



THE UNIVERSITY of TENNESSEE

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VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SUCCESS

June 13, 2012

Dr. Belle Wheelan
President, Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097

RE: Substantive Change at the University of Tennessee

Dear Dr. Wheelan:

Please consider this letter notification from the University of Tennessee of a substantive change at the institution on the Knoxville campus, per the guidelines as stated in the Substantive Change for Accredited Institutions of the Commission on Colleges - Policy Statement and Procedures document.

Comprehensive Transition and Postsecondary Program (CTP) application requiring notification of Institutional Accreditor

The University of Tennessee Knoxville is applying for a Comprehensive Transition and Postsecondary Program (CTP) and Title IV Federal Student Aid in collaboration with the Funds for Improving Postsecondary Education (FIPSE) Office. The CTP is covered under the provisions in 34 CFR 600.20 for adding a new educational program; a certificate is being awarded, not an academic degree. A requirement of this application is to notify the accrediting agency under § 668.232(e), if the institution applies to have the program approved by the Department as an eligible program for Title IV, HEA program purposes. "The accrediting agency determines what it does with that information." (Federal Register, vol. 74, no. 208, October 29, 2009, pp. 55916-55917, http://www.thinkcollege.net/images/stories/final_rules10-29-09_HEOA.cgi.pdf).

In 2010 the U.S. Department of Education, Office of Postsecondary Education instituted funding for 27 Transition and Postsecondary Programs with Students with Intellectual Disabilities (TPSID) in response to the reauthorization of the Higher Education Act (HEA) of 1965, Sec 777(b), Part D. A description of these programs can be found at <http://www2.ed.gov/programs/tpsid/index.html>.

For students to be eligible for student financial aid, TPSID Programs must be approved as a Comprehensive Transition and Postsecondary (CTP) Program through the Funds for Improving Postsecondary Education (FIPSE) Office (http://www.thinkcollege.net/images/stories/JudyShanley_program_eligibility.pdf, p. 4). To date 14 programs have been approved as a CTP and can access Student Financial Aid through Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS) as indicated in the Higher Education Opportunity Act (HEOA) of 2008, Subpart O (Federal Register, October 2009, P. 55947, http://www.thinkcollege.net/images/stories/final_rules10-29-09_HEOA.cgi.pdf).

The 14 approved programs are listed at <http://studentaid.ed.gov/PORTALSWebApp/students/english/CTPPProgramList.jsp>.

The CTP application requires that the university's accrediting agency be notified of this application with the following information: 1) Program Description, 2) Satisfactory Academic Progress, 3) Semester Clock Hours, and 4) Description of the Educational Credential Offered, Certificate.

1) Program Description

The University of Tennessee FUTURE Postsecondary Education Program is designed as a 2-year program culminating in a Future at the University of Tennessee Utilizing Resources for Employment (FUTURE) Certificate. The program provides individualized academic, social, vocational, and independent living skills to students ages 18-29 with intellectual disabilities in Tennessee that complete high school without earning a regular high school diploma. Participation in the FUTURE Program provides students with an option for continuing their education beyond high school to increase employment opportunities. The FUTURE Program features an individualized schedule for each student based on personal career aspirations achieved through a person-centered planning process.

- The program is a campus based program. Classes are offered on the Knoxville Campus.
- The program offers services in the four required areas: 1) Academic, 2) Career and Technical, 3) Independent Living, and 4) Social Skills Training. The FUTURE students participate in core courses within the program and audit classes on campus.
- Students are required to participate in Student Advising, are included in campus activities at least 50% of the time (required), audit university classes (one academic class and one physical education class each semester), participate in campus internships each semester, and have social and academic integration on the campus and surrounding community activities.

The FUTURE Program provides the following student outcomes:

- Better prepared and more qualified job candidates entering the workforce in Tennessee businesses via an inclusive certification program providing the vocational and social outlets common to all higher education students.
- Adequate services to obtain gainful employment and increased job retention
- Transitional activities to assist students plan successful transition from school to adult life.
- Individualized career counseling services to transition from school to work.
- Increased autonomy by selecting classes and engaging in college life.
- Knowledge to be self-directed in decision-making, problem-solving, and planning.
- Students completing the 2-year program are expected to achieve gainful employment. The FUTURE Program is interdisciplinary and employment outcomes will be based on individual interests. We are just beginning our second year and one student has identified a possible employment outcome of Certified Nursing Assistant. The Standard Occupational Classifications we can list at this time include:
 - 31-1014 Nursing Assistants – Certified Nursing Assistant, Nursing Care Attendant, Certified Nurse Aide
 - 43-9061 Office Clerks, General

