

THE UNIVERSITY *of* TENNESSEE 

MARTIN

**Student
Handbook**
2006-2007

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HISTORY

The University of Tennessee, founded in 1794, is a state-aided, comprehensive university with a land-grant tradition. It aims, through its several campuses and programs, to provide programs of high quality in instruction, research, and public service to a wide and varied constituency.

The University is composed of three institutions: The University of Tennessee (campuses at Knoxville and Memphis and institutes of agriculture, public service and space), The University of Tennessee at Martin, and The University of Tennessee at Chattanooga.

The University of Tennessee at Martin, a part of the University since 1927, is located nearer the county seats of 16 West Tennessee counties than any other public four-year institution in Tennessee and serves a student body of about 6,000 students. The institution traces its origin to the Hall-Moody Institute, established in 1900. In 1927, the state legislature passed a bill stipulating that the campus be established and operated by The University of Tennessee as a junior college. UT Junior College became a senior college in 1951. Named The University of Tennessee Martin Branch, it first offered bachelor's degree programs in agriculture and home economics. During the 1960's the number of academic programs increased rapidly. In 1967, the institution officially became The University of Tennessee at Martin. Approximately eighty different undergraduate degree programs and several graduate programs are offered through the five colleges of the campus.

INTRODUCTION

The University of Tennessee at Martin, as an educational institution, is primarily concerned with providing learning experiences for its students. Through participation in curricula and extracurricular activities, the student has an opportunity to develop a foundation for intelligent participation in society, a successful career, and a meaningful personal life.

To discharge its responsibility successfully, the University needs the understanding support and the thoughtful assistance of each student. In the academic world, it is especially important that persons conduct themselves with regard for the rights and privileges of others, demonstrating respect for the law and for order in the affairs of the University.

The policies and procedures described in the following pages have been established to assure that the affairs of the University are conducted in an orderly manner, to point out the duties and responsibilities of its students, and to insure their rights and privileges.

STUDENT RIGHTS

ACCESS

Within the limits of its facilities and resources, The University of Tennessee at Martin is open to all students who are qualified by its admission standards.

PARTICIPATION IN POLICY MAKING

Students may participate in the orderly process of formulating changing policies, regulations, and procedures that affect their welfare. It is expected that such participation will occur through appropriate student government agencies and University committees.

FAIR EVALUATION OF PERFORMANCE

Students may expect their academic performance to be evaluated only on an academic basis and may expect their teachers to make clear the basis for the evaluation used in their classes. They should feel free to take reasoned exceptions to opinions or views expressed by their instructor, but they are responsible for learning the content of any course of study for which they are enrolled and may expect to be tested on it.

A student alleging unfair methods or bases of evaluation should appeal first to the teacher, then if desired to the department head, the dean of the school, and the Academic Vice Chancellor. Alternatively, the matter may be reported to the Vice Chancellor for Student Affairs for consultation.

FAIR DISCIPLINARY HEARING

Students have the right to a fair hearing and an opportunity for appeal when charged with violations of the standards of conduct that have been established for University students.

FREEDOM FOR UNWARRANTED SEARCH

Entry by University authorities into occupied rooms in residence halls or University apartments will be divided into two categories: inspection and search. Inspection is defined as entry into a room to ascertain health and safety conditions, to make repairs, or to perform cleaning and janitorial operations. Search is defined as entry into a room by campus authorities for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

On-campus authorities will not enter a room for purposes of search without the permission of the resident unless they have a campus authorization to search, authorized by the Vice Chancellor for Student Affairs or his/her designee. He or she must specify the reasons for the search and the objects or information sought. Alternately, a search in compliance with state law may be conducted. If possible, the student should be present during the search.

If the search reveals objects the possession of which violate a law or a University regulation, the University may take appropriate disciplinary action even though the objects were not listed on the search authorization.

FREEDOM FROM ABUSE OR HARRASMENT DURING AN INTERROGATION

No form of information will be used by University authorities to coerce admissions of guilt.

