

I. Academics

Advisement

Undergraduate

The University makes every effort to assist the student in planning an academic program. Students are assigned faculty advisors to assist them in their choice of courses and progress towards a degree.

Most upperclass students are advised by a member of the faculty of their major department. Students who have not completed 30 hours, with the exception of biology, medical technology, chemistry, engineering, music, environmental science, humanities, communication, education, human ecology, pre-physical therapy, and nursing majors, or who have not declared a major, will be advised by the Advisement Office at 278 University Center. An upperclass student who has chosen a major, but does not have an assigned advisor, may request one through the department head of the student's chosen major. Similarly, a student considering a major in a specific department may secure information and advice from the department head.

Graduate

The Graduate School Office coordinates the admission of students to graduate study at UTC. The Director of the Graduate School is the general advisor for graduate students in procedural matters. In matters relating to the academic program and particular courses, each student is counseled by a member of the faculty of his/her major department or school. In programs with related area(s) of study, a representative of the respective department or school should also be consulted.

The academic deans, division directors, department heads, and graduate coordinators serve as resource people for information about graduate school possibilities.

Honor System

Introduction

Honor Code Pledge: I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I will exert every effort to insure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

The Honor System is designed to foster a campus-wide climate of honesty and integrity in order to insure that students derive the maximum possible benefit from their work at The University of Tennessee at Chattanooga. The student becomes subject to the rules and regulations of the Honor Code upon registration. Each student is obligated to exert every effort to insure that the Honor Code is upheld by himself/herself and others.

The Honor System is administered by the Honor Court, a committee consisting of eight students and four faculty members. The procedures which govern the court's work are described below. Any student accused of violating the Honor Code has a right to a hearing either before the Honor Court or in accordance with the Uniform Administrative Procedures Act.

Although the Honor Code applies only to student work, the principles which it embodies, especially the principle of giving proper credit for another's ideas, are binding upon all members of the academic community. The Honor System is designed to foster these principles and to develop in students rigorous standards of personal integrity by placing on students the primary responsibility for academic honesty. When it functions effectively, the Honor System creates a vastly more favorable climate for learning than does the presumption that students will be honest only when no opportunity is afforded them for dishonesty. In order to function effectively, however, the Honor System must have widespread support among students seriously committed to the ideals upon which it is based.

A. Purpose

The Honor Code is a means by which students can maintain their own integrity and also be loyal to the community which has admitted them to membership. Any person duly registered for any course is a student at The University of Tennessee at Chattanooga and acquires the privileges and responsibilities of membership in this community. The Honor Code of the University is based upon the assumption that the student recognizes the fundamental importance of honesty in all dealings within this community. The very nature of education makes it a cooperative enterprise between student and teacher and between student and student. Any act of dishonesty violates and weakens this relationship and lessens the value of the education the student is pursuing.

B. Jurisdiction

1. All students become subject to the rules and regulations of the Honor Code upon registration at The University of Tennessee at Chattanooga.
2. The Honor Code is violated by various types of misrepresentation or acts of dishonesty which bear on the academic evaluation of a student. The following are a few examples (not all inclusive) of violations of the Honor Code:
 - a. Failure to adhere to Honor Code Pledge.
 - b. Bringing unauthorized material into examination area.
 - c. Making use of unauthorized assistance during an examination or in preparing a graded assignment.
 - d. Incorporating words or ideas of another author in a research paper without giving proper credit to their source. (Please see the appendix for a detailed statement on plagiarism.)
 - e. Making unacknowledged use of another's computer program.
 - f. Cases involving aggravating circumstances (e.g., selling answer keys, tests or papers) will be considered more serious violations.
 - g. Assisting in any act of dishonesty including, but not limited to, the above examples.
 - h. If an offense includes both an academic aspect (an Honor Code violation, e.g., cheating) and a social conduct violation (which is under the jurisdiction of the disciplinary dean and the Student Council Board, e.g., unauthorized entry), it should result in two separate hearings and the possibility of two separate penalties.

C. Right to a Hearing

Any student accused of violating the Honor Code is guaranteed the right to a hearing either before the Honor Court or in accordance with the Uniform Administrative Procedures Act (Public Acts 1974, Chapter 725, Tennessee Code Annotated 4-507 et seq.) The procedures of the Honor Court are described below. The Uniform Administrative Procedures Act provides the student the right to a hearing before an individual or committee selected by the Chancellor. This individual or committee submits to the chancellor a recommendation for the disposition of the case. The responsibility for the final decision rests with the Chancellor. At either type of hearing, the student has the right to confront his or her accuser and cross-examine witnesses.

D. Duties and Powers of the Honor Court

The Honor Court shall perform the following:

1. Decide the question of guilt or innocence on suspected Honor Code violations.
2. Recommend appropriate disciplinary action.
3. Function as a study committee continually evaluating the nature and administration of the Honor Code.
4. Serve as an advisory committee reporting to the Chancellor of the University, Faculty Council, and SGA.

E. Composition of the Honor Court

The composition of the Honor Court shall consist of 12 student members (three appointed by the Faculty Council; three appointed by the president of the SGA, who shall assume office upon approval of the Senate; three appointed by the Office of Student Development; three appointed by the Senate [from outside the Senate]); and four faculty members or their alternates, who shall be appointed by the Faculty Council. The chair shall be one of the faculty members of the court and shall not vote. The Vice Chancellor for Student Development or his representative shall serve as an ex officio member of the Honor Court and shall not vote.

