

Enrollment and Minimum Completion Grades in English Composition

The University of Tennessee at Martin believes that writing skills are an important key to academic success. To that end, all students are expected to enroll each semester, with the exception of summer term, in the appropriate English composition course, as determined by ACT scores and high school grade point or the ESL Writing Proficiency Placement Exam, and remain enrolled each semester in the appropriate course (English 100, 110, 111, or 112) until the student has successfully completed English 112 or its equivalent. Students must complete English 112 within the first 60 hours with a grade of C or better or registration restrictions will be imposed.

Selective Service

All students must complete the Selective Service Draft Registration statement as a part of admission to UT Martin.

Academic Advising

UT Martin provides academic advisement to all regularly enrolled students. See the section on the Student Success Center for the special academic support services they offer.

The objectives of the university advisement program are:

1. to provide students with information on policies, procedures, and programs of the university
2. to assist students in exploring educational and career opportunities
3. to assist students in establishing life goals
4. to assist students with the development of an educational plan of study and the selection of courses
5. to make students aware of the range of services and educational opportunities pertinent to their educational objectives at this university.

The vice chancellor for academic affairs is responsible for the academic advisement program which is based upon a system of policies, procedures, publications, personnel and services that are adopted on a university-wide basis. The deans of the individual colleges are accountable to the vice chancellor for academic affairs for the effectiveness of the advisement programs within each college. Deans of each college are responsible for implementing the academic advising system which is determined as being most effective in meeting the advising needs of the students within each college. Academic deans are responsible for the maintenance of advising files for all students enrolled in each college and for ensuring that advisers have accurate information for each new advisee assigned. Advising records available to all advisers should include the following: ACT and/or SAT student profile reports, campus placement scores, TOEFL scores (if appropriate), admission confirmation and transfer evaluation forms, academic planning worksheet, academic progress information, record of referrals to other student services and academic advising agreement. Academic deans see that files are promptly forwarded to the appropriate office or adviser when students change colleges, majors or advisers.

In support of the academic advising program, the university shall:

1. provide advisers with current and accurate information related to student educational preparations and progress
2. provide advisers with an Advising Handbook containing annually updated information related to policies, procedures, programs, and services
3. provide advisers with appropriate training in academic advising

4. periodically evaluate the effectiveness of the advisement program and individual advisers using an evaluation instrument approved by the Faculty Senate and coordinated by the Division of Academic Affairs
5. consider academic advising in tenure, promotion and merit decisions
6. inform students of the advising and counseling services at UT Martin and stress the importance of academic advising.

Student Advisement

Each student will be assigned a faculty adviser: by the appropriate department chair if the student has declared a major; or by the Director of the Student Success Center for an undeclared major. Advisers will aid the students in selecting and scheduling appropriate courses and will be available to counsel them in all matters pertaining to their academic programs and career objectives.

Academic Overload

Students may enroll during the fall and spring semesters for a maximum of 20 credit hours with their adviser's approval (9 hours during each summer term). The dean's approval must be obtained in order to register for a larger number of credit hours.

Probationary students may not register for more than 16 credit hours per semester or eight credit hours per summer term without the written approval of the appropriate college dean.

An Overload Approval form must be taken to the Office of Academic Records for processing.

Inclement Weather

The University of Tennessee at Martin will remain open except in the most severe weather conditions. The chancellor may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is reached, campus and appropriate radio and TV stations will be notified so that announcements may be made.

If the university is officially closed, certain essential activities such as food services, physical plant, public safety, computer services, and telephone services will continue to operate. Some facilities, such as the Paul Meek Library and Boling University Center, will, if possible, continue to function as a service to students and faculty. When the university is officially closed, the Days of Administrative Closing Policy will apply for staff-exempt and staff non-exempt employees.

In the event of inclement weather when the university remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Employees will have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

Students will be responsible for any academic work which they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to such absences.