Spring 2017
Important Dates Calendar

November 7, 2016	Early registration begins
January 9, 2017	Administrative drop for non-payment
January 11	Advising
January 12	**Classes Begin
January 12 – 18	Registration for students who have not previously registered or those whose schedules were deleted
January 16	Martin Luther King Holiday
January 18	Last day to add classes Last day to drop classes with no record of enrollment
January 18	Administrative drop for non-payment
February 27	Mid-term progress reports due 8:30 a.m.
March 3	**Last day to drop a class, part of term 1
March 4 – 12	Spring Break
March 27 – 31	Early registration begins for summer and fall 2017
April 14	Spring Holiday
April 26	Commencement practice at 4 p.m. in the Elam Center
April 28	Classes end
April 28	I's calculate as F's in student GPAs (fall 2016)
April 29 – May 5	Final exams
May 6	Commencement at 11 a.m. in the Elam Center
May 8	Final grades due by 8:30 a.m.

REGISTRATION

Students enrolled during the fall semester who plan to attend UTM in the spring semester should register early. Transfers or readmitted students who have received final acceptance for spring semester by November 7, 2016, may advance register at the same time that has been established for others with the same number of earned semester hours.

Advisors will help the students plan course of study. The advisor must remove the advisor hold before the student can register. Many departments may schedule advising appointments prior to the scheduled week of advising. Check with individual departments for exact (or earlier) advising times.

UNDERGRADUATE STUDENTS: Report to faculty advisor. Undergraduate students registering for more than 20 hours must have the approval of appropriate Dean/Director before the Registrar's Office can increase the student's maximum hours in the computer.

GRADUATE STUDENTS: Report to Coordinator for your graduate program. Graduate students registering for more than 15 hours per session must have special permission from appropriate Graduate Coordinator. Only courses numbered 500 or above may be taken for graduate credit.

✓ Agriculture: Master of Science in Agriculture and Natural Resources Systems Mgt.	Joey Mehlhorn Brehm Hall 254 (731) 881-7275
✓ Business Administration: Master of Business Administration	Denise Williams Business Administration 126A (731) 881-7955 Ashley Kilburn Business Administration 126D (731) 881-7231 Brandon Kilburn Business Administration 126B (731) 881-7231
✓ Education: Master of Science in Education	Cherry Watts Gooch 205H (731) 881-7212
✓ Family and Consumer Sciences: Master of Science in Family and Consumer Sciences	Lisa LeBleu Gooch 340B (731) 881-7116

Spring 2017 registration times are based on the student's earned hours:

Classification	***Hours Earned***	***Registration Date***	***Registration Day***	***Registration Time***
Graduate Students	All hours	November 7, 2016	Monday	8 a.m.-forward
Post-Bac Students	All hours	November 7, 2016	Monday	8 a.m.-forward
Seniors	113.0--Above	November 7, 2016	Monday	8 a.m.-forward
Seniors	106.0-112.9	November 7, 2016	Monday	10 a.m.-forward
Seniors	98.0-105.9	November 7, 2016	Monday	12 p.m.-forward
Seniors	90.0-97.9	November 7, 2016	Monday	2 p.m.-forward
Juniors	83.0-89.9	November 8, 2016	Tuesday	8 a.m.-forward
Juniors	76.0-82.9	November 8, 2016	Tuesday	10 a.m.-forward
Juniors	68.0-75.9	November 8, 2016	Tuesday	12 p.m.-forward
Juniors	60.0-67.9	November 8, 2016	Tuesday	2 p.m.-forward
Sophomores	53.0-59.9	November 9, 2016	Wednesday	8 a.m.-forward
Sophomores	46.0-52.9	November 9, 2016	Wednesday	10 a.m.-forward
Sophomores	38.0-45.9	November 9, 2016	Wednesday	12 p.m.-forward
Sophomores	30.0-37.9	November 9, 2016	Wednesday	2 p.m.-forward
Freshmen	23.0-29.9	November 10, 2016	Thursday	8 a.m.-forward
Freshmen	16.0-22.9	November 10, 2016	Thursday	12 a.m.-forward
Freshmen	8.0-15.9	November 11, 2016	Friday	8 a.m.-forward
Freshmen	0.0-7.9	November 11, 2016	Friday	12 p.m.-forward

DO NOT MISS CLASSES TO REGISTER**.** If the student cannot register at his/her appointment time, he/she may register any time after the appointment time. If a student decides not to attend in the fall after completing registration, he/she must withdraw within the stated adjustment period to receive a refund of fees.