F. Procedures of the Honor Court

- Both students and faculty may report suspected violations of the Honor Code to the chair of the Honor Court. The chair will provide a form on which these reports may be made. A student whose grade has been reduced because of a suspected violation of the Honor Code may also appeal to the Court. Upon receiving the report or appeal, the chair will either schedule a hearing before the Honor Court or, at the discretion of the accused party, refer the case to the Chancellor for disposition in accordance with the Uniform Administrative Procedures Act. An Honor Court hearing will not be held, however, if the necessary witnesses, either students or faculty, are unwilling to appear.
- An Honor Court hearing requires a quorum of six voting members. One of the members of the Court will serve as secretary and record minutes for the hearing. At the discretion of the chair of the Honor Court, a recording of the hearing may be made. A copy of this record will be made available to the accused party upon payment of a reasonable fee for transcription. No record is kept of the deliberation of the Honor Court which follows the hearing, except for a record of any votes that may be taken.
- Hearings of the Honor Court are closed to all except witnesses, the accused, the person bringing the accusation, any legal representatives and members of the Court.
- Members of the Honor Court who are relatives or close personal acquaintances of the accused party will excuse themselves from the hearing.
- At the beginning of the hearing, the chair will read the report of the suspected violation. The accused party has the right to state his or her position and to present a written statement. The accused party, the accuser, and the Court may call and question witnesses. All persons except members of the Honor Court will be dismissed before the Court begins its deliberation. A verdict of guilty and a recommended penalty must be supported by a majority of the members of the Court who are present and voting. The accused party will be asked to return at the conclusion of the deliberation for the announcement of the decision of the Court. If the accused is found to have violated the Honor Code, he/she will be advised of the right of appeal to the Chancellor.
- Both the accused party and the party reporting the suspected violation will be notified in writing by the chair of the Honor Court of the decision of the Court. Written notification will also be sent to the Chancellor and the Vice Chancellor for Student Development.

G. Failure to Appear

- If, at the formal hearing of the case, the student defendant or his/her representative fails either to appear or to provide the hearing officer with adequate prior notice of reasonable excuse for not appearing, the case will be disposed of in a manner that is deemed just.
- If, at a formal hearing of a student defendant's case, the plaintiff either fails to appear or provide adequate prior notice of a reasonable excuse for not appearing, the case shall be dismissed for failure to prosecute, upon proper motion by the student defendant.
- A case either decided by or dismissed under the provisions of 1 or 2 above may be reopened if:
 - The absent party presents sufficient excuse within five days following such decision or dismissal, and
 - The excuse is found reasonable by the hearing officer.

H. Honor Court Penalties

- If a student is found guilty of violating the Honor Code for the first time, normally the Court will place the student on disciplinary probation for one year and will recommend to the instructor that the student be given a grade of *F* in the course. In very serious cases the Court may recommend suspension or dismissal for a first offense. In very unusual situations, where circumstances warrant, the Court may recommend a lesser penalty.
- If a student is found guilty of a second offense, the Court will recommend to the instructor that the student be given a grade of *F* in the course and will recommend to the Chancellor that the student be suspended from the University for the subsequent fall or spring semester. In the case of a student who will graduate at the end of the current semester, the Court will recommend that graduation be delayed until the end of the semester during which the suspension is in effect. In very serious cases the Court may recommend dismissal for a second offense.
- If a student is found guilty of a third violation of the Honor Code, the Court will recommend to the instructor that the student be given a grade of *F* in the course and will recommend to the Chancellor that the student be dismissed from the University. If a student who would otherwise graduate at the end of the current semester is dismissed, he or she will not be allowed to graduate.
- Any attempt to withdraw from the course, or the University, prior to an Honor Court hearing shall not exempt the student from the penalties imposed by the Court. The student will be reinstated in the course/University if necessary.
- The student newspaper, the University Echo, will be asked to publish every semester a summary of the Honor Court actions (number of cases and their dispositions), but without names.

I. Appeals

The Chancellor will serve as the appeals officer for both the accused party and the person reporting the violation. Recommendations for suspension or dismissal may not be appealed to the Petitions Committee. Appeals to the Chancellor must be made in writing within five business days of receiving written notification of the decision of the Court.

Appendix**Plagiarism**

To plagiarize means to take someone else's words and/or ideas (or patterns of ideas) and to present them to the reader as if they are yours. Plagiarism, then, is an act of stealing. It is also an unwise act because it does not help you learn, and it is a dangerous act because you can be severely punished for it.

You should be on guard against plagiarism at any time when writing a paper to be turned in. In some papers you will write, you will be assigned to use only your own ideas and will probably not have to worry about plagiarism. At any time, however, that you read anything in preparation for a paper or consciously recall anything that you have read or heard, you must be prepared to provide documentation.

Generally, when you use someone else's ideas and/or words, you will either *quote that person directly* or *you will paraphrase or summarize that person's words*. You must let the reader know which you are doing.

- If you quote the source directly, you must
 - put quotation marks before and after that person's words;
 - let the reader know the source by (1) putting a foot note number at the end of the quotation, or (2) putting at least the source's name in parentheses after the quotation marks.
- If you paraphrase (a paraphrase is about the same length as the original, but in different words) or if you summarize (a summary is a severely shortened version of the original), you must
 - introduce the source in some manner at the beginning of the passage being paraphrased (or summarized) so that a reader can tell where your idea stops and the other person's begins;

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- b. state the ideas taken from the source in your own words and your own arrangement. It is possible to plagiarize sentence patterns as well as exact words. A handy rule: if, in a paraphrase or summary, you use a stretch of more than three words in their exact order from a source, you should put those words into quotation marks;
 - c. provide an exact source citation for the ideas paraphrased or summarized. This may be done either by footnote number at the end of the passages or by a parenthetical reference to the work and page(s). This citation provides credit to the author being used and allows the reader access to the material for further study.
3. You must also provide a footnote for any chart, graph, figure, table, summary, or other data taken directly from another source or any information derived from such materials.

When you are assigned a research paper or project, check with your instructor to determine what particular footnote style you should follow. If, at any time, you have questions or doubts as to whether or not you are plagiarizing, check with your instructor before you complete your paper.

Statement from Faculty Handbook

Faculty have a general responsibility to make students aware that the Honor Code governs all their academic work at UTC. Faculty should stress that, although the Honor Code applies only to student work, the principles which it embodies, especially the principle of giving proper credit for another's ideas, are binding upon all members of the academic community. The Honor System at UTC places responsibility for maintaining academic honesty on the student, but faculty are free to supervise examinations and other graded work in whatever way they deem appropriate.