FREEDOM OF ASSEMBLY

Students have the right to gather in groups to express their views and opinions, so long as such a gathering is held in an orderly manner; does not interfere with vehicular or pedestrian traffic, classes, meetings, events, ceremonies, or other educational processes of the university; and is not held in university buildings other than an area approved by the Division of Student Affairs or in residential areas of the campus. No amplification devices are permitted during class hours except by special permission from the Division of Student Affairs.

FREEDOM OF INQUIRY AND EXPRESSION

Students have the right to engage in discussions and speak freely on any subject in accord with guarantees of the state and national constitutions. As citizens, they are obliged to inform themselves regarding issues and problems of the day, to formulate stands regarding these, and to give expression to their view.

In discharging these rights and obligations, students should also recognize their responsibilities to other members of the academic community and to the university. The University of Tennessee at Martin takes pride in the fact that its campus is open to free discussion and examination of views with the condition that such discussion be conducted in an orderly manner and under peaceful conditions consistent with the scholarly nature of an academic community.

Speakers who are not related to the university may be invited to the campus by university department and registered student organizations.

FACULTY/STUDENT RELATIONSHIP

Every faculty member has the responsibility to discharge his/her duties in a fair and conscientious manner in accordance with standards generally recognized within the academic community. As a minimum, these standards include:

1. Meeting his /her class commitments when scheduled and, if possible, inform students in advance if he/she must be absent;
2. Utilizing a portion of the first or second class period to discuss plans for the course. This presentation should include: a general outline of the course as to content or topics to be studied; a description of the kinds of learning activities expected; guidelines for the type and expected amount of course work; a description of the means for evaluating student performance; and an explanation of expectations regarding Academic Integrity;
3. Encouraging acceptable academic conduct by all members of the academic community at all times;
4. Informing classes, in advance of any evaluation, of the permissible materials or references allowed during evaluation;
5. Taking thorough precautions against student cheating on examinations or other required class work;

6. Basing all academic evaluations upon professional judgment, avoiding consideration of factors such as race, color, religion, sex, national origin, handicap, political or cultural affiliation, life style, or activities or behavior outside the classroom unrelated to academic achievement;
7. Performing grading duties in a timely manner and encouraging consultation with students concerning any grade they feel to be incorrect;
8. Being available at reasonable times for appointments with students and using care to keep such appointments;
9. Respecting the confidentiality of student information contained in University records and refraining from releasing such information, except in connection with intra-University business or with student consent or as may be required by law;
10. Avoiding the exploitation of his/her professional relationship with students for private advantage, and refraining from soliciting the assistance of students for private purposes in a manner which infringes upon such student's freedom of choice;
11. Giving appropriate recognition to contributions made by students to research and publication;
12. Refraining from any activity which involves risk to the health, safety, and welfare of a student except with the student's informed consent and, where applicable, in accordance with University policy relating to the use of human subjects in experimentation;
13. Respecting the dignity of students individually and collectively in the classroom and other academic contexts;
14. Exercising flexibility in course requirements to allow students to make up work for which legitimate excuses can be presented and when the student has taken proper steps to inform the instructor.

The above responsibilities of University faculty should not be considered inflexible or inclusive, but rather as general guides. Each faculty member should become familiar with the standards of professional conduct expected of him/her through observation of and consultation with colleagues within the University community and his/her particular discipline. Every faculty member has the responsibility to discharge his/her duties in a fair and conscientious manner in accordance with standards.

STUDENT RESPONSIBILITIES

Standards of Conduct

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 University requires (2) two requisites in order for students to retain compliance for continued enrollment. These requirements are both: good academic and disciplinary standings.