Web registration will be available 24 hours a day (with limited exceptions) beginning November 7, 2016. Instructions for student web registration are available by clicking on http://www.utm.edu/departments/registrar/registration.php

When registering for classes, remember that off-campus classes have a section number that begins with an alphabetic character. Hybrid courses, which are online courses with a least one mandatory face-to-face meeting, have a section number that begins with Hxx (i.e., H01, H02, etc.). To determine where the class will meet, please check the location code (building or site code). A description of subject codes, building codes, off-site codes, and section codes can be found at http://www.utm.edu/departments/registrar/registration.php

Fee Payment for Spring 2017

Students who advance register must pay fees and/or confirm their attendance, or make proper arrangements with the Business Office, by 5:00 p.m. on Monday, January 9, 2017, even if financial aid and/or scholarship pay all fees. **No student's fees are paid automatically**. Fees may be paid on the Web or in person. Students should have a fee receipt to insure their place in classes. **Always obtain a fees receipt.**

Payment must be made by this date for all classes listed on the student schedule. If the students pay their fees in advance, then decide not to return for Spring Semester, they must withdraw by January 18, 2017, to receive a full refund of fees. Failure to attend a course is not an official withdrawal and will result in the assignment of an 'F' grade.

No previous term charges may be paid with current term financial aid, including Stafford Loans.

STUDENTS WHO ARE PLACED ON ACADEMIC SUSPENSION AT THE END OF THE SEMESTER AND ARE NOT REINSTATED BY THE READMISSIONS COMMITTEE WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELLED.

Add and Drop Deadlines					
Part Of Term	***Beginning Date***	***Ending Date***	***Add Dates***	***Drop: No record of enrollment***	***Drop: Receive W grade***
1	Jan. 12, 2017	April 28, 2017	Nov. 7, 2016 thru Jan. 18, 2017	Nov. 7, 2016 thru Jan. 18, 2017	Jan. 19, 2017 thru March 3, 2017
2	Jan. 12, 2017	Mar. 3, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Jan. 14, 2017 thru Feb. 3, 2017
3	Mar. 13, 2017	April 28, 2017	Nov. 7, 2016 thru March 14, 2017	Nov. 7, 2016 thru March 14, 2017	March 15, 2017 thru March 31, 2017
4	Jan. 12, 2017	Feb. 14, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Jan. 14, 2017 thru Jan. 27, 2017
5	Feb. 15, 2017	Mar. 24, 2017	Nov. 7, 2016 thru Feb. 16, 2017	Nov. 7, 2016 Thru Feb. 16, 2017	Feb. 17, 2017 thru March 3, 2017
6	Mar. 27, 2017	April 28, 2017	Nov. 7, 2016 thru March 28, 2017	Nov. 7, 2016 thru March 28, 2017	March 29, 2017 thru April 7, 2017

PROCEDURE FOR CLASS CHANGES AND WITHDRAWAL

Students may not drop nor add a course without permission of the faculty advisor. Failure to attend classes to which a student is officially registered will result in the permanent grade of 'F' on the student's academic record. 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 wishing to withdraw from the University (all courses) should fill out the online application in Banner Self-Service to initiate withdrawal procedures. Students may make necessary adjustments in their schedule according to the following periods:

Late Add & Unrecorded Drop Period: January 12 through 5 p.m. on January 18, 2017**

- ✓ Students may drop/add courses at the discretion of their faculty advisor. Banner Web will be available on the above dates to accommodate faculty and students in processing drop/adds.
- ✓ Students dropping courses during this period will not have the Course Change Fee of $25.00 per course assessed.

Late Drop Period (Grade of W): January 19 through 5 p.m. on March 3, 2017**

- ✓ **NO COURSE MAY BE ADDED.**
- ✓ Courses may be dropped with the approval of the faculty advisor: Grade is W.

The faculty advisor issues and signs the Class Scheduling/Change Form, giving the original and one copy to the student. The student presents the original to the Registrar's Office (AD 103) for processing. This process may be completed online at the discretion of the faculty member if the student does not have any holds. Students should always print their schedule to verify that the class was officially dropped.

Final Period: March 4, 2017 through the last day of class or until the final has been administered, whichever comes first**

- ✓ **NO COURSE MAY BE ADDED.**
- ✓ **NO COURSE MAY BE DROPPED** during this period unless approved by the Registrar and it can be clearly documented that one of the printed conditions found in the section titled "Drop, Add, & Withdrawal from the University" in the current UTM catalog is met.

The faculty advisor issues and signs the Class Scheduling/Change Form, giving the original and one copy to the student. The student presents the original and proper documents that verify an appropriate catalog reason, to the Registrar's Office for approval by the Registrar. If approved, the student's form will be processed.

**See "Add and Drop Deadlines" table (above) for dates concerning partial-term courses.

PASS/FAIL OPTION AND AUDITORS

Certain courses have been approved for the pass/fail option. Students who desire to take a course for pass/fail must obtain a pass/fail form from the instructor of the course during the first week of classes.

Students who wish to audit courses must register for the course and file an Approval to Audit Form with the Registrar's Office no later than January 18, 2017. These forms are available in the deans' offices.