Either through their own observation or through reports from students, faculty members may confront suspected violations of the Honor Code. The faculty member's handling of an incident of this sort should be guided by the following considerations:

- a. The faculty member will need to make a preliminary judgement about the seriousness of the incident. Specifically, he or she will need to judge whether it is a possible violation of the Honor Code or whether it is the result of a student's failure to master certain academic skills, especially writing skills. If the incident appears to be a violation of the Honor Code, the faculty member must then decide whether the seriousness of the incident and the evidence are sufficient to justify a formal report to the Honor Court. In reaching both of these decisions, faculty members are strongly encouraged to consult with the chair of the Honor Court.
- b. A student who is accused of or penalized for academic dishonesty has a right to a hearing before an individual or committee selected by the Chancellor. This right is provided by a State law, the Uniform Administrative Procedures Act. A student may choose as an alternative a hearing before the Honor Court. If a faculty member chooses not to report an instance of apparent academic dishonesty to the Honor Court, the faculty member should not penalize the students involved without their knowledge or consent.
- c. If a hearing of either type is held, a faculty member may be asked to attend as a witness. The faculty member has the obligation, when called upon, to present a clear and impartial account of the incident in question and to present to the hearing body any relevant evidence, especially written evidence, at the faculty member's disposal. The faculty member's role in such a hearing is not that of a prosecutor.
- d. Faculty members are sometimes concerned about legal liability they may incur as the result of handling cases of academic dishonesty. Should a student choose to be represented by legal counsel at an Honor Court or APA hearing, an attorney from the UT Office of the General Counsel will be present to represent the interests of the faculty member. Should a court case result from an instance of suspected academic dishonesty, a University attorney will be available to defend a faculty member acting within the scope of his or her duties.
- e. Faculty members are strongly encouraged to report suspected violations of the Honor Code to the Honor Court. The Honor Court is

empowered to impose penalties more severe than those which an individual faculty member can impose. Only through the process of reporting suspected violations will it be possible to identify and deal with students whose academic work is habitually dishonest. There are, however, cases of dishonesty which are so ambiguous that they are not readily resolved through process of a formal hearing. Faculty may choose to handle such cases through a conference with the parties involved as long as students are informed of their right to a hearing. Again, the chair of the Honor Court is available to consult with faculty about any instance of suspected academic dishonesty.

Student Records

Registration

Any student who registers will be obligated for fees. To avoid being cancelled, a student must pay fees or, if no fees are owed, submit the confirmation of attendance by the published cancellation deadline. This applies to all students regardless of source of funds, including those whose fees are billed, deferred, waived, or paid with personal funds including financial aid. Students who fail to pay fees or confirm attendance will be cancelled.

Withdrawals

Students who wish to drop all courses must withdraw from the University. Students should report to the Office of Records and Registration in order to secure the necessary forms. For the protection of the student, withdrawals must be made in writing. Students may receive the grade of *F* in courses from which they fail to withdraw officially. Students are responsible for fees based upon the refund schedule published by the Bursar's Office.

Changes in Registration

Students may add classes or change sections through the first week of a semester or a comparable period in a summer session. Students should obtain the proper drop/add forms from the Office of Records and Registration and complete the specified procedures.

Students may drop a course through the first two weeks of a semester or a comparable period in the summer session without receiving a grade if they follow the required procedures. The same procedures should be used to drop a class after the second week except that a grade of *W* will be recorded. Except in unusual circumstances, no withdrawals or course drops are permitted after the official drop date.

Any student who stops attending class without formally withdrawing or dropping the course involved will be given an *F* for the semester grade.

The registration limit for the regular semester is 20 hours for undergraduates. Schedules in excess of this limit are not permitted unless the student has obtained advance approval of the Petitions Committee. Students requesting approval of the Petitions Committee to exceed the registration limit for a given semester must submit the petition to the Records Office (109 Race Hall) no later than the first day of the semester. The maximum load for any A.M. term of summer is 7 hours; for any P.M. term the maximum load is 10 hours; any overlap of terms is 10 hours, and the maximum registration is 20 hours for the entire summer session. The written consent of the advisor is required in order to register for a total of 17 to 20 hours in the summer.

Full-time graduate students may enroll for a maximum of 16 semester hours in any semester (nine hours are considered a full-time class load). During the summer semester, the maximum load is seven hours per summer term with the total for the semester not to exceed 15 hours. A graduate student may not enroll in more than seven hours of course work for any term during which the student will be gainfully employed full time.

Registration for more than 16 graduate hours during any semester is not permissible without prior approval of the Dean of The Graduate School.

Majors

In order to assign students to the proper departments for advising, the Office of Records/Registration needs accurate information on the majors that students are pursuing. Undergraduate students are responsible for updating their majors and minors in the Records Office. Graduate students should contact the Graduate School for information on changing majors.

Records

The Office of Records maintains an academic record on any student who has ever attended UTC. This record currently includes the student's name, social security number, birthday, and credits transferred from other colleges. It includes all courses which a student has taken at UTC with credit hours, grades, and cumulative grade point average. Academic suspension or dismissal is recorded, as well as academic probation. The office also maintains for five years the student admission file, which includes high school and college transcripts, admission application, admission test scores, correspondence concerning admission to UTC, and various responses to student inquiries. Graduate admission files are maintained in The Graduate School Office.

A student's record is regarded as confidential and release of the record or of information contained therein is governed by regulations of the federal law on "Family Educational Rights and Privacy." Only directory information, such as a student's name, address, telephone listing, major fields of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, UTC e-mail, college, classification, weight and height of athletic team members, enrollment status, and the most recent previous educational agency or institution attended by the student may be released by the institution without consent of the student unless the student has asked UTC to withhold such information. The law also provides for the release of information to University personnel who demonstrate a legitimate educational interest, other institutions engaged in research (provided information is not revealed to any other parties), and certain federal and state government officials.

A student may inspect and review records and is entitled to challenge the content of the records. However, the student may be denied access to a parent's financial statement and to confidential letters and statements of recommendation which were placed in the University's records prior to January 1, 1975.

A more thorough examination of records maintained on students and copies of records may be obtained from the Office of Records or The Graduate School Office. The Registrar will further explain and clarify the Family Educational Rights and Privacy Act to students, parents, or interested parties upon request. *See section in this publication entitled access to student records.*

Transcripts

Transcripts of a student's record are released only on the student's written authorization. There is a charge of \$2.00 for each transcript to be picked up or mailed. Transcripts sent to other UT campuses are at no charge. All faxed transcripts are \$5.00. No transcript(s) will be released if the University has placed a hold on the student's record due to unpaid financial obligations. Requests should be made to the Records Office, Race Hall, in advance of the date on which the transcripts are needed.