The policies and procedures described below 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 include the following categories:

1. Plagiarism, cheating, knowingly furnishing false information to the University or other similar forms of dishonesty in University-related affairs (See also the section entitled Academic Integrity for details).
2. Forgery, alteration, destruction or misuse of University documents, records, or identification.
3. 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.
4. 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.
5. 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.
6. Unauthorized use of or entry to University facilities (including computer facilities) and unauthorized possession of keys to University facilities. This includes illegal access to card access areas such as residential halls and stairwells.
7. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University property, University controlled property or during University activities.
8. 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.
9. 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 including 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.
10. Failure to pay promptly all University bills, accounts, and other University financial obligations when due. This includes NSF checks and other arrear accounts with contract vendors.
 11. Gambling on University-owned or controlled property.
 12. Gathering of groups of students on or adjacent to the campus in a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University, or the normal flow of traffic in terms of the obstruction of entryways to all accessible areas of the University.
 13. 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 threat or commit rape, murder, felonious assault, arson or any other felonious crime against a person or property.
 14. Possession, use or being under the influence of alcoholic beverages on University-owned or controlled property or at University sponsored or supervised activities.
 15. Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property.
 16. Failure to comply with directions of University officials acting in the performance of their duties.
 17. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
 18. Inciting and/or aiding others to violate written University policies and regulations as promulgated and announced by authorized personnel.
 19. 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.
 20. An attempt to commit or be an accessory to the commission of any act in violation of other Standards of Conduct.

21. 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.

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 to another person in a manner not authorized by the instructor .
3. Receives assistance during an academic evaluation 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
6. Utilizes a substitute for another person in any academic evaluation.
7. Practices any form of deceit in an academic evaluation.
8. Depends on the aid of others, in a manner expressly prohibited by the instructor, in the research, 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, 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 record.
14. Indulges in conduct, which 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 Student, Faculty, Staff Directory.

DISCIPLINARY ACTIONS AND PENALTIES

Students who violate UT Martin's Standards of Conduct are subject to disciplinary action.

Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances. Official notifications are given by the appropriate office, and official records are maintained in the Office of Student Affairs. Efforts are made to keep penalties consistent with those applied in similar cases. However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. Certain files are maintained as a matter of records in conjunction with the adherence of SACS policy in order to provide equilibrium of justice in all matters that might impose on the basic rights of any and all students and staff at the University. These files are kept for documented purposes only under the jurisdiction of *Advisement* which has no penalty assessed with its record.

The *penalties* which may be assessed for violation of University regulations are:

1. Loss of Privilege. This penalty may involve loss of scholarships, stipends, right to participate in certain extracurricular activities, etc.
2. Disciplinary Warning and/or Loss of Privilege. This penalty is used for minor infractions and consists of a restatement of the regulation violated with an official warning concerning future behavior and/or loss of certain University privileges for a specific period of time.
3. Disciplinary Probation. This penalty means that a student is permitted to remain in the University on probationary status. Should a violation of regulations occur during probation, the student may be suspended. Conditions of probation could include loss of eligibility to join a student organization, participate in student auxiliaries and to serve as an officer in a student organization. Other conditions are specific to the individual case and may include ineligibility to participate in certain student activities. Any specific probation conditions are described in a personal letter to the student.
4. Suspension. Suspension is used in cases of serious misconduct, or violation of probation, and means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Usually the period of designated suspension does not exceed one year but the length of tenure is specific to each student's individual case as detailed in their letter. (Persons suspended from the University are "**banned**" and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member. Approval for an official visit must be cleared by the Office of Public Safety and/or the Vice Chancellor of Student Affairs and/or his designee prior to the appointment).
5. Indefinite Suspension. Indefinite suspension means that a specific date has not been recommended for the readmission of the suspended student. The penalty is

used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University. (Persons suspended from the University are “**banned**” and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative or faculty member. This must be cleared by the Office of Public Safety and/or the Vice Chancellor of Student Affairs and/or his designee prior to the appointment).

6. Permanent Dismissal.

In response to numerous inquiries and uncertainties by students regarding disciplinary penalties for unacceptable behavior, the following list contains examples for which suspension from the university is the expected penalty:

1. **Possession of guns or knives on University Property.**
2. **Altercations in which guns, knives, bats, chains, etc. are used.**
3. **Fighting by individuals or groups.**
4. **Physical abuse of any person (i.e. rape, including acquaintance rape; boyfriend/girlfriend disputes, etc).**
5. **Theft or vandalism in the felony category.**
6. **Use and/or possession of drugs (intent to sell drugs).**
7. **Hazing by an individual or a group either on or off campus.**
8. **Plagiarism, cheating, and academic integrity issues.**
9. **Any authorized emergencies (i.e. refusal to comply with fire / tornado / natural disaster drills).**

Other violations listed in the Student Handbook may also result in suspension. Disciplinary action may be taken regardless of whether violations occur *on or off campus*.

