course in successive Fall or Spring terms during the student's enrollment.

Authority: T.C.A. § 49-8-104.

0240-07-02-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

0240-07-02-.02 Out-of-State Students who are not Required to Pay Out-of-State Tuition

- (1) An unemancipated, currently enrolled student will be reclassified as out-of-state should his/her parent move out of the state of Tennessee. However, the student will not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as he/she is continuously enrolled at MTSU.
- (2) The waiver of out-of-state tuition granted to a student will follow the student from a Tennessee public community college to MTSU if the student transfers from the community college without a break in enrollment after successfully completing an associate's degree or if participating in a reverse transfer program.
- (3) Students who participate in a study abroad program, when the course(s) in the study abroad program is/are the only course(s) for which the student is registered during that entire term are not required to pay out-of-state tuition.
- (4) Military veterans who have a Tennessee address in Box 19A on their DD214 (mailing address after separation) will be charged in-state tuition and fees.
- (5) A veteran or dependents eligible to receive educational benefits (to include the David Fry Scholarship) administered by the United States Department of Veterans Affairs, through any provision of the United States Code, shall not be required to pay out-of-state tuition and fees when the veteran or eligible dependent is:
 - (a) Enrolled at MTSU;
 - (b) Utilizing such benefits at MTSU; and
 - (c) Living in the state of Tennessee, regardless of the individual's formal state of residency.

If VA benefits run out/expire prior to graduation, a student can continue to qualify for in-state tuition and fees until completion of that degree, if he/she:

- 1. Maintains continuous enrollment (Fall and Spring terms); and
- 2. Demonstrates objective evidence of established residency in the state of Tennessee by presenting three (3) of the following:
 - (i) A Tennessee driver's license, issued for at least one (1) year;
 - (ii) A Tennessee Identification Card, issued for at least one (1) year;
 - (iii) Proof of a Tennessee voter's registration;
 - (iv) A Tennessee motor vehicle registration;

(v) Proof of established employment in Tennessee;

(vi) Residential lease or mortgage.

Further, if the veteran or eligible dependent wishes to become a permanent resident, he/she can follow Steps 1 and 2 above and be recoded as an in-state resident.

- (6) Individuals who join the Tennessee National Guard (active member) will be charged in-state tuition and fees.
- (7) Military service members on active-duty orders who are stationed outside of the state of Tennessee but still maintain a Tennessee domicile will be charged in-state tuition and fees.
- (8) An unemancipated person or spouse of an active-duty military member who is stationed outside of Tennessee but whose home of record is Tennessee, will be charged in-state tuition and fees (must show proof of domicile, including, but not limited to, driver's license, voter's registration, LES, tax document).
- (9) An unemancipated person whose parent is not domiciled in Tennessee but is a member of the armed forces and stationed in Tennessee or at Fort Campbell, Kentucky pursuant to military orders will be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, will not be required to pay out-of-state tuition if his/her parent is transferred on military orders.
- (10) Active-duty military personnel who begin working on a college degree at MTSU while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degree, can continue to completion of the degree at MTSU without being required to pay out-of-state tuition, as long as he/she completes at least one (1) course for credit each twelve (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
- (11) Military personnel and their spouses stationed in Tennessee or at Fort Campbell, Kentucky who would be classified out-of-state in accordance with other provisions of these rules will be classified out-of-state but will not be required to pay out-of-state tuition. This does not apply to military personnel and their spouses who are stationed in Tennessee primarily for educational purposes.
- (12) MTSU shall charge a dependent child under twenty-three (23) years of age, whose military parent dies as a result of a targeted attack that occurred in Tennessee, in-state tuition and fees regardless of the dependent child's domicile or place of residence during the dependent child's enrollment at MTSU, provided the dependent child has met and continues to meet all stated statutory requirements.
- (13) Part-time students who are not domiciled in Tennessee but who are employed full-time in Tennessee, or who are stationed at Fort Campbell, Kentucky pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall also apply to part-time students who are employed in Tennessee by more than one (1) employer, resulting in the equivalent of full-time employment. Full-time employment is defined as working either one (1) job at a minimum of thirty-two (32) hours per week or more than one (1) part-time job to total an average of thirty-two (32) hours per week.
- (14) Presumption. No person shall qualify for in-state fees if he/she came to Tennessee for the primary purpose of attending college. For example, if an individual moved to Tennessee and immediately enrolled at MTSU, another university, college, or community college as a full-time student, that person is presumed to have moved to Tennessee for the primary purpose of attending college and will not be eligible for in-state fees. The presumption is that a student cannot acquire domicile in Tennessee while enrolled as a full-time student.
- (15) Evidence to be Considered for Establishment of Domicile. If a person asserts that he/she has established domicile in Tennessee, he/she has the burden of proving that he/she has done so. MTSU will consider any and all evidence provided concerning such claim of domicile. Generally, persons attempting to prove domicile should be prepared to offer multiple items of evidence including, but not limited to, proof of residence and/or property ownership within Tennessee; military orders assigning the person to

Tennessee; proof of full-time employment within Tennessee; proof of receiving a Tennessee state benefit including, but not limited to, TennCare, TN Disability benefits, or SNAP; proof of current classification as in-state for tuition and fee purposes at another public Tennessee higher education institution; etc.

Authority: T.C.A. § 49-8-104; T.C.A. § 49-4-704; T.C.A. § 49-7-164.

0240-07-02-.03 Appeal Procedure is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

0240-07-02-.03 Appeal Procedure

- (1) Individuals may appeal their initial classification of residency status for purposes of tuition and fee payment prior to the census date for the applicable term as specified on the registration calendar for each term according to the following procedure:
 - (a) Individuals who are initially classified as out-of-state for purposes of tuition and fee payment by personnel in the Admissions Office, the College of Graduate Studies, or the Office of International Admissions, and who wish to appeal this classification, must complete the Application for Tennessee Residency for Fee-Paying Purposes.
 1. Documentation submitted by the individual will be reviewed by the appropriate staff. The individual will be notified of any change in status or other action taken on his/her application. If the individual has an MTSU email account, he/she will be notified through this account. Otherwise, the individual will be notified using the information provided on the application. Notice to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
 2. In the event that the individual's application for in-state residency is denied, the individual will be advised to contact the Assistant Vice President for Student Affairs or designee to initiate an appeal of the classification.
 - (b) The Assistant Vice President for Student Affairs or designee will, upon request of the individual and receipt of any additional information required for full consideration, convene the Student Appeals Committee. A representative of the office of original classification in each individual case shall serve as a consultant to the Student Appeals Committee and, upon request, shall provide the basis for the original decision and any other relevant information.
 - (c) The Student Appeals Committee shall hear such evidence members regard as relevant to a proper review of the individual's residency status and will make a recommendation to the Vice President for Student Affairs either denying the appeal or recommending that the individual be reclassified as in-state for purposes of tuition and fee payment.
 - (d) The Vice President for Student Affairs will approve, reject, or modify the recommendation of the Student Appeals Committee. Notification to the individual of MTSU's decision is anticipated to be within five (5) business days, except during periods when a large volume of appeals has been filed, which may require extension of this notification period.
 - (e) The decision of the Vice President for Student Affairs will be final in matters of appeal with regard to residency status for purposes of tuition and fee payment.

Authority: T.C.A. § 49-8-104.

0240-07-02-.04 Effective Date for Reclassification is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

0240-07-02-.04 Effective Date for Reclassification

- (1) If a student classified out-of-state applies for in-state classification and is subsequently so classified, his/her in-state classification shall be effective as of the date on which reclassification was sought.
- (2) However, out-of-state tuition will be charged for any term during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the census day of that term.

Authority: T.C.A. § 49-8-104.

0240-07-02-.05 Regional Scholars is added to Chapter 0240-07-02 Residency Classification and shall read as follows:

0240-07-02-.05 Regional Scholars

- (1) The MTSU Regional Scholars Program allows select non-Tennessee resident students who live within a specified radius of the MTSU campus, as determined by the Board of Trustees and published on the Regional Scholars website, and who meet specific academic requirements, to attend MTSU at a reduced rate.
- (2) Though still classified as out-of-state, students who qualify will receive:
 - (a) A reduced tuition as determined by MTSU in accordance with approved guidelines.
 - (b) Consideration for institutional scholarships if admitted by the established scholarship deadlines.

Authority: T.C.A. § 49-8-104.

* If a roll-call vote was necessary, the vote by the Agency on these rules was as follows:

Board Member	Aye	No	Abstain	Absent	Signature (if required)
Andy Adams					
J.B. Baker					
Pete DeLay					
Darrell Freeman, Sr.					
Joey Jacobs					
Tony Johnston					
Christine Karbowskiak					
Stephen B. Smith					
Pamela Wright					

I certify that this is an accurate and complete copy of proposed rules, lawfully promulgated and adopted by the Board on ___/___/2019 (*date as mm/dd/yyyy*), and is in compliance with the provisions of T.C.A. § 4-5-222. The Secretary of State is hereby instructed that, in the absence of a petition for proposed rules being filed under the conditions set out herein and in the locations described, he is to treat the proposed rules as being placed on file in his office as rules at the expiration of ninety (90) days of the filing of the proposed rule with the Secretary of State.