Classification

A full-time undergraduate is one who is registered for a minimum of 12 semester hours of credit. A full-time graduate student is one who is registered for at least nine semester hours of graduate credit. A student registered for fewer hours in either of these categories is classified as a part-time student. For advancement from one undergraduate class to another, a student must complete the following number of hours:

Freshman: 0-23 semester hours Junior: 60-89 semester hours
Sophomore: 24-59 semester hours Senior: 90+ semester hours

Institutional Credit and Developmental Studies Program

Institutional credit will be assigned to all developmental courses in reading (EDUC 105); mathematics (MATH 105, 106); study skills (USTU 100); study skills labs (PSY 100, SOC 199); and writing (ENGL 105, 106). This credit will be in addition to all degree

requirements. It will not apply to the hours required for graduation, either major requirements, general education requirements, or elective hours. Neither will it be counted in the grade point average for graduation or honors. While the student is enrolled in developmental courses, however, institutional credit will be counted in the grade point average in determining the student's eligibility to continue in residence at UTC as outlined in the retention and continuation standards.

Effective Fall 1986 and thereafter, first time freshman students who are required or who volunteer to enroll in developmental studies courses must successfully complete them within the first 42 attempted hours, counting both institutional and regular credit. Transfer students must complete required developmental courses within 30 attempted hours following initial enrollment at UTC. Exceptions may be made in individual cases only on recommendation of the appropriate course instructor to the Director of the Developmental Studies Program. Appeal of decisions may be made to the Petitions Committee.

To exit the Developmental Studies Program, a student must have a grade of C or above in all of his or her program of developmental studies.

Grades

The following grading scale is used, with the quality point indicated for each credit hour earned:

- A—4 Quality Points
- B—3 Quality Points
- C—2 Quality Points
- D—1 Quality Point
- I (incomplete)—Not Included
- S (satisfactory grade given in satisfactory/no credit courses)—Not Included
- W (withdrew)—Not Included
- NC (no credit)—Not Included
- F (failure)—0 Quality Points
- SP (satisfactory progress; thesis only)—Not Included
- NP (no progress; thesis only)—Not Included
- IP (in progress; approved courses only)—Not Included

A maximum of eight hours of satisfactory credit in varsity sports may be applied toward the 120 hours required for a baccalaureate degree.

The grade point average is derived by dividing the total graded hours attempted into the total quality points earned (grades of S, I, and W are excluded).

Grade point averages are not rounded and no numerical value less than the stated grade point average will suffice.

An *Incomplete* may be given to the student whose work has been of passing quality and who, in the opinion of the faculty member, has a valid reason for not completing some requirement of the course. Removal of an *Incomplete* must be submitted by the instructor to the Office of Records no later than three weeks before the last day of classes in the next regular semester or the *Incomplete* will become an *F*. The *Incomplete* grade will not be computed in the grade point average during the interim. Any student called to active duty in the Armed Forces of the United States may, with the permission of the instructor, be given an indefinite *Incomplete* to be made up at any time or a retroactive withdrawal may be granted. Students should contact the Registrar to avail themselves of this option.

A student may audit a course with the approval of his or her advisor and course instructor. Audit students receive no grades or credit and are under no obligation to attend classes regularly or to take examinations. If a student attends the course as much as 75 percent of the semester, the course will appear on his or her academic record with *Audit* noted. Only in the first week of a semester or a comparable period in a summer term may a student change an audit to credit. A student may, however, change from credit to audit in any course through the first two weeks of a semester or a comparable period in a summer term.

Repeat Course Policy

Undergraduate Students

1. Provided prerequisites are met, students may replace a total of five grades of *C* or lower. Any five grades in one or more subjects may be replaced, but the total number of replaced grades must not exceed five. Developmental studies courses (institutional credit) will be included in the grade replacement limit, but grades of *S*, *NC*, and *W* will not count in the allotted number of replacement grades.
2. The policy was effective with the fall of 1985. Unlimited replacement of grades earned at any college or university will be permitted before the fall of 1985. Beginning with the fall of 1985, a student will be limited to five additional replacement grades in courses taken at UTC or any other college or university.
3. All grades, except the five replaced grades, will be used in the grade point average computation.
4. In any repeated course, excluding "r" courses, a student forfeits the first earned hours, if any. Only the last grade counts.
5. Courses in which grades of *A* or *B* were earned cannot be repeated, except for "r" courses. If an *A* or *B* is repeated, the repetition will be changed from credit to audit. An exception is made for registered nurses who are required by the School of Nursing to repeat specified science courses (Biology 208, 209, 210, Chemistry 121, 122) that were originally completed 10 years or more prior to the students' admission to the nursing major at UTC.
6. For a transfer student a "course" is interpreted as any course listed separately in an individual term on the transcript regardless of the number of such courses needed to equate to a UTC course.
7. When a student is repeating more than one course in a term and is nearing the possible limit of five replacement grades, the following order will determine replacement schedules: 4 hour *F*'s, 3 hour *F*'s, 2 hour *F*'s, 4 hour *D*'s, 3 hour *D*'s, 2 hour *D*'s, 1 hour *F*'s, 1 hour *D*'s, 4 hour *C*'s, 3 hour *C*'s, 2 hour *C*'s, 1 hour *C*'s. In the case of a tie, a grade in a course within the student's major will be replaced first.
8. Students are responsible for indicating at the time of registration that they are repeating courses.

Graduate Students

A graduate student may repeat a course only with approval of the student's major adviser, and all grades earned will be included in computing the grade point average.

Continuation Standards

Undergraduate Students

In order to be able to continue in residence at UTC, a student must earn a minimum grade point average dependent upon the overall number of graded hours attempted:

- 1—23 hours: not less than a 1.00 average
- 24—39 hours: not less than a 1.50 average
- 40—55 hours: not less than a 1.80 average
- 56 or more hours: not less than a 2.00 average

Students who achieve the required cumulative grade point average for the hours attempted are considered to be in good standing. Those who fail to achieve the required average will be subject to the following action:

1. Students will be placed on academic probation after the first failure to earn the required grade point average. If the probation is not removed, academic suspension for one semester will follow.
2. Probation is removed by raising the grade point average to the required standards, or if a 2.0 average for the semester of probation is achieved. If the probation is not removed, academic suspension for one semester will follow. The complete summer session is considered a period of suspension.
3. Freshmen admitted "On Condition" enter on probation for continuation purposes and must earn a minimum 1.0 grade point average in the first

semester of attendance. Conditionally admitted students who do not earn at least a 1.0 grade point average in the first semester will also be subject to suspension.