2) Satisfactory Academic Progress

The FUTURE Program works directly with the University of Tennessee Financial Aid Office to ensure that students adhere to the Satisfactory Academic Progress (SAP) requirements. The FUTURE Program has documented the grading system to calculate Grade Point Average (GPA). To maintain satisfactory academic progress students participating in the FUTURE Program must:

- Maintain a GPA of 2.0 each semester
- Earn a minimum number of credit hours each academic year
- Complete the program requirements within the 2 year period

Should a student leave the program, for any reason (medical reasons, probationary purposes, etc.), he or she will have up to 6 consecutive semesters to complete the program. Students that fail to meet satisfactory academic progress for any program course will need to re-take the course at the next available offering. Most courses are offered one time per year. It is possible a student can satisfy course requirements (for re-take) through an independent study course. This course load may be in addition to his/her required 15 hour course load. A student may only attempt a course two times. In addition, the FUTURE Program will adhere to the University of Tennessee's policy for Satisfactory Academic Progress (SAP) Appeals (<http://finaid.utk.edu/progress/appeals.shtml>), Probationary Periods, and Program Re-Entry.

3) Semester Clock Hours

Students completing the FUTURE Program to earn a certificate must complete a required equivalent of 60 credit hours. The course requirements are outlined below. Our program is designed for full-time participation. At the full-time status, students are expected to be included in 15 hours each semester.

FUTURE Program Course Requirements

The University of Tennessee FUTURE Program is a two-year certificate program for students with intellectual disabilities and autism between the ages of 18 and 29. FUTURE students will work toward academic, social, vocational, and independent living skills based on an Individualized Student Enhancement Plan and completion of 60 contact hours of required coursework.

Term and course	Credit Hours*	Total term credit hours
Fall Semester: YEAR ONE		
FUTURE Skills: Independent Living	3 hours	
Career and Life Planning I	3 hours	
Life Skills	2 hour	
Academic Course	3 hours	
Physical Education Course	1 hour	
Internship	3 hours	15 hours
Spring Semester: YEAR ONE		
FUTURE Skills: Independent Living	3 hours	
Career and Life Planning	3 hours	
Life Skills: Computer Literacy	2 hours	
Academic Course	3 hours	
Physical Education Course	1 hour	
Internship	3 hours	15 hours

Term and course	Credit Hours*	Total term credit hours
Fall Semester: YEAR TWO		
FUTURE Skills: Communication Skills	3 hours	
Career and Occupational Skills	3 hours	
Life Skills	2 hours	
Academic Course	3 hours	
Physical Education Course	1 hour	
Internship	3 hours	15 hours
Spring Semester: YEAR TWO		
FUTURE Skills: Vocational Skills	3 hours	
Career and Occupational Skills	3 hours	
Life Skills	2 hours	
Academic Course	3 hours	
Physical Education Course	1 hour	
Internship	3 hours	15 hours
Grand total		60 hours

**Note: Changes may occur as the program develops*

4) Description of the Educational Credential Offered, Certificate

The University of Tennessee FUTURE Program enables students to exit the two-year program with a university certificate: Future at the University of Tennessee Utilizing Resources for Employment (FUTURE) Certificate. The certificate will include student work skills FUTURE Program staff work with business arenas (i.e., Business Advisory Council, Career Centers, Rehabilitation Services, and Community Rehabilitation Providers) to introduce the vocational certificate as a description of students' work qualifications (i.e., skills, work experiences, references, etc.) We also anticipate the completion of the national credentialing efforts for PSE certificates.

I trust this letter satisfies the responsibility of the University of Tennessee to notify the Association of this substantive change.

Sincerely,



Katherine N. High
Interim Vice President for Academic Affairs and Student Success
SACS Liaison

C: Dr. Joseph A. DiPietro, President
Dr. Jimmy G. Cheek, Chancellor
Dr. Susan D. Martin, Provost and Senior Vice Chancellor for Academic Affairs
Dr. Mary Lewnes Albrecht, Associate Vice Chancellor
Dr. Sally McMillan, Vice Provost for Academic Affairs
Dr. Robert Rider, Dean, College of Education, Health and Human Sciences
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