We believe that **ALL** UT Martin Students deserve to be as free as possible from the behavior described above in order to achieve their educational goals. Procedural due process will be followed.

THE JUDICIAL SYSTEM

When students are accused of violating residence halls regulations, university policies or regulations either individually or as a member of a group or organization, they may expect a fair hearing and the right to appeal their perspective before an appropriate judicial board. In order to provide an educational experience, the following judicial boards have been established:

1. Administrative Procedures Act
2. Student Judicial Court (Residential Cases Only)
3. Disciplinary Hearing Committee
4. University Council

Responsibility for the operation of the judicial system and the handling of specific disciplinary matters rest with the Vice Chancellor for Student Affairs and his/her staff.

Requesting a Hearing

1. The student requests a hearing, in writing, within (5) five working days of notification of a change in status with the Student Conduct Officer. In the request, the student informs the University of the type of hearing requested (Uniform Administrative Procedures, Student Judicial Court, Disciplinary Hearing Committee, or University Council.)
2. The Student Conduct Officer informs the student, in writing, of the time and place of hearing, with at least 24 hours notice. The student may request additional time to prepare for the hearing by showing cause. An extension for additional time is subject to approval by the Vice Chancellor of Student Affairs.
3. The student is advised that he/she has the right to appear with an advisor or counsel of his/her choice who has not had formal legal training (except in cases concerning students in the School of Law) to accompany him during the hearing. Please bear in mind that the student is the only party allowed to present a summation during the hearing.

Hearings

Unless otherwise specified in the published policies and procedures of The University of Tennessee at Martin, a student charged with misconduct or who is otherwise entitled to an opportunity for a hearing will, upon his/her request, be provided a hearing in accordance with the following procedures:

Notice – A person charged with misconduct will receive written notification of the following:

- a. The substance of the charge(s) against him,
- b. The disciplinary action taken or proposed,
- c. His rights to a hearing should he wish to contest the charge(s) or action,
- d. To whom a request for a hearing should be addressed,
- e. That a request for a hearing must be made within five (5) days of the person's receipt of this notice.
- f. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing and all applicable contact information in order to be provided a hearing under the Uniform Administrative Procedures Act.
- g. In the absence of such notice and /or notification of contact counsel, the Office of Student Conduct will, within the dictates of justice, direct either that a hearing proceed without presence of counsel, or that the hearing be postponed. Failure to follow-up with the Office of Student Conduct within such timeline five (5) days will constitute assumption that penalty is accepted at face value and as such will be implemented.

A student charged with misconduct can enter a plea of guilty to all of the charges and accept the recommended penalty of the Student Conduct Officer by signing all applicable forms and returning them to the Office of Student Conduct.

Student Conduct Officer

The Student Conduct Officer is responsible for the implementation of the campus judicial systems and for handling all student disciplinary matters. In carrying out this responsibility, and under the supervision of Vice Chancellor for Student Affairs, the Student Conduct Officer works closely with University Council, UT General Counsel, Student Court, the Traffic Appeals Board, and other student and faculty judicial groups.

A student who wishes to contest the charges or the disciplinary action taken can request a hearing, utilizing one of the following options:

Uniform Administrative Procedures

1. Request a hearing under the provisions of the Uniform Administrative Procedures Act, (T.C.A. § 4-5. 108 et. Seq.), which became effective July 1, 1975. The details of this act are as follows:

In the absence of a voluntary written waiver of his/her rights to a hearing under the provisions of the UAPA, a requested hearing will be conducted in accordance with the University's APA hearing procedures and the other methods for disciplinary procedures shall not apply. All applicable legal contact for representation must be presented and/or submitted to the Office of Student Conduct immediately and no additional contact can be made without authorization from UT General Counsel's Office.

