

counted in the course load but will not be counted in computing the grade point average for the first semester. To receive credit in a course for which an S grade has been assigned, the student must reregister for the same course during the next semester. At the end of the second semester, the student will receive a grade of *P* (Pass) or *F* (Failure). Use of the S grade is limited to Honors Seminar 108-208-308-408 (Honors Seminar).

**Repeating Courses.** A student may repeat a course in which he/she had earned a grade of D or F. Effective for courses taken beginning summer 1999, when a course is repeated, only the last grade earned will be counted in computing the GPA and in fulfilling requirements for a degree. A student who had earned A or B in a course will be allowed to re-enroll in that course only as an auditor – any exception to this policy will require approval by the vice chancellor for academic affairs. A student earning C in a course may repeat the course with the approval of his/her adviser. Courses with an earned grade of A, B, or C that are repeated with approval will be evaluated by the same procedure as given for repeated courses with the grade of D or F.

**Examinations.** Examinations are held at the end of each semester.

## Grade Appeal

Students who wish to appeal a grade that is alleged to be lower than that academically earned must initiate the process within the first three weeks of the next semester.

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.

If the student and the teacher are not able to resolve the grade issue, then 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 or assignment to another person in a manner not authorized by the instructor.
3. receives assistance during an academic evaluation or assignment 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 or assignment.
6. utilizes a substitute for another person in any academic evaluation or assignment.
7. practices any form of deceit in an academic evaluation or assignment.
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 or assignment, 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 that 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 Activity 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 educational 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 judgment, 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

Any person who wishes to receive a copy of his/her academic transcript 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.