4. Suspended students who enroll in other colleges or in correspondence courses during their semester of suspension must earn at least a 2.0 average on all hours attempted during this period in order to be eligible for automatic readmission to UTC. Students not meeting the 2.0 requirements must apply for readmission through the Admissions/Readmissions Committee.
5. Students will be placed on probation when they return after the period of suspension. They must either achieve a 2.0 average in the semester following their return or raise their cumulative average to acceptable standards. If they fail to achieve either standard, they will be dismissed for an indefinite period and may not apply for consideration for readmission for one calendar year unless an appeal is filed with the Petitions Committee and acted upon favorably.
6. Any students permitted to enroll despite the fact that his or her cumulative average is below continuation standards will be on probation.

Students who are either suspended or dismissed have the right to appeal for reentry if they believe that extenuating circumstances were responsible for their poor academic achievement. Students who wish to appeal for reentry to the University prior to completing the suspension or dismissal period must complete a petition form available in the Records Office. Appeals for the term in which reentry is sought must be submitted to the Records Office one week prior to the first day of classes for fall and spring semester and for any summer term.

All students who have been academically dismissed must be readmitted by the Admissions or Petitions Committee. Although readmission is not automatic, dismissed students who wish to appeal for reentry after the lapse of at least one calendar year must complete their appeal through the Office of Undergraduate Admissions on special forms available in that office. Appeals for the fall semester must be completed and received in the Admissions Office by August 1. The deadline for spring semester is December 1 and the deadline for all summer sessions is May 1. Appeals received after these deadlines will be processed for the next possible term.

Academic action is recorded on the academic record.

Academic Warning

Academic warning is a cautionary notice to the student that his or her semester grade point average is below 1.0 and that continued academic performance at this low level may lead to probation, suspension or dismissal. Students may be placed on probation or may be suspended or dismissed without having received such a warning notice since these academic actions are closely linked to the overall grade point average. Unlike these latter actions, academic warnings do not appear on the student's academic record.

Academic Alert

Academic alert may be noted on the grade report for any student whose cumulative average is below 2.0 even though the student meets minimum requirements for continuation.

Undergraduate students who demonstrate that they may be at academic risk may be required to enroll in certain courses and participate in programs, including summer programs, designed to enhance their academic skills. Credit accrued may not necessarily be applicable to a degree.

Graduate Students

A student admitted to graduate study must maintain a minimum 3.00 grade point average on all courses taken for graduate credit. In the event the student fails to meet this standard, one of following actions will be taken:

Probation—A student will be placed on academic probation whenever the grade point average falls below a 3.00 on courses completed for graduate credit.

Dismissal—Decisions regarding continuation will be made by the Dean of The Graduate School.

Students admitted to graduate study must maintain a 3.0 cumulative grade point average in all courses taken for graduate credit. Graduate students

will be placed on academic probation whenever their cumulative GPA falls below 3.0. By the end of the next two terms of enrollment (counting the entire summer session as one term), students must raise their cumulative GPA to a 3.0 or higher. Students will be academically dismissed if they fail to achieve this cumulative GPA within the two semester probationary period or if they fail to achieve a 3.0 or higher for either probationary semester. Dismissed students may appeal to the Graduate Council for readmission. Readmission forms are available in the Graduate School, 103 Race Hall. Upon readmission, students may resume graduate study on probation with the same continuation standards.

Degree Requirements

Undergraduate degree requirements are determined by the catalog selected by each student. The following options are available, with a ten-year limitation for the first three categories:

1. The catalog in effect at the time that a student enters.
2. The catalog in effect when a new major is selected.
3. The catalog in effect at the time that a student reenters.
4. A catalog reflecting a revised curriculum.
5. Transfer students may elect the catalog in effect at the time of their first entry into college provided that the UTC degree is conferred within 10 years of their first entry.

Graduate students will follow the catalog in effect at the time of admission to candidacy. Unless otherwise specified, any changes made in a master's program go into effect following publication of the catalog. It is possible for any catalog requirement to become void before it becomes effective.

A student may not combine the regulations of different catalogs. If the student wishes to graduate under a catalog other than the one in effect at the time of his entrance, he or she should notify the Office of Records.

A student seeking recommendation of The University of Tennessee at Chattanooga for initial teacher licensure must satisfy the current UTC approved program requirements on file with the Tennessee Department of Education at the time of application for licensure. When the Tennessee Department of Education makes changes in licensure requirements, all education majors who graduate after the announced date of enforcement and all teacher licensure applicants must meet the new requirements regardless of the program outlined in the catalog that they were initially using.

The minimum undergraduate degree requirement is the completion of 120 semester hours of credit. Some degree programs require more than this minimum. To earn a degree a student must satisfy not only the minimum number of hours, the specific course requirements in his or her curriculum, a minimum of 39 hours of 300 and 400 level courses, but also the following qualitative requirements:

1. A 2.00 overall average on all courses.
2. A 2.00 average on all UTC work.
3. A 2.00 average on all hours attempted in most major disciplines. The courses computed in this average are determined by each department. Some majors require a 2.50 average in the discipline.

The last 24 hours toward an undergraduate degree must be completed in residence at UTC. A student who has attended a junior college at any time in an academic career must complete a minimum of 60 hours at a senior college.

Several departments and schools have limitations on the hours within those departments. Students not seeking a major in business administration may only complete a maximum of 32 hours in the College of Business Administration. Correspondence and extension credit may apply on up to one-fourth of the total hours (excluding physical education) required for an undergraduate degree, provided that these credits are not taken within the last 24 semester hours. A maximum of 30 semester hours may be earned through credit by special examination with a \$47 fee charged for each hour of undergraduate credit. A fee of \$66 will be charged for each hour of graduate credit. Credit may be granted for military service training upon presentation

of the appropriate documents to the Office of Records. Other types of nontraditional credit are explained in the academic regulation section of the catalog. The maximum undergraduate non-traditional credit that may be earned is 60 hours total with a maximum of 24 hours in any one category. Normally, non-traditional credit will not apply toward the last 24 hours of residency; however, students who have completed 24 hours of traditional course work at UTC and have not yet attempted the last 24 hours may petition to apply a maximum of 12 hours of these types of credit toward the last 24 hours.

