

counted as part of this requirement, with the exception of the correspondence credit limitation noted under Correspondence and Extension Work section of this catalog. All courses from an accredited college are accepted for transfer; however, they may not all count toward a degree. An applicant from a junior/community college must complete 60 semester hours toward a degree in an accredited four-year college or university. The last 30 semester hours (minimum of two semesters) must be completed at the University of Tennessee at Martin. Hours earned through an approved study-abroad program, assuming the conditions outlined in the Study Abroad, Internship Experiences and National Student Exchange sections of this catalog have been met, will be used toward satisfying residency at the University of Tennessee at Martin. GPA will be calculated based upon the last 30 University of Tennessee at Martin hours.

## **Fees**

11. Satisfy all financial obligations (fees or fines) owed to the university.

**Note:** Some of the colleges and departments within the university have special requirements above and beyond those stated here and students are advised to consult the appropriate section of this catalog for any further degree requirements.

## **Second Bachelor's Degree**

A student who holds a bachelor's degree may receive a second bachelor's degree from The University of Tennessee at Martin by satisfying the following requirements:

1. meet all requirements for both degrees, as specified above.
2. complete at least 30 semester hours beyond the total hours required for the first bachelor's degree.

## **Degree Appeals (Special Requests)**

Individual student petitions concerning deviation from degree requirements should be prepared in consultation with the student's adviser on a Special Request form. Special requests are submitted to the student's college degrees committee for approval. Special requests which are denied by the college committee may be resubmitted to the committee for a second and final judgment. Special requests which involve exceptions to university degree requirements must also receive approval from the Undergraduate/Graduate Council after receiving approval from the college committee. All Special Request forms must include verifying documentation to support the student's request. This documentation should include:

1. description of course(s) taken, or to be taken, that is sufficient in fulfilling the degree requirement, as verified by the student's adviser, department and college;
2. letters from Student Health Services or private physician;
3. letters from employer on company letterhead; or
4. other written evidence which supports the student's request.

If the Undergraduate/Graduate Council denies the student's request, it may not be resubmitted to the council. Any appeal to the vice chancellor for academic affairs must be limited to an alleged procedural violation.

## **Correspondence and Extension Work**

The candidate may offer by correspondence and/or extension as much as one-fourth of the gross total hours required for the degree sought and have this work counted toward the degree. Credit for undergraduate courses in extension and/or correspondence in the major subject shall be limited to one-fourth of the total credit hours required.

Correspondence credits are not recognized by The University of Tennessee College of Law, or — except by prior permission — by The University of Tennessee Health Science Center at Memphis. Extension credits are recognized by the College of Law in accordance with the limitation set in the above paragraph. Extension credits are accepted by the Health Science Center only with prior approval of the dean of the college concerned.

Most courses offered in the College of Education and Behavioral Sciences cannot be taken by correspondence for credit in meeting degree requirements at UT Martin. This policy is especially applicable to courses pertaining to teaching methods. Questions should be directed to the appropriate departmental chairpersons before registering for such correspondence courses. Decisions regarding approval will be made by the College of Education and Behavioral Sciences dean.

A student taking work for certification purposes should consult the Professional Assistant for Teacher Certification, College of Education and Behavioral Sciences, as to the amount of extension and/or correspondence credit allowed for a teacher's certificate.

Seniors may take a total of six semester hours of the last 30 semester hours required for the degree by correspondence, extension and/or interactive distance-learning emanating from other University of Tennessee campuses. If the candidate is a senior transfer (transferred into UT Martin with 90 or more earned hours), no work during the last-30-hours semesters may be taken by correspondence, extension or interactive distance-learning emanating from other UT campuses.

Any student wishing to add a course by correspondence must be in good standing at UT Martin and must get the approval of the dean of the college in which the student is currently enrolled. It is strongly recommended that no course be undertaken by correspondence during the final semester before graduation.

Courses may be started at any time. A Correspondence Study Catalog, including information on enrollment, costs, credit, books, etc., may be obtained by writing to the Office of Admissions, The University of Tennessee at Martin, Martin, TN 38238 or calling 731-881-7020 or 1-800-829-UTM1.

## Honors and Awards

### Honors

#### University Honor Roll

Recognition is given to undergraduate students who complete a semester's work with:

Honors .....	3.2 through 3.49 GPA
High Honors .....	3.5 through 3.79 GPA
Highest Honors.....	3.8 through 4.0 GPA

To be eligible for the university honor roll, a student must have carried 12 or more academic hours, not counting work taken for pass-fail credit.

#### Honors Graduation

The diplomas of graduating seniors show honors categories based on the following scale:

Cum Laude .....	3.5 through 3.79 GPA
Magna Cum Laude .....	3.5 through 3.79 GPA
Summa Cum Laude.....	3.8 through 4.0 GPA

To qualify for one of these honors categories, a student must complete at least four semesters (60 semester hours minimum) in The University of Tennessee system. These honors categories are based on a student's cumulative average at the end of the semester preceding the graduation semester. (Students transferring work from other colleges or universities must qualify on both their cumulative average and the University of Tennessee at Martin average. The honors designation is based upon the lower of the two averages.)

## “University Scholar” Designation at Graduation

The 10 hours of the University Scholars curriculum are required for graduation with the designation “University Scholar.”

### Phi Eta Sigma

Phi Eta Sigma is a national honor society that recognizes high academic achievement in the freshman year. Students who achieve a 3.5 average at the end of their first year of study are eligible for membership.

### Phi Kappa Phi

Phi Kappa Phi is a national honor society that honors students in all academic fields on the basis of excellent scholarship and integrity of character. Juniors and seniors may be accepted into membership in a number up to one-tenth of the graduating class.

### Who’s Who

Who’s Who in American Colleges and Universities is a national organization that publishes the names and records of outstanding college students from all over America. The selection is based on scholastic ability, citizenship and leadership. Any junior or senior is eligible for consideration. Selections are made by a special faculty and student committee.

### Awards

An annual Honors Day Program in the spring gives recognition to students who have made outstanding achievements in scholarship and citizenship. In addition to more than 50 special honors and awards, college and departmental honors are given to outstanding students in lower- and upper-division categories.

## Credit Hours, Grades, Grade Point Averages, and Examinations

The basic unit of credit at The University of Tennessee at Martin is the semester hour. This normally represents one hour of lecture or recitation or two hours of lab work per week. Each course at the university carries a number of semester hours of credit specified in the course description. At the completion of each course, a student will be assigned a grade reflecting the student’s performance in the course. Passing grades normally carry with them a certain number of quality points per semester hour of credit in the course. A student’s grade point average (GPA) is obtained by dividing the total number of quality points the student has accumulated by the total number of GPA hours the student has attempted, not including hours for which grades of W, WD, WP, I, P, SP, S, AU, NR and PP have been received. (See the next pages for explanation of these grades and grade calculation when repeating courses.)

Undergraduate students are graded on the following scale:

Grade	Performance Level	Quality Points Per Semester Hour of Credit
A	Superior	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

**Failure.** A student whose work is wholly unsatisfactory shall be marked “failure” with grade of F. To receive credit for a course in which he/she has made an F, a student will be required to sign for the same course again and earn a passing grade. However, if a senior does not successfully pass one subject during the semester of his/