Date: _____

Signature: _____

Name of Officer: Heidi Zimmerman

Title of Officer: University Counsel

Subscribed and sworn to before me on: _____

Notary Public Signature: _____

My commission expires on: _____

Agency/Board/Commission: Middle Tennessee State University

Rule Chapter Number(s): Chapter 0240-07-02 Residency Classification

All proposed rules provided for herein have been examined by the Attorney General and Reporter of the State of Tennessee and are approved as to legality pursuant to the provisions of the Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5.

Herbert H. Slatery III
Attorney General and Reporter

Date

Department of State Use Only

Filed with the Department of State on: _____

Effective on: _____

Tre Hargett
Secretary of State

Regulatory Flexibility Addendum

Pursuant to T.C.A. §§ 4-5-401 through 4-5-404, prior to initiating the rule making process, all agencies shall conduct a review of whether a proposed rule or rule affects small business.

The rule is not anticipated to have an impact on small businesses.

Impact on Local Governments

Pursuant to T.C.A. §§ 4-5-220 and 4-5-228 “any rule proposed to be promulgated shall state in a simple declarative sentence, without additional comments on the merits of the policy of the rules or regulation, whether the rule or regulation may have a projected impact on local governments.” (See Public Chapter Number 1070 (<http://state.tn.us/sos/acts/106/pub/pc1070.pdf>) of the 2010 Session of the General Assembly)

This rule is not anticipated to have an impact on local government.

Additional Information Required by Joint Government Operations Committee

All agencies, upon filing a rule, must also submit the following pursuant to T.C.A. § 4-5-226(i)(1).

- (A)** A brief summary of the rule and a description of all relevant changes in previous regulations effectuated by such rule;

In 2016, Middle Tennessee State University (MTSU) initiated a comprehensive review of its policies and rules. This review was necessitated due to the separation of MTSU from the Tennessee Board of Regents system. MTSU is in the process of establishing rules as required by statute.

This rule describes the criteria for classifying students as either in-state or out-of-state for tuition and fee payment purposes, and for admission purposes. The rule sets out the criteria for making these determinations.

- (B)** A citation to and brief description of any federal law or regulation or any state law or regulation mandating promulgation of such rule or establishing guidelines relevant thereto;

T.C.A. § 49-8-104 provides that the MTSU Board of Trustees is authorized to promulgate rules defining residency of students for the purpose of determining whether or not out-of-state tuition shall be charged to a student enrolling at MTSU.

- (C)** Identification of persons, organizations, corporations or governmental entities most directly affected by this rule, and whether those persons, organizations, corporations or governmental entities urge adoption or rejection of this rule;

Students of MTSU are most directly affected by this rule. A policy that reflects the proposed rule was reviewed and approved by the MTSU FOCUS Act Transition Team. The Transition Team included student, staff and faculty representatives. The policy was also provided to the campus community to provide an opportunity to submit comments or ask questions. The faculty, staff and students of MTSU urge adoption of these rules.

- (D)** Identification of any opinions of the attorney general and reporter or any judicial ruling that directly relates to the rule or the necessity to promulgate the rule;

None

- (E)** An estimate of the probable increase or decrease in state and local government revenues and expenditures, if any, resulting from the promulgation of this rule, and assumptions and reasoning upon which the estimate is based. An agency shall not state that the fiscal impact is minimal if the fiscal impact is more than two percent (2%) of the agency's annual budget or five hundred thousand dollars (\$500,000), whichever is less;

None

- (F)** Identification of the appropriate agency representative or representatives, possessing substantial knowledge and understanding of the rule;

Heidi Zimmerman, MTSU University Counsel and Dr. Laurie Witherow, Associate Vice President for Enrollment Services.

- (G)** Identification of the appropriate agency representative or representatives who will explain the rule at a scheduled meeting of the committees;

Heidi Zimmerman, MTSU University Counsel and Dr. Laurie Witherow, Associate Vice President for Enrollment Services.

(H) Office address, telephone number, and email address of the agency representative or representatives who will explain the rule at a scheduled meeting of the committees; and

Heidi Zimmerman MTSU University Counsel 1301 E. Main Street, CAB 209 Murfreesboro, TN 37132 615-898-2025 Heidi.zimmerman@mtsu.edu	Dr. Laurie Witherow Associate Vice President for Enrollment Services 1301 E. Main Street, SSAC 120 Murfreesboro, TN 37132 615-898-2239 laurie.witherow@mtsu.edu
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(I) Any additional information relevant to the rule proposed for continuation that the committee requests.



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Action Item

DATE: March 18, 2019

SUBJECT: [Approval of Academic Program
Modifications](#)

PRESENTER: Mark Byrnes, Provost

BACKGROUND INFORMATION:

University Policy 251, Approval of Academic Programs, Units, and Modifications, states all academic actions that require review and approval by THEC must be approved by the Board of Trustees.

Proposals for the following modifications are attached:

- Elevate the Master of Education (M.Ed.) in Professional Counseling to Specialist in Education (Ed.S.) in Professional Counseling
- Change the Master of Science (M.S.) in Public Health to Master of Public Health (M.P.H.)

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THEC Academic Program Modification Form
M.Ed in Professional Counseling
Middle Tennessee State University

Before the Proposed Change			After the Proposed Change		
Title of Existing Academic Program(include all existing concentrations before program modification)	Degree	CIP Code	Title of New Program after program modification is approved (including all concentrations)	Degree	CIP Code
Professional Counseling - Clinical Mental Health Counseling - School Counseling	M.Ed.	13.1101.00	Professional Counseling - Clinical Mental Health Counseling - School Counseling	Ed.S.	13.1101.00

- Proposed Implementation Date
Fall 2019
- Proposed Termination Dates for Any Concentrations Proposed as Free Standing Academic Programs
N/A
- Anticipated Delivery Site
Middle Tennessee State University - Murfreesboro
- Academic Program Liaison (APL) Name and Contact Information (The APL will serve as the information resource on academic approval actions and notification for the institution.)
Dr. Peter Cunningham
Vice Provost for Academic Programs
Cope Administration Building, room 111
615-494-7611
peter.cunningham@mtsu.edu
- Background for Proposed Academic Program Modification (State the rationale for the proposed change.)

This proposal requests the following academic program modification: ***Masters of Education in Professional Counseling changed to Specialist in Education in Professional Counseling.***

The MTSU Professional Counseling Program currently offers a Masters of Education with two concentrations – clinical mental health counseling and school counseling. The Program is accredited by the Council for the Accreditation for Counseling and Related Educational Programs (CACREP).

The rationale for this change includes the following:

- Per the requirements of CACREP, this degree program requires completion of 60 credit hours. Currently, MTSU offers a number of education specialists degrees (e.g., administration and supervision, curriculum and instruction, and school psychology), all of which require 60 hours. This change would align the Professional Counseling degree with other degree programs at MTSU which require 60 hours.
 - Greater career advancement, including salary increases in local schools districts and agencies is available to graduates with the Ed.S. degrees as compared to graduates with the current M.Ed. credential.
- Need for Program (Submit letter of documentation from accrediting body if program modification request is based on recommendation from accrediting agency.)

N/A

- Potential Impact of Modification on Current Program (including other concentrations within the current Program) and other similar programs within the institution)

There will be no impact on other similar programs offered within the institution. The change will align the Professional Counseling degree with other 60 hour EdS programs offered at MTSU.

- Existing Programs Offered at Public and Private Tennessee institutions – List all programs within the same CIP code definition at the same academic level (Bachelor’s, Master’s, Doctoral) currently offer in public and private higher education in Tennessee.

Austin Peay State University*	M.S.
Carson-Newman	M.S.C/ Ed.S
East Tennessee State University	M.A.
Johnson University	M.A.
Lincoln Memorial University	M.Ed
Milligan College*	M.S.
Southern Adventist University	M.S.
University of Memphis	M.S.
UT Chattanooga	M.Ed
UT Knoxville	M.S.
Vanderbilt University	M.Ed

** In process of modifying degree designation*

- Enrollment and Degrees Awarded by Concentration – Complete only if APM request is for elevation of existing concentration to a free-standing degree program. (Please utilize the following tabular format).

N/A

- Student Learning Outcomes – Describe what students should know, understand and/or be able to do at the conclusion of the program.

The Professional Counseling Faculty developed student learning outcomes based on the CACREP Standards, which include eight core areas, as well as standards related to the clinical mental health counseling and school counseling concentration area. The eight core areas include the following:

1. professional counselors, the counseling profession and ethical practice.
2. social and cultural diversity.
3. human growth and development.
4. career development.
5. helping relationships.
6. group work.
7. assessment.
8. research and program evaluation.

For the clinical mental health counseling concentration area, students will demonstrate, integrate and apply knowledge pertaining to:

1. foundations of clinical mental health counseling.
2. counseling, prevention and intervention in the field of clinical mental health counseling.
3. diagnosis and treatment planning in the field of clinical mental health counseling.
4. diversity and advocacy in the field of clinical mental health counseling.