All degree candidates must file an application for a degree by the published deadline. Diplomas will not be ordered for those who do not file an application, and degrees will not be conferred. Academic regalia is worn at commencement. Caps and gowns may be ordered through the UTC Bookstore.

Undergraduate Residency Requirements

Beginning with the fall semester 2000, all undergraduate students must meet the new residency requirements. The new requirements are:

*At least 25 percent of the minimum credit semester hours required for the degree must be earned under the direction of UTC faculty.

*The last 24 semester hours must be completed at UTC. With prior approval by the department head of the student's major college, 3 hours of credit earned at other UT campuses may be counted as part of the last 24 semester hours.

*At least 39 credit hours must be taken at the 300-400 level.

*At least 12 credit hours must be earned at the 300-400 level of the UTC program or department offering the degree.

*At least 60 credit hours must be taken at senior level institutions.

Attendance Policy and Excuses

Classes

At the beginning of the semester, faculty members will state to their classes their policy on absences. It is the responsibility of the students to inform instructors when illness or participation in University activity prevents attendance. Instructors will decide whether the students may make up work missed and what effect the absences may have on the requirements of the course.

When absences are occasioned by University projects, students should check with instructors, informing them of the possibility of the out-of-town trip and the classes to be missed. If instructors wish written confirmation of the organized trip before granting the excuse, a list of classes along with the instructors' names and the dates of the trip should be submitted to the office of the appropriate academic dean. All excuse requests must be submitted at least three days before the event. This list should be signed by the faculty advisor of the organization, who certifies the accuracy of the information. The dean issues the approval and returns the list to the faculty advisor of the organization, who gives each student a copy of the approved list to show to the instructors.

Policy Statement by the Board of Trustees on Cancellation of Classes

Students who enroll at The University of Tennessee have paid fees for courses in which they are enrolled and the citizenry of the state has provided funds to support scheduled academic activities. Hence, faculty and staff members are to conduct their classes and related functions in accordance with previously established schedules. There will be no deviation from this procedure unless permission is given by appropriate administrators, in accordance with procedures established by each chancellor.

Action contrary to the preceding policy is *prima facie* evidence of violation of contractual commitments of faculty and staff members to The University of Tennessee. Variations from this policy will be investigated and, in the event

I. Academics

of verified violations, appropriate action, including voiding of employment contracts, will be taken.

The University of Tennessee's Board of Trustees and administration recognizes that an extremely high percentage of the institution's faculty members are dedicated to professional ethics which compel them to fulfill their obligations in teaching, research, and service without administrative supervision. It is the belief of the Board and administration, therefore, that individual faculty members and professional organizations will insure that academic responsibilities are met by all of their colleagues without the necessity of administrative action.

Scholarship Requirements

All scholarship holders must make normal academic progress toward a degree during each semester in which they receive an award. This means that it is expected that they would pass a minimum of 12 credit hours which apply to their degree programs and maintain a 2.00 grade point average. Some special scholarships have higher grade averages as a requirement; this is specified at the time the award is made.

Make-up Examination Policy

Students are responsible for meeting all course requirements, including graded exercises which are administered in class. Along with other course requirements, policies covering make-ups for graded exercises normally should be announced at the beginning of the course. In the event of an impasse between the instructor and the student over the question of a make-up, the student may appeal to the department head, division director, or program coordinator.

Grade Appeals Procedure

Preamble

Graduate students have a different appeals procedure and should contact the Graduate School for this information.

It is the prerogative and responsibility of each member of the faculty to determine in accordance with his or her best judgment the grade for each student.

Whenever a student feels that his or her rights and interests have been seriously jeopardized by way of unfair, arbitrary, or malicious exercise of faculty grading prerogatives and desires to appeal the grade, the following appeal procedures shall be followed. (It is recognized that the following time frames are maximal and, that in cases where a failing grade prevents a student from continuing in the course, the appeal procedures can be accelerated.)

1. Conversation with the Instructor

The student who desires to appeal must within five calendar days of receiving notification of the grade seek an appointment with the faculty member who awarded the grade for the purpose of requesting clarification of the basis for the evaluation. If the student is unable to locate the faculty member personally, the request may be presented to the head of the department (or director or dean as appropriate) in which the course is offered. During these conversations, the student shall have had access to all his or her exams and papers for the period covered by the grade. If the complaint is not resolved by way of such discussions and the student is still convinced that the grade is arbitrary or unjust, a formal appeal may be made to the Faculty Grade Appeals Committee.

2. Appeal to the Faculty Grade Appeals Committee

Within five calendar days of the conversation with the faculty member who awarded the grade, the student desiring to proceed with a formal appeal shall present in writing the reasons on which the appeal is based, together with any and all supporting documents. Such appeal shall be addressed to the Faculty Grade Appeals Committee and be personally delivered to the head of the department in which the course in question is

offered.

The Faculty Grade Appeals Committee shall consist of three faculty members and two alternate faculty members elected annually by the Faculty Council. In addition, two non-voting faculty members shall be selected at the time of an appeal by the head of the department (or dean of the school if appropriate) in which the appealed course is offered. The chair shall be the dean of the academic unit involved. Should the dean be the course professor involved in the appeal, the provost will serve as chair. The chair shall not vote on an appeal except in cases of a tie vote. A quorum for this committee will consist of four voting members counting the chair.

(a) Procedure after Appeal.

Upon receipt of a formal appeal, the head of the department involved shall notify the faculty member who awarded the grade, and shall immediately appoint two members of the department faculty to serve on the Faculty Grade Appeals Committee. The head shall forward these names, and the written appeal, together with all relevant material and information concerning the case, to the dean of the college or school, who will as soon as possible, call a meeting of the Faculty Grade Appeals Committee.

(b) Responsibilities of the Faculty Grade Appeals Committee.

