

The aggrieved student shall first discuss the matter with the teacher involved to see if there is some error or misunderstanding which can be resolved between them.

Failing this, the student may take the matter to the department chair. See the Student Handbook for detailed information.

Other Academic Matters

Changing Rules and Procedures

The university reserves the right to change the rules regulating admission to the institution and any other regulations affecting the granting of degrees. The course offerings and requirements of the university are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. Current information may be obtained from the following sources:

Admission Requirements	— Director of Admissions
Course Offerings	— Department offering course
Degree Requirements	— Registrar, faculty adviser, or dean of college
Fees and Tuition	— Division of Finance and Administration

The university further reserves the right to refuse to release to any student his/her transcript, grade report, or degree for failure to return university property or failure to pay any accounts due the university.

Classification

All degree-seeking undergraduate students will be classified according to the following chart, which is based on number of hours earned:

Freshman.....	0-29.9
Sophomore	30-59.9
Junior	60-89.9
Senior	90 and above

Post-Baccalaureate. A person who has completed a baccalaureate degree may be enrolled as a post-baccalaureate student provided he/she does not wish to work toward a degree. (See Undergraduate Admission Procedures and Requirements.)

Special. A person (18 years of age or over) who does not meet entrance requirements may be enrolled and classified as a special student provided he/she does not wish to work toward a degree. (See Undergraduate Admission Procedures and Requirements.)

Academic Integrity

The University of Tennessee at Martin has chosen as its primary objective quality undergraduate education. Commitment to this objective must include an obligation by all members of the university community to promote and protect the highest standards of integrity in study, research, instruction and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning.

Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. A student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to materials, sources, or devices not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation.
6. Utilizes a substitute for another person in any academic evaluation.
7. Practices any form of deceit in an academic evaluation.
8. Depends on the aid of others, in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Indulges in plagiarism by presenting as one's own, for academic evaluation, the ideas, representations, or works of another person or persons without customary and proper acknowledgement of sources.
11. Submits the work of another person in a manner which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
13. Attempts deceitfully to influence or change one's academic evaluation or record.
14. Indulges in conduct which is so disruptive as to infringe upon the rights of an instructor or fellow students during a class or examination session.

For additional information, see the Faculty Handbook and Student Handbook.

Course Numbers

Course numbers beginning with "0" or followed by a slash (/) or a pound sign (#) do not count toward degree requirements. Courses numbered in the 100 and 200 groups are lower-division courses, primarily for freshmen and sophomores. Courses numbered in the 300 and 400 groups are upper-division courses, primarily for juniors and seniors. Courses in the 500 through 700 groups are for graduate credit only.

Frequency of Course Offerings

Courses are offered in rotation. The frequency of course offerings is designated by "(F)" for fall semester, "(Sp)" for spring semester, "(Su)" for summer semester, or "(as needed)." If a course is offered only in odd or even-numbered years, the designation will include "odd" or "even." Frequency designations are located in "Courses Offered by the Department" at the end of each departmental section.

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.