For the school counseling concentration area, students will demonstrate, integrate and apply knowledge pertaining to:

9. foundations of school counseling.
10. counseling, prevention, and intervention in the field of school counseling.
11. diversity and advocacy in the field of school counseling.
12. academic development of students in the field of school counseling.
13. collaboration and consultation in the field of school counseling.
14. leadership in the field of school counseling.

- Assessment - Provide a plan for assessing student learning outcomes while the students are in the program and after they have completed the program.

See attached.

- Accreditation - Where appropriate, indicate any professional organizations that accredit the proposed academic program and any substantive change that may require a SACSCOC review.

The MTSU Professional Counseling Program is currently accredited by the Council for the Accreditation for Counseling and Related Educational Programs (CACREP). CACREP is a recognized accrediting agency by the Council for Higher Education Accreditation (CHEA) and holds full membership status with the Association of Specialized and Professional Accreditors (ASPA) and the International Network of Quality Assurance Agencies in Higher Education (INQAAHE).

No additional notification to SACSCOC is required.

Current and Proposed Curriculum Requirements

- New Courses Needed - List any new courses which must be added to initiate the program; include a catalog description for each of these courses.

No new courses will be added.

- Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies (if applicable)

The Professional Counseling Program is an existing program, which is currently accredited by CACREP. Based on the accreditation status, the Program has met all standards through the existing curriculum.

- Distance Learning – Indicate whether this program will be offered via distance learning and which courses are available via distance learning.

The program will not be offered via distance learning but will remain a traditional program.

However, the following courses are offered as either online or hybrid courses:

- COUN 6110 Introduction to Professional Counseling
- COUN 6840 Measurement and Appraisal in Counseling
- COUN 6410 Development Across the Lifespan
- COUN 6150 Career Counseling
- COUN 7520 Assessment and Treatment of Addictions
- COUN 6765 Diagnosis and Treatment Planning in Counseling

- Current and Proposed Admission, Retention and Graduation Policies

There is no change to the existing admission, retention, and graduation policies.

- Current Faculty - List the name, rank, highest degree, primary department and estimate of the level of involvement of all faculty members who will participate in the proposed program. If the program is at the graduate level, also list the number of masters' theses and doctoral dissertations each of these faculty members have directed to completion. (Please utilize the following tabular format).

Name	Rank	Highest Degree	Primary Department	FTE in Program	# of Theses/dissertations
Ginny Dansby	Professor	Ed.D.	Educational Leadership	100	N/A
Robin Lee	Professor	Ph.D.	Educational Leadership	100	N/A
Chris Quarto	Professor	Ph.D.	Educational Leadership	100	N/A
Michelle Stevens	Associate Professor	Ph.D.	Educational Leadership	100	N/A
Tiffany Wilson	Assistant Professor	Ph.D.	Educational Leadership	100	N/A

- Finance – Complete THEC Financial Projection Form THEC

The MTSU Professional Counseling Program is an existing program and will require no additional faculty or expenses as a result of the degree designation change.

Middle Tennessee State University (MTSU) Professional Counseling

Comprehensive Assessment Plan (CAP)

**Middle Tennessee State University (MTSU) Professional Counseling
Comprehensive Assessment Plan (CAP)**

Overview

The MTSU Professional Counseling faculty jointly participated in the development of the Comprehensive Assessment Plan (CAP). In developing the CAP, the faculty took into consideration various factors which inform and impact the training and evaluation of MTSU Professional Counseling students including:

Accreditation standards:

- Council for Accreditation of Counseling & Related Educational Programs (CACREP)
- Southern Association of Colleges and Schools (SACS)

Licensure requirements:

- Tennessee State Board of Education
- Tennessee Board of Licensed Professional Counselors, Licensed Marital and Family Therapists, and Licensed Pastoral Therapists

Professional association models and standards:

- American School Counselor Association National Model
- American Mental Health Counselors Association Standards for the Practice of Clinical Mental Health Counseling

College & program framework & objectives:

- MTSU College of Educational conceptual framework (Educators as Reflective Decision-Makers: Research & Inquiry, Teaching & Transmission of Knowledge, Integration of Knowledge, Application of Knowledge)

The Professional Counseling faculty utilize multiple methods of evaluating students over the course of their training programs. In particular, faculty take into consideration applicant data (e.g., undergraduate GPA, GRE scores), students' academic performance in classes, disposition ratings, evaluation forms completed on students by class instructors and practicum and site supervisors, student self-evaluations, and successful completion of a comprehensive examination, to name a few.

The Professional Counseling faculty developed a mission statement which describes the philosophy of the training program and what faculty seek to accomplish, in general terms, by training students to become professional counselors. The mission statement provided the backdrop for the development of six program objectives, which are guiding principles which faculty seek to accomplish in training students. These objectives are embedded in student learning outcomes (SLOs). However, the faculty elected to adopt CACREP common core curricular standards and

specialty area standards (Clinical Mental Health Counseling, CMHC, and School Counseling, SCCO) to serve as the core elements upon which SLOs were developed for the training program. The faculty believed that the standards represented a comprehensive framework for training students in the knowledge, skills and practices of professional counselors. Thus, Professional Counseling students are provided with learning activities and experiences and evaluated across eight areas (i.e., common core):

- Professional Orientation and Ethical Practice
- Social and Cultural Diversity
- Human Growth and Development
- Career Development
- Helping Relationships
- Group Work
- Assessment
- Research and Program Evaluation

In addition, they are provided with learning activities and experiences and evaluated with regard to specialty area standards pertaining to Clinical Mental Health Counseling and School Counseling:

Clinical Mental Health Counseling (CMHC):

- Foundations
- Counseling, Prevention and Intervention
- Diversity and Advocacy
- Assessment*
- Research and Evaluation*
- Diagnosis

School Counseling (SCCO):

- Foundations
- Counseling, Prevention and Intervention
- Diversity and Advocacy
- Assessment*
- Research and Evaluation*
- Academic Development
- Collaboration and Consultation
- Leadership

(* Specialty area standards associated with Assessment and Research and Evaluation are addressed in many classes via learning activities and experiences and evaluated using a variety of methods. However, the Professional Counseling faculty did not create SLOs from these particular standards as they were not considered as essential as the other ones.)

MTSU Professional Counseling Student Learning Outcomes

The Professional Counseling faculty developed the following SLOs for its students:

All Professional Counseling students will demonstrate, integrate and apply knowledge of:

15. professional counselors, the counseling profession and ethical practice.
16. social and cultural diversity.
17. human growth and development.
18. career development.
19. helping relationships.
20. group work.
21. assessment.
22. research and program evaluation.

Students in the clinical mental health counseling concentration will demonstrate, integrate and apply knowledge pertaining to:

23. foundations of clinical mental health counseling.
24. counseling, prevention and intervention in the field of clinical mental health counseling.
25. diagnosis and treatment planning in the field of clinical mental health counseling.
26. diversity and advocacy in the field of clinical mental health counseling.

Students in the school counseling concentration will demonstrate, integrate and apply knowledge pertaining to:

27. foundations of school counseling.
28. counseling, prevention, and intervention in the field of school counseling.
29. diversity and advocacy in the field of school counseling.
30. academic development of students in the field of school counseling.
31. collaboration and consultation in the field of school counseling.
32. leadership in the field of school counseling.

Each of the specialty area SLOs (#9 – #18) have been divided into *knowledge* and *skills and practices* SLOs, which correspond to how CACREP 2009 specialty area standards are divided into these two areas. For example, SLO #9A – which pertains to CMHC students - reads as follows:

- Students in the clinical mental health counseling concentration will demonstrate, integrate and apply knowledge of foundations of clinical mental health counseling (***knowledge***).

SLO #9B is as follows:

- Students in the clinical mental health counseling concentration will demonstrate, integrate and apply knowledge of foundations of clinical mental health counseling (*skills & practices*).

Given that the specialty area SLOs are divided into two sections, there are actually 28 SLOs that the Professional Counseling faculty evaluate (i.e., 8 SLOs that correspond to the CACREP core curricular standards and 20 SLOs that correspond to the CACREP specialty area standards – CMHC and SCCO).

