

## Programs for Minors Office

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All departments that engage in programs or activities involving minors (people younger than 18 years old) [must review and comply with University of Tennessee Safety Policy 0575](#).

The purpose of the policy is to ensure a safe environment for minors participating in campus activities. The policy includes guidelines for campus units to determine if a program or activity qualifies as a covered program and whether their staff or volunteers should be designated covered adults.

The policy includes the following requirements:

- Annual completion of a registration form for campus programs involving minors
- Mandatory reporting of child abuse and child sexual abuse as required by state law (Note: the initial form must be completed and will be retained on file.)
- Criminal background checks for covered adults every four years
- Training for covered adults every two years

To help program directors and departments comply with the policy, the university has established the [Programs for Minors website](#). This website contains the policy, campus procedures, a training module, an online program registration form, an indemnification form, and answers to frequently asked questions.

Note: All program registration forms should be submitted a minimum of 45 days prior to the event start date. For programs that are still

confirming participants that will serve as covered adults, you should still submit your registration no less than 45 days from the program start date. Additional covered adults can always be added after this period. Programs that fail to submit registration forms and complete all policy requirements will not be approved, and their respective dean or vice chancellor will be notified. Programs that fail to comply may be temporarily suspended or canceled.

All registrations for covered events should be submitted [online](#). This form, which is connected to the Ad Astra scheduling system, provides organizers with a systematic process to ensure compliance. Please do not submit separate space requests in Ad Astra, as these events will be scheduled by the Programs for Minors office.

The Office of the General Counsel has clarified that the term "covered program" includes all university-sponsored teaching, research, and service activities in which minors participate, unless a specific exception in Safety Policy 0575 applies. Such activities include, but are not limited to:

- Survey, questionnaire, and interview research activities with minors
- Observational studies (e.g., cross-sectional, case-control, and cohort studies) of minors in their natural setting, in their school setting, or on campus
- Clinical trials or treatment studies involving minors
- Studies that involve minors and that require review and approval by the Institutional Review Board (IRB)
- Outreach, mentoring, and training activities involving minors

If you have questions concerning the policy or registration process for UT Knoxville, call Brian Browning at 865-974-3061 or email [safety-minors@utk.edu](mailto:safety-minors@utk.edu). Questions concerning the UT Institute of Agriculture process can be directed to Doug Bohner at 865-974-7245 or [dbohner@utk.edu](mailto:dbohner@utk.edu). Questions pertaining to the IRB process should be

directed to IRB Chair Colleen Gilrane at 865-974-7697 or [irbchair@utk.edu](mailto:irbchair@utk.edu).

## Contact Us

### Programs for Minors Office

**Phone:** 865-974-3061

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