The responsibility of the Grade Appeals Committee is to hear undergraduate student appeals whenever students feel that their rights have been seriously jeopardized by way of unfair, arbitrary, or malicious exercise of faculty grading prerogatives and desires to appeal the grade. The committee reviews grades after a student who is appealing has followed the current published procedures. As soon as possible after the committee is formed, the dean shall inquire of the student and the faculty member involved whether either desires a hearing before the committee. If no hearing is requested, the committee shall determine the appeal and issue its ruling on the basis of the record. If either party requests a hearing, such a hearing shall be held within 10 working days of the request, at which time both the student and the faculty member shall be afforded the opportunity to present further evidence. Within five days after the hearing, the committee shall, on the basis of all the material before it, determine the appeal and issue its ruling as it deems appropriate, either upholding the grade or requesting the faculty member to change it accordingly. Either party shall have the right to appeal to the Chancellor of the University.

3. Appeal to the Chancellor

Within five days of the decision of the Faculty Grade Appeals Committee, the student or the faculty member may present, in writing, a request for review by the Chancellor of the University. In such event, the Chancellor shall immediately request the complete record of the case from the Faculty Grade Appeals Committee and shall make a decision on the basis of the record. The Chancellor's decision shall be final. If the Chancellor upholds a decision of the Faculty Grade Appeals Committee against the faculty member, the faculty member shall be requested to change the grade in accordance with the committee's ruling.

Honors & Honor Societies

Convocations

Convocations are for the entire student body, staff, and faculty members. Time and place for the convocations will be published in the *Echo*, the student newspaper. Honors Day is a major convocation during the academic year.

The Dean's List

To be eligible for the Dean's List, an undergraduate student must earn a 3.20 average while completing at least 6 graded hours in a semester.

Departmental Honors

Any regular student of the University who is a candidate for an undergraduate degree may apply for admission to candidacy for departmental

honors provided his average in his major is 3.50 and his overall is 3.20. Application for candidacy is made in the student's junior year. Contact the director of honors for current calendar and guidelines. For additional information, see program description in the current catalog.

General University Honors

Effective with the graduation class of December 1987, eligibility for general university honors was changed from past standards.

An undergraduate student will be graduated *cum laude* when the student's cumulative grade point average, as well as UTC average at the end of the final semester, is 3.5. With an average of 3.75 both cumulative and UTC, the student will be graduated *magna cum laude*. The student with the highest average will be graduated *summa cum laude* if his or her average is at least 3.9. More than one *summa* graduate will be recognized in the event of a tie. Honors will be inscribed on the diplomas. These standards will apply to all those who are graduated in December 1987 and later regardless of the catalog under which the student entered. Institutional credit will not be counted in the grade point average for graduation or honors.

Alpha

The highest academic distinction for general scholastic excellence is election to the Alpha Society. At the close of the first semester of the senior year (minimum of 108 hours), a student must have a grade point average for his entire college course, including transfer work, of 3.75 or better to be considered eligible. A minimum of 30 of the total hours must have been completed at UTC with at least a 3.75 average. (There must be a grade point average of 3.75 or better on both the student's cumulative hours and the student's hours at UTC.) Generally, the faculty members of Alpha elect about eight percent of the graduating class to Alpha.

Alpha Lambda Delta & Phi Eta Sigma

These two national honor societies elect for membership those freshmen who have a 3.50 average on at least 12 graded hours in the first semester or a cumulative average of 3.50 at the end of the freshman year.

Mortar Board

Juniors may be tapped for election to Mortar Board in the second semester if they have demonstrated leadership, participated in student activities, and kept their scholarship average at a substantial level.

Golden Key

Golden Key is an honor society open to students who have achieved a grade point average of 3.30 and have successfully completed 60 hours of course work. Golden Key is open to all part- and full-time students.

Departmental Honor Societies

Alpha Kappa Delta (sociology)	Alpha Phi Sigma (criminal justice)
Beta Alpha Psi (accounting)	Beta Beta Beta (biology)
Beta Gamma Sigma (business)	Delta Tau Omega (geology)
Financial Management Association (finance)	
Gamma Sigma Epsilon (chemistry)	Kappa Delta Pi (education)
Kappa Omicron Phi (human ecology)	Lambda Iota Tau (English)
Omicron Delta Epsilon (economics)	Phi Alpha Theta (history)
Pi Delta Phi (French)	Pi Gamma Mu (social sciences)
Pi Mu Epsilon (mathematics)	Pi Sigma Alpha (political science)
Psi Chi (psychology)	Scabbard and Blade (military)
Sigma Delta Pi (Spanish)	Sigma Iota Epsilon (business management)
Sigma Pi Sigma (physics)	Sigma Theta Tau (nursing)
Tau Beta Pi (engineering)	Upsilon Pi Epsilon (computer science)

Prizes and Awards

In addition to membership in honor societies, many different prizes, trophies, and awards are given to students who distinguish themselves by outstanding achievement. Some are general awards offered on a University-wide basis; others are restricted to majors in specific departments.

Lupton Library

The Lupton Library is at the center of many teaching, learning, and research activities for the students, faculty, and staff of UTC. If you need research assistance for a paper, or are looking for a good book to read, wireless access, or a place where your group can work together, then the Library is for you! The Library is open over 90 hours a week in the semester and has a staff of 30 librarians and library specialists.

Library Homepage

The Library web site at [http://www/library/utc.edu](http://www.library/utc.edu) serves as an information portal. You can access resources from the site and learn about services and policy information that may be relevant to you.

Library Resources/Services

The Library maintains a wealth of resources for your use--over 500,000 books, 100 databases, 13,000 electronic and print journal subscriptions, and 15,000+ audiovisual items. Our total holdings add up to over 1.9 million physical pieces of material and more electronic pages than you can count.

Databases and Indexes: Databases help you find specific articles within journals. To access the Library's database go to <http://www.lib.utc.edu/databases/index.php>. Here you will find a list of online resource tools grouped by UTC academic majors and departments. Current students and faculty can access these resources from on or off campus 24/7.

Books, Videos and CDs: If you are interested in the books, music, or films owned by the Library, go to <https://opac.lib.utc.edu/cgi-bin-opac>. Here you can search for materials physically owned by the Library.

Journals and Magazines: To access our full-text journal holdings, as well as other magazine subscriptions, go to <http://www.lib.utc.edu/fulltext/index.html>.

Special Collections: The Lupton Library keeps its rare and unique sources in an area called Special Collections. Here you will find information about the history of UTC, personal papers of alumni and faculty, as well as many rare and valuable books (some of which go back to Shakespeare's time). For information go to http://www.lib.utc.edu/services/special_collections/index.html.