Learning Activities and Experiences and Evaluation of Student Learning Outcomes

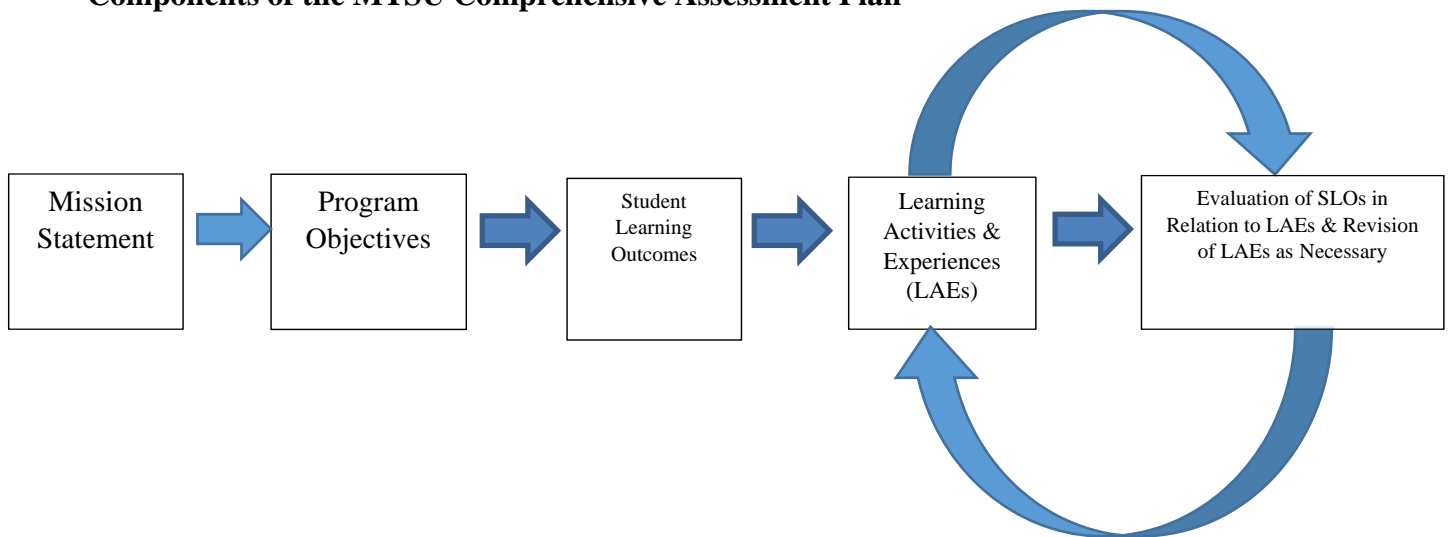
Various learning activities and experiences (LAEs) are utilized to help students develop the knowledge, skills and practices of professional counselors that are specified in the common core and specialty area standards throughout the course of their training programs. The Professional Counseling faculty, in turn, use multiple-choice tests such as the Counselor Preparation Comprehensive Examination and the end-of-program knowledge assessment exams to evaluate LAEs pertaining to the eight core curricular area standards and *knowledge standards* of the specialty area standards (i.e., CMHC and SCCO) upon which SLOs are based. Alternatively, grading rubrics, supervisor evaluation forms, etc. are used to evaluate the LAEs pertaining to *skills and practices standards* upon which specialty area SLOs are based.

The Professional Counseling faculty reviews evaluation data and, in conjunction with key players (e.g., advisory board) makes programmatic changes and, when necessary, changes in the measures used to assess outcomes to improve (or more accurately measure) the achievement of outcomes. In addition, the faculty periodically reviews and updates the mission statement and program objectives based on the evolution of training philosophies and standards promulgated by professional associations and accreditation bodies, scholarly writings reported in professional journals, advisory board recommendations, and , in the future, SLO evaluation results.

Figure 1 depicts the components of the Comprehensive Assessment Plan (CAP):

Figure 1

Components of the MTSU Comprehensive Assessment Plan



To be more explicit, the Professional Counseling faculty uses two methods to assess SLOs:

- Multiple-choice exams are used to evaluate SLOs that are based on the CACREP core curricular standards and specialty area *knowledge standards*:
 - Counselor Preparation Counselor Examination (CPCE) – used to evaluate SLOs #1 - #8 (the faculty began using this test in fall, 2013 to evaluate SLOs and for its comprehensive examination)
 - End-of-program knowledge assessment exams – used to evaluate SLOs #9 - #18 (specifically, the specialty area *knowledge standards* associated with these SLOs)
- Rubrics and other evaluation forms (e.g., site supervisor evaluation forms) are used to evaluate SLOs #9 - #18 that are based on designated CACREP specialty area *skills & practices standards*.

The Professional Counseling faculty adopted a standardized metric for use with any rubric developed to assess *skills & practices* SLOs (i.e., #9 - 18). The metric is based on a 1-2-3 scale as follows:

Unacceptable	Acceptable	Target
1	2	3

For each rubric evaluation category – Unacceptable, Acceptable, and Target – a list of criteria are specified which help faculty differentiate different levels of skill performance. Not only does this help faculty evaluate students more objectively, but also makes it clear to students the types of skills they need to demonstrate to achieve at a particular level of performance. For example:

Assessing Suicide Risk & Demonstrating Skills Rubric			
	Unacceptable	Acceptable	Target
	1	2	3
Use of PIMP Procedure During Role Play	<ul style="list-style-type: none"> • Demonstrates two or fewer components of PIMP suicide risk procedure with client 	<ul style="list-style-type: none"> • Demonstrates three out of four components of PIMP suicide risk procedure with client 	<ul style="list-style-type: none"> • Demonstrates all four components of PIMP suicide risk procedure with client

Figures 2 & 3, which are depicted on the following pages, elucidate the relationships between CACREP standards, SLOs and methods of evaluation and provide an example of these relationships.

Figure 2 - Student Learning Outcome Evaluation Process

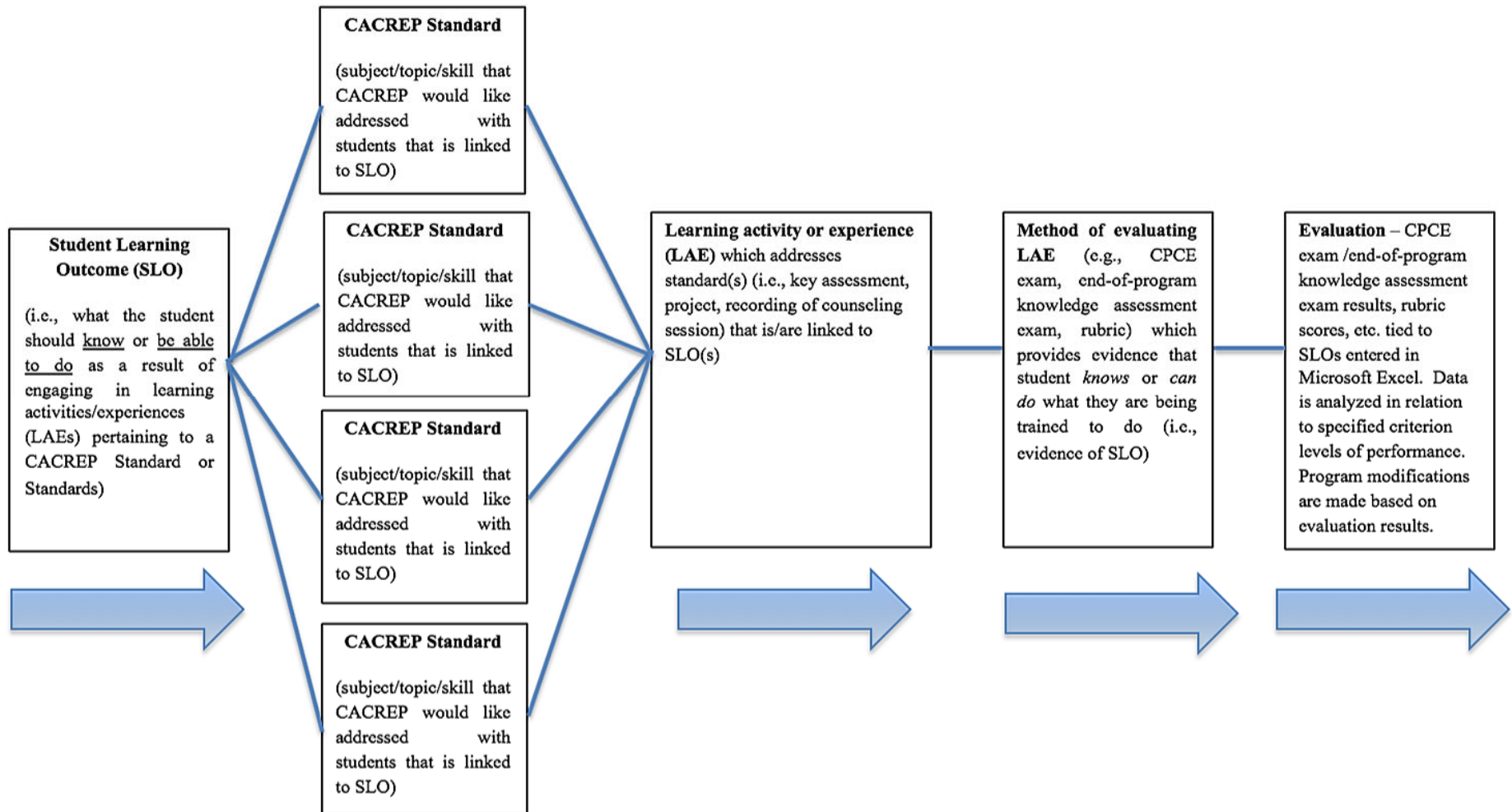
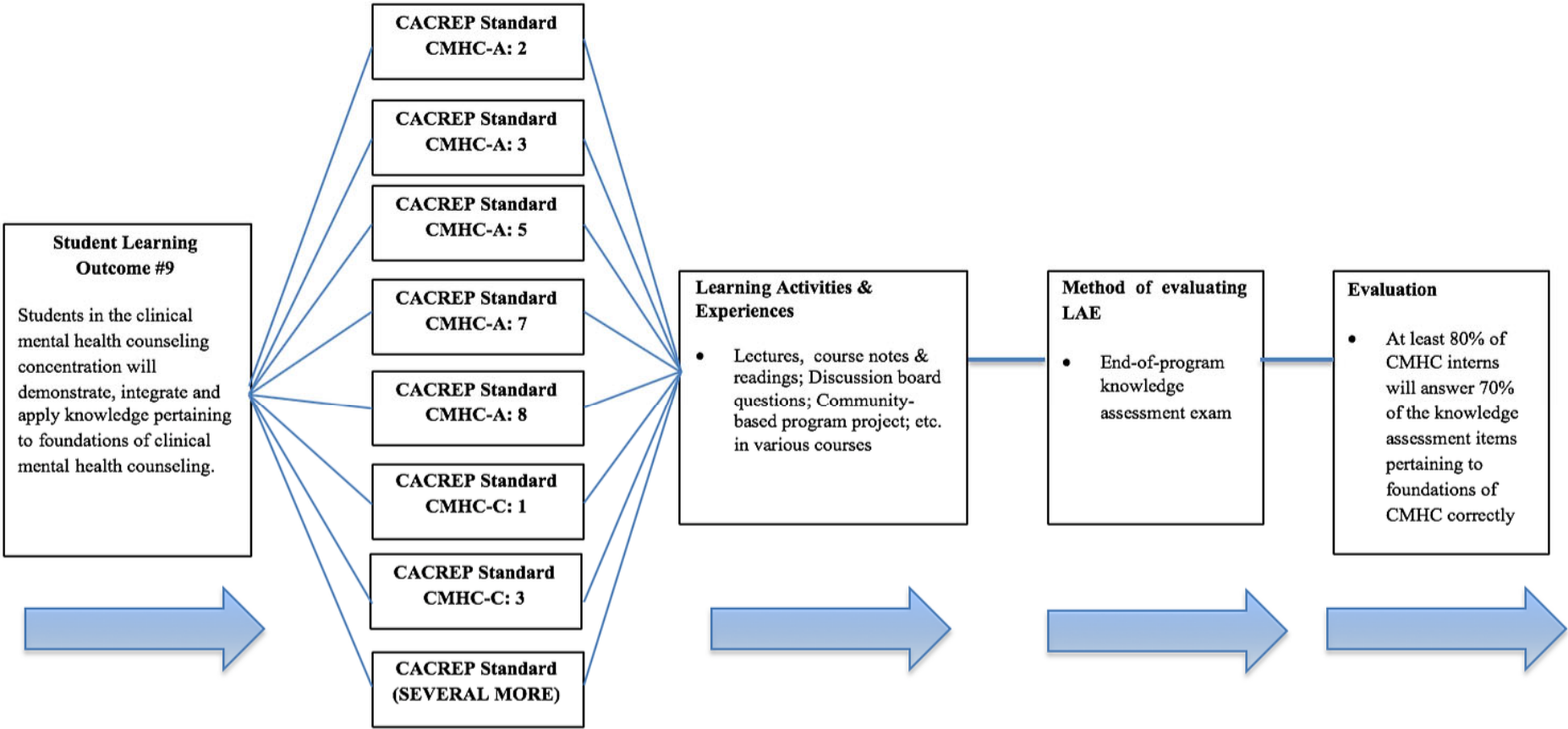