Student Court

2. The Student Court shall have jurisdiction to:
 - I. Hear and decide all matters pertaining to the interpretation of the SGA constitution and all resolutions passed by the Student senate.
 - II. Hear and decide cases involving alleged student violations of disciplinary rules and regulations of the university in residential matters [only]. Such decisions may be appealed to a higher appellate body.
 - III. Appeals of the decision made by Student Court shall be submitted to the Office of Student Conduct in writing within (5) five days of notification if the board's decision.

Disciplinary Hearing Committee

3. The Disciplinary Hearing committee is an AD HOC committee which serves as a sounding board for emergency cases involving more serious misconduct of the violations of the Standards of Conduct. The Disciplinary Hearing committee hears cases of student misconduct and/or cases deemed appropriate by the Vice Chancellor for Student Affairs. The committee is composed of various members of the UTM faculty, staff and students. The decision of this committee may be appealed to the University Council. Any request for an appeal must be made in writing to the Division of Student Affairs within (5) five days of the decision.

University Council

4. The University Council carries out the functions delegated by the Chancellor, including approval and control of student organizations, adoption of rules of conduct and disciplinary proceedings involving misconduct or delinquencies of students. The University Council may hear any level of appeal and serves as the official board for those students that have been suspended and/or request a hearing involving a grade appeal. The decision of this judicial body is final.

The Chancellor

The Chancellor in his role as the executive officer of the campus, has responsibility for maintaining a campus atmosphere conducive to the achievement of the university's purposes. In this capacity, he /she oversees the general operation of the campus judicial system and supervises the administration of student discipline. However the responsibility for the actual day-to-day operation of the judicial system and the handling of specific disciplinary matters rests under the operations of the Vice Chancellor for Student Affairs and his designee. Actions of the University Council, the Disciplinary Hearings Committee, Traffic Appeals Boards, and other judicial boards are subject to review by the Chancellor.

Conducting the Hearing

Hearings are usually closed; however, a student may request a public hearing. In a public hearing case, because of limited space, the number of spectators may be restricted. The Vice Chancellor for Student Affairs or his/her designee is responsible for establishing appropriate control measures. If, in spite of these measures, there is difficulty with the crowd, or the possibility of any form of impropriety in conducting these procedures the Vice Chancellor of Student Affairs and/or their designee, may determine that the hearing shall remain private.

A hearing may proceed without the defendant being present if the defendant has taken no steps to postpone his/her hearing.

The accused has the right to challenge any member of the hearing board for good cause and request that he/she be dismissed and replaced. This dismissal of a challenged hearing board member is at the discretion of the hearing board chair. If the chair is challenged, he/she may be excused at the discretion of a majority of the hearing board. Members shall be expected to disqualify themselves when a case involves a personal friend or a conflict of interest.

The accused is presumed innocent until proven guilty. However, if, in the judgment of the Vice Chancellor for Student Affairs, the alleged offense is of such a nature that the presence on campus of the offender while he/she waits for a hearing would not be wise, he/she may suspend the accused temporarily. In this case, a hearing may be arranged at the earliest possible time convenient to all parties involved. The burden of proof, in all cases, rests with those bringing the charges.

Hearing Panel

A requested hearing will be provided by a panel of individuals, selected in accordance with policies of UTM or, in the absence of applicable policies or procedures, by the Chancellor (or his designee). The hearing will be conducted by a panel chair similarly

selected. Panel members shall be impartial and anyone lacking such impartiality shall reclude himself or herself or be removed by the Chancellor upon the request of any party to a hearing.

The Vice Chancellor of Student Affairs and/or their designee will conduct the hearing, without regard to technical rules of procedures, in such manner as will best serve the cause of justice within the following general guidelines:

1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited. Normally presentations are limited to 2 _ minutes in the interest of time.
2. The hearing panel will consider all evidence presented, giving due consideration to the creditability or weight of each item presented; technical rules of evidence will not apply;
3. Each party will have the right to question opposing witnesses;
4. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
5. The University will have the burden of proving, by a preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable;
6. Following the conclusion of the hearing, the hearing panel will consider the evidence and present the board's findings.