PHYSICAL ACTIVITY (PACT) COURSES

Students may apply a maximum of eight semester hours of physical activity courses (PACT) to count toward their degree. A maximum of two physical activity (PACT) courses may be taken during any given semester.

REGISTRATION FOR TOTALLY DISABLED AND/OR SENIOR CITIZENS

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. Extended campus students may call (731) 881-7080 for assistance. Verification of age, residency, and permanent disability must be provided the first time a student registers as totally disabled and/or senior citizen. All students who register under these provisions must report to the Office of Academic Records, 103 Hall Moody, prior to January 18, 2017.

PROCEDURE FOR CHANGING MAJOR

Undergraduate students who wish to change their major must see the Dean of the College of current enrollment to obtain a change of major form. The change of major form must then be submitted by the student to the Dean of the College in which they wish to major. The Dean will then forward the signed form (via campus mail or the student) to the Office of Academic Records for processing.

RESPONSIBILITIES AND REQUIREMENTS

Students assume full responsibility for knowledge of the rules and regulations of the university, departmental requirements, and other items concerning the individual degree program. A statement on students' rights is included in the Student Handbook. Copies of the Handbook are available in the Office of Student Affairs.

NOTICE TO CANDIDATES FOR DEGREES

Students who plan to complete the requirements for a degree and wish for that degree to be conferred at fall/spring commencement, should apply for a diploma before registering. This is an online process. Information from the applications will be used to send graduation information to students and to ensure correct information in the commencement program.

ANNUAL NOTICE TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives the student's request for access. To exercise this

right, a student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

    a. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

    b. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or a contractor, consultant, volunteer, or other outside party to whom the University has outsourced University services or functions that would otherwise be performed by University employees, the party is under the direct control of the University with respect to the use and maintenance of education records, and the party is subject to the same conditions governing the use and disclosure of education records that apply to other school officials.

    a. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to the University.

    b. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Tennessee at Martin to comply with the requirements of FERPA. Complaints may be mailed to the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

5. The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has designed the following as directory information for each student:

    a. Name, address, and telephone number
    b. Home county
    c. Dates of attendance
    d. Classification
    e. E-mail address
    f. Photograph
    g. Birthplace and date
    h. Major field of study
    i. Participation in officially recognized activities and sports
    j. Weight and height of members of athletic teams
    k. Degrees and awards received
    l. Most recent previous school attended

    FERPA permits the University to disclose directory information without a student's consent unless a student, prior to the 14th day after the semester begins, notifies the Office of Academic Records in writing of his or her desire to restrict directory information from being published. **Written notice to withhold any or all of this information must be made in the Registrar's Office located in 103 Hall Moody Administration Building on or before January 18, 2017**.

6. The University of Tennessee at Martin also complies with the regulations set forth in the Solomon Amendment.

SCHEDULE OF SPRING 2017 SEMESTER FINAL EXAMINATIONS					
Time	**May 1 Monday**	**May 2 Tuesday**	**May 3 Wednesday**	**May 4 Thursday**	**May 5 Friday**
7:45 to 9:45	8:00 MWF Classes	9:00 MWF Classes	10:00 MWF Classes	11:00 MWF Classes	12:00 MWF Classes
10:00 to 12:00	8:00 TTH Classes	9:30 & 10:00 TTH Classes	11:00 TTH Classes	1:00 TTH Classes	2:30 & 3:00 TTH Classes
12:45 to 2:45	1:00 MWF Classes	2:00 MWF Classes	3:00 MWF Classes	4:00 MWF Classes	4:00 TTH Classes
3:00 to 5:00	MATH 100 MATH 110 MATH 210 MATH 251 MATH 252	ENGL 100 ENGL 110 ENGL 111 ENGL 112	CHEM 121 CHEM 122	MATH140 MATH 160 FIN 301 PHYS 211 PHYS 212	
5:15 to 7:15		COMM 230	ACCT 201 ACCT 202		
7:30 to 9:30	5:00 p.m. or later on this day	5:00 p.m. or later on this day	5:00 p.m. or later on this day	5:00 p.m. or later on this day	

When a mass exam has been scheduled, an instructor may NOT give the test at the regularly scheduled time if the class begins at 4:00 p.m. or earlier. The instructor will decide on the seating arrangement for the mass exams. All other final exams will be given in the regularly scheduled classroom.

Final exams for physical education basic activity courses will be given during the last regularly scheduled class meeting.

Courses with separate laboratory exams will give laboratory exams during the last regularly scheduled laboratory meeting.

Variations from this schedule must have the approval of the Dean, Department Chair, and the Instructor.

QUESTIONS

If students have problems with registration or have questions, they may contact the Office of Academic Records located at 103 Hall Moody Administration Building, www.utm.edu/registrar, sending e-mail to registrar@utm.edu, or calling (731) 881-7050 for assistance.