Figure 3 - Student Learning Outcome Evaluation Process - Example



Assessment Results Pertaining to Student Learning Outcomes & Professional Dispositions

The Professional Counseling faculty identified a series of “*key assessments*” which serve as prime outcome indicators of SLOs. They also came to a consensus on six dispositions that should be displayed by students. Grading rubrics are used to evaluate key assessments and dispositions using the 1-2-3 (Unacceptable-Acceptable-Target) rating system. Students are continuously evaluated in every course every semester with a key assessment and/or disposition ratings over the course of their programs.

- The CPCE serves as the primary key assessment of SLOs (#1 - #8) that are based on CACREP core curricular standards.
- The end-of-program knowledge assessment exams and a series of course-related LAEs (evaluated with rubrics) serve as key assessments relating to SLOs (#9 – #18) that are based on the CACREP specialty area (knowledge + skills & practices) standards.

Professional Dispositions

As noted above, students in the Professional Counseling program (and non-degree-seeking students who have been granted permission to take classes in the Clinical Mental Health Counseling or School Counseling concentration) are expected to demonstrate positive dispositions. It is the philosophy of this program that in order to serve the counseling profession, clients and their families, and the public at large, counselor candidates must be collaborative, ethical, professional, reflective, self-directed, and critical-thinkers. The following rubric provides descriptions of each disposition. This rubric is employed by the faculty as part of the continuous evaluation process.

RATINGS	1 Unacceptable	2 Acceptable	3 Target
Disposition	(Examples of behaviors and/or characteristics that student exhibits most or much of the time, and/or they overshadow behaviors and/or characteristics in the next higher category)	(Examples of behaviors and/or characteristics that student exhibits most or much of the time and/or they overshadow behaviors and/or characteristics in the next higher category)	(Examples of behaviors and/or characteristics that student exhibits most or much of the time)
Collaborative	<ul style="list-style-type: none"> • Unwilling or resistant to working with others; • Does not recognize or accept appropriate role within the group; • Fails to complete or is consistently late with assigned tasks; • Cannot articulate the purpose, scope, and outcomes of each collaboration; Fails to show respect for others 	<ul style="list-style-type: none"> • Willing to work with others; • Demonstrates appropriate role within the group; • Fulfills role expectations; • Finishes assigned tasks within the group on-time and thoroughly; • Values planning as a collegial activity; • Articulates the purpose, scope, and outcomes of each collaboration; • Shows respect for others 	<ul style="list-style-type: none"> • Willing to work with others; • Understands and seeks leadership roles within the group; • Values the roles of all members of the group and solicits input from all; • Articulates the purpose, scope, and outcomes of each collaboration; • Shows a high level of respect for others

