

Upper-Division Courses

To be eligible for upper-division courses, students (transfers as well as those having previous attendance at the university) must have attained sophomore status unless approval is granted by the dean of the student's college.

Physical Education Courses

A student may elect a maximum of eight semester hours of physical activity courses to count toward degree requirements. ONLY two physical activity courses may be taken for credit during any given semester.

Minimum Class Size

Minimum class size is determined by the department chair and dean. A regularly scheduled course may not be given for fewer than five students except by permission of the vice chancellor for academic affairs. The university reserves the right to cancel, postpone or combine classes when necessary.

Class Attendance Policy

Classroom attendance is an integral part of the education experience; therefore, it is the responsibility of the student to attend class. The instructor of a course may determine his/her own attendance policy with the provision that the policy must be applied consistently to all students in the course. The attendance policy should be reasonable, and it should be explicitly and unambiguously stated in each class at the beginning of each semester.

Faculty will monitor class attendance throughout the semester and report to the Office of Student Financial Assistance any student listed on the class roll who, in the instructor's judgement, has unofficially withdrawn from class. Reports will be made at the end of the second week of classes, at mid-term, after the 13th week of classes, if requested, and with final grades. These reports will be used to determine changes in the level of enrollment (full-time, three-quarter-time, half-time, or less than half-time) for students receiving Federal Financial Assistance. Enrollment status is determined at the end of the drop/add period, which is the first week of classes during regular semesters. Thereafter, changes in enrollment status occur only for non-attendance as reported by the instructor.

Transcripts of Records

Students who desire transcripts of their college records must file a written request with the Office of Academic Records, as far as possible in advance of the time needed. Students may call 731-881-7050 (option #1) to determine what information must be included in the written request. A transcript cannot be issued unless the student's record is clear with all offices of the university. It is recommended that a transcript be mailed directly from the Office of Academic Records to the official to whom it is to be sent. Many institutions will not accept a transcript from the student.

Academic Continuation

Students are required to have a minimum cumulative grade point average (GPA) of 2.00 to receive the baccalaureate degree from The University of Tennessee at Martin. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form the basis for the following academic classifications:

1. Good Standing
2. Academic Probation
3. Academic Suspension

Guidelines and procedures for placing students in the previous classifications are explained in the following paragraphs.

Good Standing. A student is considered to be in good academic standing so long as the number of quality points earned is equal to twice the number of GPA hours attempted. This is equivalent to a cumulative GPA of 2.00.

Academic Probation. A student will automatically be placed on academic probation at the end of any semester if he/she fails to have a 2.00 cumulative GPA. The probationary status will be removed upon the achievement of a 2.00 cumulative GPA. If a student on academic probation fails to achieve a 2.00 cumulative GPA, the student will remain on probation as long as a 2.00 semester GPA is earned, indicating satisfactory progress. Should the probationary student fail to demonstrate satisfactory progress after one or more continuous semesters of probation, he/she will be academically suspended.

The student must meet with an adviser in the Office of Student Success Center (SSC), 210 Clement, and develop a contract for improving his or her academic success. This plan will be tailored to meet the individual needs of each student and may include supplementary work with reading, writing, mathematics, and study skills computer software, work in the Hortense Parrish Writing Center or the Math Lab, work in a group of individual tutoring sessions, as well as attend conferences with an SAS adviser.

Probationary students may not register for more than 16 credit hours per semester or eight credit hours per summer term, inclusive of correspondence credit, without the prior written approval of the dean of his/her college.

Academic Suspension. A student on academic probation for one or more continuous semesters will be academically suspended for one semester unless one of the following occurs: (1) the cumulative GPA is raised to 2.00 or better; or (2) a 2.00 or better semester GPA is achieved. A student may appeal for reinstatement to the term immediately following his/her first suspension. If a second suspension occurs, the student must leave the university for one academic semester, excluding summer, and may apply for readmission after the one-semester suspension. If a third suspension occurs, the student may apply for readmission after a minimum suspension of one calendar year.

Readmission following academic suspension is never automatic. The student must apply for readmission to the Office of Admissions no later than one month prior to registration for the semester for which he/she is applying. A student under suspension may not engage in correspondence study. Students who enroll at another institution while on academic suspension at UT Martin will not be readmitted to UT Martin until their cumulative GPA from all institutions attended meets the UT Martin continuation requirement of a cumulative GPA of 2.00.