

## 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Student Financial Assistance any student listed on the class roll who, in the instructor’s judgment, has unofficially withdrawn from class.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.

## 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 Student Success Center (SSC), 210 Clement, and develop a contract for improving his or her academic progress. 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 Student Success Center 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. The reinstated student will not be allowed to preregister for future semesters until his/her GPA meets at least one of the two conditions identified above. 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.

# Drop, Add, and Withdrawal from the University

## Drop Policy

**Within First Eight Weeks.** With permission of a student's adviser, a course may be dropped during the first eight weeks of the semester. Drops executed during the first week will leave no record on the student's academic transcript. A drop executed during the second through eighth week will result in a grade of W (withdrawal).

**After First Eight Weeks.** Courses may not be dropped after the first eight weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by Student Health Services or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional;  
or
3. necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

In the event of such certification, and the approval of the student's adviser and the registrar, the student will receive the grade of W. Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.

A student will not be permitted to drop a course after the first eight weeks of the semester simply to avoid a poor grade.

Students should consult the summer term timetable for the appropriate summer deadlines.

## Add Policy

**Adding Courses.** With permission of the student's adviser, a course may be added through the first week of class for the fall and spring semesters. All course section adjustments must be completed during the first week of the semester. Students should consult the Registrar's Web site for all partial-term deadlines, as well as the appropriate summer deadlines.

## Withdrawal Policy

**Withdrawing from University.** All official withdrawals (dropping the student's entire schedule) from the university are processed by the Division of Student Affairs.

**Within First Eight Weeks.** Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses for which the student signed. Withdrawals executed between the second and eighth week of the semester will result in a grade of W (withdrawal) in all courses for which the student signed.

**After First Eight Weeks.** Withdrawals are not permitted after the first eight weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by Student Health Services or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional;  
or
3. necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

A student will not be permitted to withdraw after the first eight weeks of the semester simply to avoid a poor grade.

In the event of such certification, and the approval of the vice chancellor for student affairs, the student shall receive a *W* in all courses for which the student signed.

Under normal circumstances a student may not withdraw from the university after the last day of class or after administration of the final exam, whichever occurs first. Students should consult the summer term timetable for the appropriate summer deadlines.

Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses for which the student signed. Withdrawals executed after the first week of the semester will result in a grade of *W* (withdrawal) in all courses for which the student signed. Students should consult the summer term timetable for the appropriate summer deadlines. Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.

## **Special State and Federal Laws for Educational Purposes**

**Elderly and Persons with Disabilities.** Tennessee residents who are at least 60 years old may audit classes without payment of fees, if space is available. Tennessee residents who are 65 or older may take courses for credit at reduced rates. Totally disabled persons may be eligible for either option. Verification of age, residency, and permanent disability must be provided.

All students who register under these provisions must process the correct paperwork in the Office of Academic Records (Administration Building 103) prior to the deadline for adding courses.

## **Family Educational Rights and Privacy Act**

This act provides for confidentiality of academic student records; however, it also provides for basic identification of people at UT Martin without the written consent of the individual. Release of information to third parties includes directory information. Such information includes name, address, telephone number, date and place of birth, major, dates of attendance, degree and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, weight and height (for members of athletic teams), photograph, email address, and classification. UT Martin will release information in compliance with the Solomon Amendment.

The categories contained in the university directory are publicly displayed outside of Academic Records (AD 103). These items may be disclosed without prior written consent, unless a student notifies the Registrar in writing to the contrary prior to the end of the first week of classes. The university applies an “all or nothing” policy to the release of student directory information.