<p>Ethical</p>	<ul style="list-style-type: none"> • Decisions based on self- interest only; • exhibits lack of tolerance for individual differences; • does not plan instruction or counseling interventions based on varied abilities or cultural backgrounds of individuals; • dishonest; presents others' work as own; • is unaware of or disregards standards and policies of the profession; • demonstrates poor choices 	<ul style="list-style-type: none"> • Values human diversity; • Shows respect for the varied talents and cultural backgrounds of individuals; • Demonstrates compassion toward others; • Respectful of others; • Sets high expectations for achievement for self and others; • Is honest; • Acknowledges appropriately the work/ideas of others; • Is aware of and regards as important the standards and policies of the profession; • Demonstrates good choices; • Does no harm to clients 	<ul style="list-style-type: none"> • Values human diversity; • Plans instruction and counseling interventions based on the varied talents and cultural backgrounds of individuals; • Demonstrates compassion toward others; • Is respectful of others; • Committed to developing the highest potential of individuals; • Is honest; • Works within standards and policies of the profession; • Demonstrates excellent
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<p>Professional</p>	<ul style="list-style-type: none"> • Frequently late or absent; • Is not prepared for class; • Fails to maintain accurate or complete records; • Assignments are frequently late; • Does not follow policies and procedures; • Exhibits apathy; • Produces minimal work/frequently avoids involvement; • Rarely respectful and responsive to professors and supervisors; • Communicates poorly with others; • Does not protect confidentiality of information; • Does not participate in professional organizations and activities; • Demonstrates little awareness and use of professional literature; • Demonstrates inappropriate appearance for given situations; • Ignores instruction and feedback; • Demonstrates lack of competence in counseling skills 	<ul style="list-style-type: none"> • Maintains a satisfactory record of punctuality and attendance; • Adequately prepared for class; • Maintains accurate and up-to-date records; • Completes assigned tasks on schedule; • Follows applicable policies and procedures; • Maintains confidentiality and fulfills legal responsibilities; • Is enthusiastic; • Is respectful and responsive to professors and supervisors; • Is hard working; • Is an effective communicator; • Is aware of and participates in professional organizations from time to time; • Is aware of and uses professional literature; • Participates in professional development opportunities; • Maintains professional appearance appropriate to the situation; • Is responsive to instruction and feedback; • Is developing self-confidence; • Demonstrates competence in counseling skills 	<ul style="list-style-type: none"> • Consistently attends class and arrives on time; • Is thoroughly prepared for class at all times; • Maintains accurate and up-to-date records and uses this information for decision-making; • Maintains confidentiality; • Understands and fulfills legal responsibilities; • Is enthusiastic; • Is consistently respectful and responsive to professors and supervisors; • Is hardworking; • Is an effective communicator; • Participates in professional organizations and seeks leadership roles; • Is aware of and uses professional literature; • Is aware of and participates in professional organizations for counselors; • Demonstrates maturity; • Articulates a professional development plan to improve performance and to expand counseling repertoire to facilitate student achievement of the counseling goals; • Engages in relevant professional development activities and follows through with the plan;
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<p>Reflective</p>	<ul style="list-style-type: none"> • Seeks quick, mechanistic solutions to topics/issues studied; • Is undisciplined; • Does not evaluate the effects of instruction or counseling interventions; • Exhibits repetitive, rigid responses to situations without considering unique variables; • Uses limited sources in making decisions, presenting information; • Does not consider the impact of actions on self and others; • Demonstrates lack of self- insight and willingness to engage in self- reflection/exploration ; • Exhibits a lack of understanding and demonstration of appropriate boundaries; • Exhibits a lack of emotional maturity and/or stability 	<ul style="list-style-type: none"> • Evidences curiosity about topics/issues studied; • Is patient and disciplined; • Evaluates the effects of instruction or counseling interventions; • Usually demonstrates flexibility and adapts processes to incorporate new information; • Analyzes multiple sources of information for purposes of problem solving; • Considers the impact of actions on self and others; • Demonstrates self-insight and engages in self- reflection/exploration; • Understands and demonstrates appropriate boundaries; • Exhibits emotional maturity and/or stability 	<ul style="list-style-type: none"> • Evidences curiosity about topics/issues studied; • Is patient and disciplined; • Seeks to continuously evaluate the effects of instruction or counseling interventions; • Consistently demonstrates flexibility and adapts processes to incorporate new information; • Analyzes and synthesizes multiple sources of information resulting in creative solutions to problems; • Is receptive to others; • Assimilates information from a variety of sources; • Considers the impact of actions on self and others; • Demonstrates high level of self- insight and engages in self- reflection/ exploration; • Understands and models appropriate boundaries; • Exhibits a high level of emotional maturity and/or stability; • Is accurate in self-evaluation
<p>Self-directed</p>	<ul style="list-style-type: none"> • Makes excuses for lack of production; • Blames others for mistakes; • Depends on others for answers; • Waits to be told what actions to take; • Avoids seeking solutions to problems; • Lacks assertiveness or persistence; • Demonstrates a lack of course or program engagement (e.g., “zones out” in class) 	<ul style="list-style-type: none"> • Accepts responsibility for actions; • Seeks answers to problems independently; • Outlines plan of action; • Takes initiative in resolving problems; • Is assertive and persistent; • Demonstrates an appropriate level of course or program engagement 	<ul style="list-style-type: none"> • Accepts responsibility for actions; • Seeks answers to problems independently; • Outlines plan of action and implements plan with modifications as necessary; • Assumes leadership role in solving problems; • Is creative and resourceful; • Takes initiative and is a self-starter; • Is an advocate for children and the counseling profession; • Is assertive and persistent; • Is highly engaged in course or program and seeks out additional learning experiences

ACADEMIC PROGRAM MODIFICATION

Change of Degree Designation and CIP Code – Public Health

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Current and Proposed Program Name, Degree Designation, and CIP Code

Before Proposed Change <i>(List as it now appears on the official Academic Program Inventory at THEC.)</i>			After Proposed Change <i>(List as it should appear on the official Academic Program Inventory at THEC, once approved.)</i>		
Title Title of Existing Academic Program (Including all existing concentrations before program modification)	Degree	CIP Code	Title Title of New Program after program modification is approved (including all concentrations)	Degree	CIP Code
Public Health - Community Health - Physical Activity	M.S.	31.0501.02	Public Health - Community Health - Physical Activity	M.P.H.	51.2201.00

Proposed Implementation Date:

August 2019

Proposed Termination Date for Any Concentrations Proposed as Free Standing:

N/A

Anticipated Delivery Site:

Middle Tennessee State University campus – Murfreesboro, TN

Name and Contact Information of MTSU Academic Program Liaison (APL):

Dr. Peter H. Cunningham
Office of the University Provost
Middle Tennessee State University
615-494-7611
Peter.Cunningham@mtsu.edu

Background for Proposed Academic Program Modification:

The purpose of this Academic Program Modification is to change the degree designation for the existing Master of Science (M.S.) degree in Public Health to a Master of Public Health (M.P.H.) and change the CIP Code from the 31 series (Parks, Recreation, Leisure, and Fitness Studies) to the 51 series (Health Professions and Related Programs). There is no change in curriculum of the major or the two existing concentrations of Community Health and Physical Activity. The change in degree designation is in preparation for program accreditation and for the program to better serve current and potential students. In public health education at the master's level, the MPH is the norm. The bachelors program in Community and Public Health is already classified in the 51 CIP series and the 51 series is already used by the university to set salary structure for faculty in these programs.

The curriculum is often similar for both degree designations (M.S. and M.P.H.) with the key difference being an extra emphasis on research e.g., thesis, for the M.S. and a terminal practice oriented experience for the M.P.H. The Rollins School of Public Health at Emory University describes the M.S. as being geared toward candidates with “a strong background in math and/or science and an interest in research based careers” (<https://www.sph.emory.edu/academics/mph-msph/index.html>). Within the broader field of public health there is a clear recognition of “practice” being different from “research” (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4025700/>).

In public health education, the M.S. is often referred to as an academic degree while the MPH is considered an applied or professional degree. The M.S. degree is most useful for students who intend to pursue a Ph.D. or a Dr.P.H. [Doctor of Public Health] post-graduation. The MPH designation is the norm in public health education at the master's level and is much more attractive to students who intend to terminate their education at that point and transition into public health practice.

Need for Program:

The need to change the program's degree designation is predicated on the desire to better serve our students by ensuring that our degree designation reflects student interests and the norm in public health at the master's level.

Our current M.S. curriculum offering and emphasis more accurately reflects the nature of an M.P.H. because of student choices (current and/or expressed intent) within the program. Where there is flexibility in the curriculum, most students make choices or indicate intent to make choices that put them on the applied side i.e., MPH, as opposed to MSPH [research focus]. This reflects intent to go into applied public health practice. Therefore, the degree designation should be changed to accurately reflect the latter context. It would also help us better serve

current students and meet the expectations of potential students who intend to work on the applied side of public health.

Without a change in degree designation our program will lose a significant number of potential students. A few but significant number of current students in the MSPH program who want to go into public health practice have explored the possibility of transferring to programs that have the MPH degree designation; solely for degree designation. This is because the norm for graduating seniors who do not intend to seek a Ph.D. or equivalent degree down the road, is to enroll in a program with the MPH designation. The industry norm for a graduate degree in public health is the MPH despite the major overlap in curriculum structure compared to the MSPH.

Potential Impact of Modification on Current Program:

There will be no additional burden on financial and general department resources, current students and, future students because of the change in degree designation. There will be no change in the current curriculum.

On the positive side, graduates from the program with a MPH degree designation [the norm] will be more marketable and leave with a degree designation that truly reflects career intent i.e., practice as opposed to research orientation. The proposed change will still allow us to serve students who intend to pursue a Ph.D. or Dr.PH. This is because the needed additional research experience will be gained via a research focused practicum experience, as opposed to application focus, and the completion of a thesis as opposed to an internship. There are no known programs in the department or university that would be impacted by the proposed change.

Existing Programs Offered at Public and Private Tennessee Institutions:

Institutions with a master's level program in Public Health in CIP classification 51.2201:

- East Tennessee State University - M.P.H.
- Tennessee State University – M.P.H.
- University of Memphis – M.P.H.
- University of Tennessee (Knoxville) – M.P.H.
- Meharry Medical College – M.P.H.
- Meharry Medical College – M.S.
- Vanderbilt University – M.P.H.

Enrollment and Degrees Awarded by Concentration:

N/A

Student Learning Outcomes:

Student Learning Outcomes (SLOs) for the current M.S. program will not change as a result of the change of the degree designation to M.P.H. The SLOs are based on guidelines from the Council on Education in Public Health (CEPH). The SLOs for the degree are:

1. Students will be able to analyze and use evidence-based analytics to approach public health practice.
2. Students will demonstrate understanding of the structure and function of public health and healthcare systems, and the mediating effects of socio-economic factors.
3. Students will be able to demonstrate proficiency in the planning and management of public health activities such as needs assessment, intervention, and evaluation.
4. Students will demonstrate understanding of the multi-dimensional process of policy development, implementation and evaluation in public health.
5. Students will exhibit leadership skills in public health.
6. Students will demonstrate proficient communication skills including development and execution of public health related communication activities.
7. Students will demonstrate the ability to work in inter-professional settings.
8. Students will understand the public health implication of the dynamic relationship between individuals and their social, organizational, and environmental systems

Assessment:

Assessment of the extent to which program SLOs will be attained is carried out through evaluation of deliverables in several courses within the curriculum and other associated activities and is the same as that for the current M.S. degree.