Hearing Decisions

The decision of the persons hearing the case will be based on evidence presented at the hearing. Evidence acquired through unauthorized searches will not be considered. A search of a student's possessions' or a student's premises may be authorized by the Vice Chancellor for Student Affairs and/or their designee if there is reasonable cause to believe that a violation of University policy is occurring or has occurred.

If the accuser is found guilty of misconduct, the decision will specify the acts of misconduct of which the accused is guilty and the sanction imposed by the board. The decision will be delivered to the student by the chair promptly following deliberation and at the time of delivery the student will be reminded of the opportunity to appeal (if applicable) and the time limits and procedures involved to submit a request to a higher appellate level.

Hearings may be recorded in writing and on audio and video tape. The Student Conduct Officer, as appropriate is custodian of the records of the hearings. A written record of conclusions and sanctions assessed must always be filed in cases resulting in disciplinary actions. These conclusions become a part of the record and may be examined by authorized Administrators or court order only.

Emergency Powers of the Chancellor

When, in the judgment of the of the Chancellor of The University of Tennessee at Martin, conditions are such that an emergency exists which makes it impossible for the systems of judicial boards to function, he/she may suspend these procedural regulations. If the procedures are suspended, he/she may substitute for them arrangements for handling disciplinary matters that will insure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO MENTAL OR PHYSICAL PROBLEMS

When a student is unable to effectively pursue his/her academic work, (or when his/her behavior is disruptive to the normal educational processes of the university), or constitutes a threat to members of the university community, due to alcoholism, drug addiction, mental instability or other physical or psychologically incapacitating illness or condition, he/she may be withdrawn or temporarily suspended from the university as hereinafter provided.

1. **Withdrawal** – A student may be withdrawn from the university only after an evaluation of his/her mental and physical condition by a panel of at least three persons appointed by the Vice Chancellor for Student Affairs. The student shall be notified of the reasons for the evaluation and given an opportunity to present evidence to the committee. The committee's findings and recommendations shall be forwarded to the Vice Chancellor who will notify the student in writing of his/her decision. A student withdrawn under this procedure shall not be readmitted to the university without the approval of the Vice Chancellor for Student Affairs.
2. **Temporary Suspension** – Whenever a student, because of his/her mental or physical condition constitutes a danger to person or property, or when his/her behavior is disruptive to the normal educational processes of the university, he/she may be suspended from the university, for a reasonable period of time, by the Vice Chancellor for Student Affairs or his/her designee. If the university does not withdraw the student in accordance with the procedures outlined above, he/she may return to the university at the end of the suspension period.

GRADE APPEALS

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 (fall or spring.)

Due to the flex year contracts of various University employees, not all judicial board members are available to hear disciplinary cases outside of the approved academic calendar. The National Institute for Higher Education does not recognize summer term(s) as a part of the academic calendar.

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.

Failing this, the student may take the matter to the department chairman or, in the case of colleges without departments, to the dean. If the teacher in the case is a department chair, the student shall go to the dean. If the teacher in the case is a dean, the student shall go to the Vice Chancellor for Academic Affairs. The person designated above shall attempt to mediate between the student and teacher to arrive at a resolution of the problem.

If the problem is not resolved, the student may request a hearing before the University Council. The chair shall be a member of the council selected by the membership. Decision of the council shall be by majority vote. If the council finds in favor of the instructor, the grade which has been given to the student will stand and there will be no further appeal. If the council finds in favor of the student, the matter will be remanded to the instructor for reconsideration.

The final decision of the professor stands affirms and cannot be challenged regardless of the recommendation of the board.

STUDENT REMINDERS

Activities on Campus

The University of Tennessee recognizes and appreciates the growing interest of students in the political processes related to local, state, and federal governments. It is the intent of the university to provide, within the constraints of university regulations and local, state, and federal laws, a campus environment in which students may participate fully in appropriate political activity. Toward that end, the following guidelines shall apply to the activities of students on UT campuses:

-Registered student organizations may invite candidates for public office to speak on or in university property or facilities. Scheduling of politically related activities shall be handled in accordance with applicable university regulations.