Reserve Materials: Faculty place items "on reserve" to make sure students have access to the materials needed for assignments. These items are shelved behind the Circulation Desk on the 1st floor.

Access and Borrowing Services: At the 1st floor Circulation Desk, you can check out books, CDs, DVDs, videos, laptops or a group study room with a valid Mocs Card. You can also renew material, borrow a course reserve item, pay a fine or fee, or check the lost and found for an item you misplaced.

Along with the collections of UTC's Lupton Library, UTC students, faculty, and staff with valid identification are granted reciprocal borrowing privileges at all libraries of The University of Tennessee and Tennessee Board of Regents systems. Additionally, UTC students may borrow materials not owned by UTC, free of charge, from other libraries through the Interlibrary Loan Service (ILL).

Information Services: The staff of the Library is here to provide research assistance to students who need books, articles or other information. They can identify useful articles, books, or web sites for your research; make an appointment with you for an in-depth research consultation; give you a subject guide to resources that identifies quality resources; respond to email requests for assistance at http://www.lib.utc.edu/forms/contact_ut/html; or teach a class about research methodology.

The Library Building: The Library is equipped with 75 public computers for student use. The entire building is also wireless enabled, and there is lots of space for both group and individual study. There is also a small eating area available on the 1st floor of the Library.

The Lupton Library faculty and staff welcome suggestions and requests by email at http://www.lib.utc.edu/forms/contact_us.html or in the suggestion box on the 1st floor. You can also give them a call at 423-425-4510.

Continuing Education

The Office of Continuing Education is committed to providing lifelong learning opportunities for career mobility, professional growth, and personal development. The many programs and services coordinated through the Continuing Education office include:

Conference and Professional Development Services

UTC Conference and Professional Development Programs offer a wide variety of program planning and implementation services, from room reservations to registration services, budgeting to brochure development.

Non Credit Programs

Continuing Education also offers a wide variety of programs designed to meet the challenge of today's ever-changing environment. Noncredit classes and seminars range from art, recreation, and personal interest classes to management development and industrial training for local and regional business sectors.

There is also a broad spectrum of educational classes for youth, including the Chattanooga Ballet courses and our summer youth development program, Youth University—a series of fun yet educational classes offered in a day-camp setting on our campus.

Continuing Education Units

Continuing Education Units (CEUs) are offered to recognize and record satisfactory participation in non-degree programs. One CEU is awarded for each 10 contact hours of classroom participation. CEUs are designed for use where employers, re-licensure agencies and other authorities require a specified number of non-credit study hours on a regular basis for career advancement.

Off-Campus Programs and Distance Learning

UTC offers a variety of credit courses held in locations other than the UTC campus. Convenient for students and the community at large, off-campus courses carry the same credits as their on-campus counterpart. Offerings are available from the Division of Continuing Education via video, telecommunication, the internet and other media.

Center for Community Career Education

The Center for Community Career Education is a nonprofit career and educational counseling and training center within the College of Health, Education and Professional Studies. The mission statement and service areas within the Center reflect the growth in vision and scope of services from the original program founded as FACE in 1980.

Mission: The Center is dedicated to promoting education, career development and workforce preparation.

The current initiatives within the Center are:

Educational Opportunity Center. Founded in 1998 and funded by the U.S. Department of Education, the ECO offers information and assistance to individuals who want to become enrolled in a postsecondary educational or training program. Outreach efforts in Hamilton, Marion, Sequatchie, Bledsoe, Grundy, Dade, Walker and Catoosa Counties seek low income, potential first generation college students who want to improve their lives through education.

Upward Bound Math Science, PRISM. Founded in 1999 and funded by the U.S. Department of Education, PRISM is designed to strengthen the math and science skills of participating students. The overall goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in these fields. The program serves 50 students in Hamilton County who are low income and potential first generation college students.

GEAR UP, Gaining Early Awareness and Readiness for Undergraduate Programs. Founded in 2001 and funded by the U.S. Department of Education, the Bradley/Walker GEAR UP project serves students in Bradley County, TN and Walker County, GA. The overall goal of the program is to increase the number of low income, potential first generation college students attending postsecondary institutions. The project began with a cohort of students in the 7th grade and continues with this group of students through high school graduation and into college.

Byrne Memorial Grant, Leading Youth To Success. This LYTS project began in 2002 and serves youth at Howard School for Academics and Technology. The project, funded by the Tennessee Office of Juvenile Justice, is designed to reduce juvenile delinquency among students served.

Community Technology, WestTech and WesTech. Began in 2001 and funded by weed and seed, this program provides computer training services to adults, students and teachers in schools serving residents of the Westside Community.

For services or additional information, please contact the Center for Community Career Education at (423) 425-4475. Visit our website at www.utc.edu/outreach/communitycareereducation.

The Challenger Learning Center

Located on the campus of The University of Tennessee at Chattanooga, the Challenger Learning Center is formally a part of the College of Health, Education and Applied Professional Studies. The Center has three main focus areas. First, the Center participates in the College's Teacher Preparation Academy (TPA), offering aspiring young students the opportunity to observe and participate in hands-on teaching experiences as part of their formal curriculum. Second, the Center offers professional development training/courses and mission specific teacher in-service workshops that enrich the quality of teaching in our state. Third, the Center enjoys partnerships with school systems in surrounding counties, where students in grades K-8 travel to the Challenger Center to participate in 1- or 2-hour educational programs that have been designed and created to support school systems' math, science or technology curriculums. The partnership and services offered by the Center afford the University the opportunity to influence Science, Technology, Engineering, and Mathematics (STEM) education on a broad regional basis.

The Writing Center

The Writing Center at The University of Tennessee at Chattanooga, housed in Holt Hall 119, is a free service offered to all members of the University community. The purpose of the Center is to help writers from all disciplines, at all stages of their educational development, and at all stages of the writing process meet the demands of any writing task--whether for a writing class, another class, or personal need. Services of the Center include one-on-one tutoring consultations with peer or professional tutors; small group instruction; workshops on topics of general interest; a supportive environment for working independently on writing tasks; and access to electronic and print resources. These services are available by appointment or drop-in. For more information, please call 425-1774 or visit our website <http://www.utc.edu/Administration/writingcenter/>.