Student Learning Outcomes (SLOs)	Designated Course/Activity* for Assessment
1. Students will be able to analyze and use evidence-based analytics to approach public health practice.	<ul style="list-style-type: none"> • Biostatistics • Methods in Epidemiology • Research Methods • Program Planning
2. Students will demonstrate understanding of the structure and function of public health and healthcare systems, and the mediating effects of socio-economic factors.	<ul style="list-style-type: none"> • Nation's Health • Global Health
3. Students will be able to demonstrate proficiency in the planning and management of public health activities such as needs assessment, intervention, and evaluation.	<ul style="list-style-type: none"> • Program Planning
4. Students will demonstrate understanding of the multi-dimensional process of policy development, implementation and evaluation in public health.	<ul style="list-style-type: none"> • Nation's Health • Program Planning
5. Students will exhibit leadership skills in public health.	<ul style="list-style-type: none"> • Special Problems • Mentor: Mentorship Program* • Participation in public health student organization at the local, regional or national level*
6. Students will demonstrate proficient communication skills including development and execution of public health related communication activities.	<ul style="list-style-type: none"> • Biostatistics • Methods in Epidemiology • Research Methods • Theory of Health Behavior
7. Students will demonstrate the ability to work in inter-professional settings.	<ul style="list-style-type: none"> • Special Problems • Internship
8. Students will understand the public health implication of the dynamic relationship between individuals and their social, organizational, and environmental systems	<ul style="list-style-type: none"> • Theory of Health Behavior • Special Problems

In addition, there is an internship evaluation form based on the SLO's. Interns pick five of the eight SLOs to focus on as part their internship experience. Internship supervisors subsequently evaluate the extent to which SLO related sub-competencies were met during internship.

Accreditation:

- The Council for Education in Public Health (CEPH) is the relevant accrediting agency for the Public Health Major. This change of degree designation and CIP Code is sought in anticipation of submission of an application for accreditation to this body. There are no substantive changes in this proposal that would require a SACSCOC review.

Current and Proposed Curriculum Requirements:

See Attachment A – Comparison of Current & Proposed Curriculum.

New Courses Needed:

Because this is an existing program with an established curriculum, no new courses are required for the proposed change of degree designation and CIP Code.

Curriculum Crosswalk of Proposed Curriculum to Accreditation Competencies:

N/A

Distance Learning:

This program is not proposed to be a distance-learning program although several courses may be offered in an online format.

Current and Proposed Admission, Retention and Graduation Policies:

There will be no change to the current admission, retention and graduation policies other than the replacement of degree designation in text. With the exception of the admission and graduation policies, the program uses the general university [MTSU] policy for retention.

Current Admission Policy

Admission decisions will be made after reviewing all materials and determining the applicant's capacity, suitability, and preparation for graduate study. Admission decisions are based upon consideration of a number of criteria which are believed to indicate a high potential in the graduate program.

Admission to the **Master of Science in Public Health** program requires

1. an earned bachelor's degree from an accredited university or college. The candidate must have earned undergraduate prerequisites of at least 18 semester hours in public health or health and human performance professional courses or have a baccalaureate degree in an area determined by the admissions committee to be related to the competencies required in the field of public health;
2. an acceptable grade point average (GPA) in all college work taken;
3. completion of the Graduate Record Examination (GRE) with acceptable scores. Successful applicants to the M.S. in Public Health program typically have scores on the GRE Verbal and Quantitative measures which exceed 146 and 140 respectively (current scale) or 400 (former scale) with a total combined score that exceeds 286 (current scale) or 800 (former scale). The Analytical Writing Assessment score is also considered.

Proposed Admission Policy

Admission decisions will be made after reviewing all materials and determining the applicant's capacity, suitability, and preparation for graduate study. Admission decisions are based upon consideration of a number of criteria which are believed to indicate a high potential in the graduate program.

Admission to the **Master of Public Health (MPH)** program requires

1. an earned bachelor's degree from an accredited university or college. The candidate must have earned undergraduate prerequisites of at least 18 semester hours in public health or health and human performance professional courses or have a baccalaureate degree in an area determined by the admissions committee to be related to the competencies required in the field of public health;
2. an acceptable grade point average (GPA) in all college work taken;
3. completion of the Graduate Record Examination (GRE) with acceptable scores. Successful applicants to the Master of Public Health program typically have scores on the GRE Verbal and Quantitative measures which exceed 146 and 140 respectively (current scale) or 400 (former scale) with a total combined score that exceeds 286 (current scale) or 800 (former scale). The Analytical Writing Assessment score is also considered.

Retention Policy (current and proposed are the same)

Degree-seeking students are expected to take appropriate courses and make satisfactory progress toward their degree objectives as determined by the graduate program. A graduate student at the master's or specialist's level must maintain a cumulative GPA of at least 3.00 for all graduate work completed at MTSU as well as in the major.

A graduate student failing to meet the applicable minimum cumulative graduate GPA retention standard will be placed on academic probation for the subsequent term. Probation in itself has no

serious consequences other than to alert the student of potential academic problems and the requirement to (re)establish satisfactory academic status. Once on probation, a student has three consecutive semesters in which to restore the cumulative GPA to the minimum required. If the student fails to attain the required GPA at the close of the third semester of probation, the student will be suspended automatically.

A graduate student who is on academic probation, then returns to good standing will no longer be on probation. Should the student once again fall below the minimum cumulative graduate GPA for retention (GPA < 3.00 for master's or < 3.25 for doctoral) during their course of study, rather than being placed on probation again, they will be suspended.

In order to reenroll student must formally appeal the suspension to the graduate program by following established requirements within the program. In the event that a student is suspended and subsequently upon appeal is granted permission to reenroll, should the student fail to maintain the minimum cumulative GPA, there will be no second probationary period. The student will be terminated at the close of the semester and no longer eligible for matriculation in any program at MTSU.

Students whose appeals have been denied by their graduate programs will have the right to appeal this decision by notifying the associate dean of the College of Graduate Studies in writing by the first week of the term following their suspension. An ad hoc committee made up of members of the MTSU Graduate Council from other disciplines will be created. The student and program will have the opportunity to represent both the appeal and decision to the committee at this meeting. The decision of the committee is final.

Current Graduation Policy (current and proposed are the same)

To graduate, candidate must

1. complete either the non-thesis or thesis curriculum as detailed below in the curriculum section;
 - A. if choosing the non-thesis option, successfully complete a written comprehensive examination during the last semester of coursework (may be taken no more than twice). Three hours of internship credit hours must also be completed.
 - B. if choosing the thesis option,
 - select a thesis committee composed of two members (one of whom must be from the Department of Health and Human Performance);
 - successfully complete a written comprehensive examination during the last semester of coursework (may be taken no more than twice);
 - successfully complete an oral examination relating to the thesis.

Current Faculty:

Name (Start Year)	Rank	Highest Degree	Primary Department	FTE in Program	# of Theses/ Dissertations
Andrew Owusu (2005 [Fall])	Associate Professor	Ph.D.	Health and Human Performance	100%	12/4
Chandra Story (2017 [Fall])	Associate Professor	Ph.D.	Health and Human Performance	100%	7/5
Kahler Stone (2018 [Fall])	Assistant Professor	Dr.PH	Health and Human Performance	100%	0
Bethany Wrye (2014 [Fall])	Associate Professor	Ph.D.	Health and Human Performance	100%	3/1
Angela Bowman (2018 [Fall])	Assistant Professor	Ph.D.	Health and Human Performance	100%	0/2

**** Note: This program also employs adjunct faculty qualified to teach in areas of specialized study within a graduate program in Public Health.***

Finance:

No new costs will result from changing the degree designation for this academic program as it is an established program of long-standing and has sufficient budgetary resources.

Proposed Master of Public Health -- Community Health Concentration

Before and after Curriculum -- Proposed Master of Public Health -- Community Health Concentration				
Current Curriculum			Proposed Curriculum	
DEGREE: Master of Science in Public Health			DEGREE: Master of Public Health	
CONCENTRATIONS: Community Health			CONCENTRATIONS: Community Health	
Requirements (39 credit hours)			Requirements (39 credit hours)	
Public Health Core (18 credit hours)			Public Health Core (18 credit hours)	
		Hrs		Hrs
HHP 6610	Research Methods	3	HHP 6610	3
HLTH 6102	Theory of Health Education and Behavior	3	HLTH 6102	3
HLTH 6510	Nation's Health	3	HLTH 6510	3
HLTH 6850	Methods in Epidemiology	3	HLTH 6850	3
HLTH 6870	Health Promotion	3	HLTH 6870	3
STAT 6020	Introduction to Biostatistics	3	STAT 6020	3
Community Health Concentration (9 credit hours)			Community Health Concentration (9 credit hours)	
		Hrs		Hrs
HHP 6700	Data Analysis and Organization for Human Performance	3	HHP 6700	3
HLTH 6320	Global Health	3	HLTH 6320	3
HLTH 6860	Program Planning for Health Promotion	3	HLTH 6860	3
HLTH 6950	Advanced Methods of Community Health Education	3	HLTH 6950	3
NFS 6100	Advanced Studies in Food and Culture in the US	3	NFS 6100	3
NFS 6600	Nutrition and Obesity	3	NFS 6600	3
NFS 6210	Vitamin and Mineral Metabolism	3	NFS 6210	3
Electives in consultation with Advisor (6 credit hours)			Electives in consultation with Advisor (6 credit hours)	
		Hrs		Hrs
COMM 5560	Intercultural Communication	3	COMM 5560	3
HLTH 5270	Bioethical Issues in Health Education	3	HLTH 5270	3
HLTH 5450	Technology Applications	2	HLTH 5450	2
HLTH 5451	Technology Applications Lab	1	HLTH 5451	1
HLTH 6010	Holistic & Complementary Health Care	3	HLTH 6010	3
HLTH 6970	Advanced Methods in Human Sexuality Education	3	HLTH 6970	3
NFS 6200	Advances in Carbohydrates, Lipids, and Proteins	3	NFS 6200	3
PSY 5630	Death and Dying	3	PSY 5630	3
Practicum Experience (3 credit hours)			Practicum Experience (3 credit hours)	
		Hrs		Hrs
HLTH 6910	Special Problems	3	HLTH 6910	3
Graduate Project (3 credit hours)			Graduate Project (3 credit hours)	
		Hrs		Hrs
HLTH 6640 or HLTH 6880	Thesis/Internship	3	HLTH 6640 or HLTH 6880	3

