

## Travel Standards of Conduct

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When persons enroll in The University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community.

Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University.

The TRiO Travel Policies and Procedures described below are adapted from UT Martin's policies and procedures that have been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the University.

It is therefore acknowledged that all students are subject to be held accountable for their knowledge, participation, or presence of alleged misconduct whether **on** or **off** campus while actively enrolled at the University.

Misconduct for which students are subject to disciplinary sanctions includes the following categories:

1. Forgery, alteration, destruction or misuse of University documents, records, or identification.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions, or of other authorized activities on University premises and **off campus Travel events sponsored by UT Martin Departments**.
3. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
4. Theft, misappropriation, illegal possession of, or sale of, or damage to property of the University, of an organization affiliated with the University, of a member of the University community or of (a) visitor(s) of the University.
5. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University property, University controlled property or during University activities.
6. Disorderly conduct, or lewd, indecent, or obscene conduct or expression; distributing on University-owned or controlled property, or at University-sponsored or supervised functions printed materials that are libelous, scurrilous, or that encourage violation of public laws and University regulations.
7. Possession, while on University-owned or controlled property, or at **University-sponsored or supervised activities**, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, water guns, paint ball guns, knives, and switch blades. This also includes explosives such as firecrackers, bottle rockets, sparklers etc., unless authorized has been approved prior to use in writing by an Administrator from the Department of Public Safety's Office.
8. Gambling on University-owned or controlled property.
9. Violation of local, state or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violations include but are not limited to violation of state or federal drug laws, commission of or an attempt to threaten or commit rape, murder, felonious assault, arson or any other felonious crime against a person or property.
10. Possession, use or being under the influence of alcoholic beverages on University-owned or controlled property or at University sponsored or supervised activities.
11. Failure to comply with directions of University officials acting in the performance of their duties.
12. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
13. Inciting and/or aiding others to violate written University policies and regulations as promulgated and announced by authorized personnel.
14. Any act of arson, falsely reporting a fire or other fire related emergency, refusal to comply with authorized officials during the execution of fire related and/or weather related emergency drills, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with a "real" need for use of emergency equipment.
15. An attempt to commit or be an accessory to the commission of any act in violation of other Standards of Conduct.

16. Participation of students in hazing activities. "Hazing" means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

## Student Expectations Specific to TRiO Student Support Services

### Appearance

The TRiO Student Support Services has established recommended guidelines for appropriate attire/dress. Since it is difficult to establish a comprehensive list of apparel "do's and don'ts" TRiO SSS's guidelines refer to attitudes towards appropriate dress instead of a specific dress code. The department's guidelines are as follows:

### Each participant's attire should make a visual statement of self-respect.

#### Attitude #1:

It is suggested that each individual makes a subjective judgment to ensure that he/she looks like a person prepared to assume a position in the professional world.

#### Attitude #2:

There should be a discernible difference in the type of clothing worn during regular school hours and the typical weekend or recreational attire.

#### Unacceptable Attire

Tattered and/or soiled or stained clothing (including shoes)

Printed or painted T-shirts, sweat shirts, etc. which display suggestive messages or pictures.

(T-shirts and sweat shirts may be worn if they fit Attitudes 1 and 2 above)

Ill-fitting or revealing clothing

### Behavior

- All participants are in the pursuit of degrees from an institution of higher education and are expected to conduct themselves as such at all times.
- Regardless of the situation, the student will treat faculty, staff, other students and visitors with respect and courtesy, even if others do not act likewise. One of the hallmarks of true professional style is the ability to handle rude or upset individuals without getting personally rude or upset.
- Failing to abide by these guidelines will result in a formal meeting with the Director of Student Support Services and appropriate documentation where necessary.

### Language

- Each participant is expected to use Standard English in both spoken and written forms.
- In the spirit of self-improvement, participants are encouraged to help each other with language concerns and problem areas. The TRiO Staff will give assistance as well.
- Profanity, demeaning comments, racial comments, sexual comments, and any other inappropriate remarks to or about individuals will not be tolerated.
- Comments about all UTM faculties, staff, students, and the general population must be positive. Negative criticisms about faculty, staff, or students will not be tolerated.

Failing to abide by these guidelines will result in a formal meeting with the Director of Student Support Services and appropriate documentation and, where necessary, referral to the university's Student Conduct Officer.

Name: \_\_\_\_\_ Student ID: 960 \_\_\_\_\_  
(please print)

Dates of Travel: \_\_\_\_\_ Destination: \_\_\_\_\_

I hereby covenant and agree that as a participant in the UTM TRiO SSS program I shall be subject to the supervision and authority of the faculty/staff in charge, that the standards of conduct may be stipulated by the faculty/staff, and that I will be expected to display maturity and responsibility as a representative of my University. It is further acknowledged that the faculty member has the sole authority to make decisions regarding the continued participation of any individual whose conduct may necessitate disciplinary action. It is further understood and agreed that the University shall not assume any liability for damage or loss of property or for any financial or other obligation by me. Moreover, I specifically agree to release, discharge, save, hold harmless, indemnify and defend the University, their officers, faculty, staff, employees, agents and each of them from any and all past, present, and future claims, demands, and for causes of action which for now or in the future would be asserted against any of the aforesaid by me, or any other person or party on my behalf or by any third party or parties by reason of any accidents, injuries, or action by me in transit to or returning from or while participating in this program.

Neither the University of Tennessee nor its employees or designated trip leaders make promises or warranties concerning the safety of trip participants. Travel may expose participants to risks such as criminal and terrorist acts, and differences in food handling and its sanitation standards. As a trip participant, I understand and recognize that I may be exposed to a number of hazards such as adverse weather conditions. By signing this form, I acknowledge that I have read the foregoing and agree that my personal safety is my own responsibility and I assume all risks associated with the outing I am undertaking. I release and agree to hold harmless the University of Tennessee, its employees, and its designated leaders from all claims which may arise out of my participation in this program.

I, the undersigned, have read the entire policies and procedures document and agree to adhere to the expectations as described. I further agree that if I cannot attend, I will give the Director notification at least 24 hours prior to the travel event so that another TRiO SSS student may attend in my place. I understand that I am expected to attend all sessions and/or activities. I will abide by all policies and procedures as well as all state and federal laws while in attendance of this function.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_