Proposed Master of Public Health - Physical Activity Concentration

Before and after Curriculum -- Proposed Master of Public Health - Physical Activity Concentration							
Current Curriculum				Proposed Curriculum			
DEGREE: Master of Science in Public Health				DEGREE: Master of Public Health			
CONCENTRATION: Physical Activity				CONCENTRATION: Physical Activity			
Requirements (39 credit hours)				Requirements (39 credit hours)			
Public Health Core (18 credit hours)				Public Health Core (18 credit hours)			
			Hrs				Hrs
HHP 6610	Research Methods		3	HHP 6610	Research Methods		3
HLTH 6102	Theory of Health Education and Behavior		3	HLTH 6102	Theory of Health Education and Behavior		3
HLTH 6510	Nation's Health		3	HLTH 6510	Nation's Health		3
HLTH 6850	Methods in Epidemiology		3	HLTH 6850	Methods in Epidemiology		3
HLTH 6870	Health Promotion		3	HLTH 6870	Health Promotion		3
STAT 6020	Introduction to Biostatistics		3	STAT 6020	Introduction to Biostatistics		3
Physical Activity Concentration (9 credit hours)				Physical Activity Concentration (9 credit hours)			
			Hrs				Hrs
EXSC 6650	Exercise Physiology		3	EXSC 6650	Exercise Physiology		3
HHP 6700	Data Analysis and Organization for Human Performance		3	HHP 6700	Data Analysis and Organization for Human Performance		3
PHED 5340	Fitness Education for the Adult		3	PHED 5340	Fitness Education for the Adult		3
PHED 5910	Applied Kinesiology & Biomechanics		3	PHED 5910	Applied Kinesiology & Biomechanics		3
PHED 6090	Motor Learning in Physical Education		3	PHED 6090	Motor Learning in Physical Education		3
PHED 6680	Current Issues in Physical Education Pedagogy		3	PHED 6680	Current Issues in Physical Education Pedagogy		3
Guided Electives in consultation with Advisor (6 credit hours)				Guided Electives in consultation with Advisor (6 credit hours)			
			Hrs				Hrs
COMM 5560	Intercultural Communication		3	COMM 5560	Intercultural Communication		3
HLTH 5270	Bioethical Issues in Health Education		3	HLTH 5270	Bioethical Issues in Health Education		3
HLTH 6010	Holistic & Complementary Health Care		3	HLTH 6010	Holistic & Complementary Health Care		3
HLTH 6950	Advanced Methods of Community Health Education		3	HLTH 6950	Advanced Methods of Community Health Education		3
HLTH 6970	Advanced Methods in Human Sexuality Education		3	HLTH 6970	Advanced Methods in Human Sexuality Education		3
HSC 6530	Effective Program Management		3	HSC 6530	Effective Program Management		3
PHED 5600	Technology Applications		2	PHED 5600	Technology Applications		2
PHED 5601	Technology Applications		1	PHED 5601	Technology Applications		1
PHED 6000	Adapted Physical Activity		3	PHED 6000	Adapted Physical Activity		3
PHED 6090	Motor Learning in Physical Education		3	PHED 6090	Motor Learning in Physical Education		3
PHED 6801	Advanced Sport & Exercise Psychology		3	PHED 6801	Advanced Sport & Exercise Psychology		3
PSY 5630	Death and Dying		3	PSY 5630	Death and Dying		3
Practicum Experience (3 credit hours)				Practicum Experience (3 credit hours)			
			Hrs				Hrs
HLTH 6910	Special Problems		3	HLTH 6910	Special Problems		3
Graduate Project (3 credit hours)				Graduate Project (3 credit hours)			
			Hrs				Hrs
HLTH 6640 or HLTH 6880	Thesis/Internship		3	HLTH 6640 or HLTH 6880	Thesis/Internship		3



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Action Item

DATE: March 18, 2019

SUBJECT: [Approval of Academic Degrees under Consideration](#)

PRESENTER: Mark Byrnes, Provost

BACKGROUND INFORMATION:

Per THEC Policy A1.0 (New Academic Programs: Approval Process), “upon consideration by an institution to develop a new academic program in excess of 24 SCH and notification to the institutional governing board, the institution may submit a Letter of Notification to THEC.”

The following academic programs are under consideration. Pending the results of feasibility studies, the university may submit Letters of Notification to THEC.

M.S. in Speech-Language Pathology – MTSU has offered an undergraduate degree in Speech-Language Pathology and Audiology for 50 years and is one of only a few universities that offers an undergraduate clinical practicum. With 144 majors (fall 2018) and a retention rate above 90% it is one of the university’s signature programs. The master’s degree is required for licensure as a Speech-Language Pathologist and the U.S. Bureau of Labor Statistics estimates an 18% increase in jobs in this field between 2016–2026. Demand within Tennessee is projected to grow more than 21% over the same period. MTSU’s recently renovated (2017) community-based clinic includes substantial

space to accommodate a graduate-level clinical program and because of the existing undergraduate program a number of clinical-practice sites are already in place.

M.S. in Biomedical Sciences – This program would serve as a post-baccalaureate program for students who are interested in health professions and who are preparing for acceptance to medical, dental, pharmacy, or other professional schools. The degree would benefit students who have completed their bachelor's degree but do not yet have the credentials for acceptance. The major target populations are pre-medicine and pre-pharmacy students. There is no public university in middle Tennessee offering this type of program. Currently, individuals seeking admission to professional school and needing to complete additional coursework often enroll in the research thesis-based masters' programs in Biology and Chemistry but then leave prior to completion of the thesis when they gain admission to the professional school. Because the curriculum of this degree would utilize existing courses in the College of Basic and Applied Sciences, there would be minimum additional resources required.

M.P.H. in Public Health – MTSU plans to submit an Academic Program Modification (APM) request to THEC to change the degree designation of the existing public health major from Master of Science to Master of Public Health. This is an existing degree program with current enrollment and an established curriculum. The Executive Director, through delegated authority from the Commission, can approve or deny the APM request. We believe that the request is justified and meets the requirements for a change of degree designation. However, if the degree designation request is not granted, MTSU will be required to submit a Letter of Notification followed by an entire New Academic Program Proposal. Since notification to the Board of Trustees is the first step in this process, this notification is made as a contingency in order to avoid a three-month delay.



**Middle Tennessee State University
Board of Trustees**

Academic Affairs, Student Life, and Athletics Committee

Information Item

DATE: March 18, 2019

SUBJECT: [Notification of Academic Actions](#)

PRESENTER: Mark Byrnes, Provost

BACKGROUND INFORMATION:

University Policy 251, Approval of Academic Programs, Units, and Modifications, delegates to the President or Provost the power to approve certain academic actions.

A summary of academic actions approved is provided below.

Consolidation of the M.S.T. in Mathematics and the M.S. in Mathematics – In January, we notified THEC of the consolidation of the M.S.T. in Mathematics and the M.S. in Mathematics and the subsequent termination of the M.S.T. The M.S.T. in Mathematics had previously been identified as a low producing program. This consolidation will allow for more efficient delivery of the curriculum as a concentration in Mathematics Education within the M.S. in Mathematics, as students in both programs complete many of the same courses. The revised curriculum also has additional mathematics coursework so that high school teachers in this program will meet SACSCOC requirements to teach dual-enrollment mathematics courses.

Termination of Post-master's Certificate in Family Nurse Practitioner - In January, we notified THEC of the termination of the Post-master's certificate in Advanced Practice – Family Nurse Practitioner effective spring 2020. We currently offer the Advanced Practice – Family Nurse Practitioner curriculum within our Master of Science in Nursing (M.S.N.) degree. The post-master's certificate program has only three students currently enrolled. No new students will be admitted and a teach-out plan to accommodate the current students has been implemented.