-Registered student organizations may announce a campus visit of a political candidate through the use of posters and signs. However, campaign posters and signs promoting candidacy for public office may not be attached to or placed on or in university property and buildings (Proper authorization must be made).

-Students may distribute campaign literature on campus so long as such distribution is in accord with university policy governing distribution of literature in general.

Peaceable Assemblies

UT Martin adheres to state law (Rules of The University of Tennessee – 172-1-8). All peaceable assemblies and/or informational meetings must be approved in advance by the Office of Student Affairs. All such assemblies and/or meeting must be conducted in an orderly and peaceful manner. The University must designate and/or approve the location and time frame for such assemblies or meetings. (Approval is secured through the Director of the University Center and/or the Director of Student Life and with an approved solicitation form)

Publications

The Publication Committee establishes policies governing student publications, appoints qualified students to editorial positions on the yearbook and the campus newspaper, nominates faculty sponsors, and recommends budgets of official student publications. No other written publication may solicit advertising without this committee's approval, nor is any additional publication permitted to be distributed to students on university owned or controlled property without approval from the Publication committee, University Council and/or the Vice Chancellor for Student Affairs . It is the committee's responsibility to see that publications meet standards of objectivity and taste consistent with the committee's Code of Ethics, Policy Guide and the mission of UT Martin. Official student publications funded all and in part by university collected funds must be approved by this committee. The committee has authority to reprimand or replace staff as well as to recommend salaries and commissions.

Motor Vehicles

All persons affiliated with the University of Tennessee at Martin are required to register their car with the Department of Public Safety (Crisp Hall, 731-881-7777) each academic year. Failure to follow this directive will result in outstanding parking tickets and subject to disciplinary actions.

Weapons

It is an offense for any person to possess, or carry, whether openly or concealed, with the intent to go armed and type of weapon in any public or private school building or bus, or any public or private school campus, grounds, recreation area, athletic field, or any other property owned, used or operated by any board of education, school, college or university board of trustees, regents or directors for the administration or any public or private educational institution.

The Department of Public Safety will store weapons and/or archery equipment all students. Weapons may be checked in/out 24 hours a day from the Department of Public Safety.

Alcohol / Drugs

The possession of and/or being under the influence of drugs and/or alcohol is prohibited on University owned or controlled property including the residential life facilities or student auxiliary affiliations. If students are found possessing drugs and/or alcohol whether on or off campus these incidents will be documented and referred to the Office of Student Affairs for disciplinary action.

University policy prohibits any student and/or student organization from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on university premises. Student organization officers are responsible for initiating risk management procedures and refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affairs are responsible for the general decorum of the event. **Any student and/or organization can be sanctioned for any UTM Standards of Conduct violations whether on or off campus if the Office of Student Affairs is notified or contacted.**

Solicitation on Campus

Solicitation is defined as the seeking of funds or support by student(s), registered student organization(s), and university employees from sources on campus and other forms of support including the procurement of supplies, and the selling and distribution of items, materials, or products and services.

-Solicitation will not be authorized for personal benefit of individual students or members of student organizations.

-Solicitation and (posted) advertising of regular business enterprise sales by students and student organizations are not allowed. Students and student organizations may use designated bulletin boards to advertise occasional sales or rentals, such as personal autos and auto accessories, electronic devices, pets, homes, etc., that are not a part of a business.

-Door-to-door solicitation in residence halls, university apartments, and offices by individuals on or off campus is prohibited. Certain types of philanthropic solicitation in designated areas of university buildings might be permitted with approval of the Office of Student Life.

-Student representatives of magazines, service or mail order companies may not solicit door-to-door in residence halls. They may post notices on bulletin boards in the halls, giving their own names and phone numbers or room numbers by which the students may seek their products, as long as the companies represented are bona fide agencies. Clearance for the posting of these notices should be given by the Division of Student Affairs where a check may be made as to the reputation of the firm.

-In accordance with the state law, the university does not allow any raffling or other forms of gambling in its name or in any of its facilities.

Registered organizations are encouraged to contact the Office of Student Life for the specifics of any additional guidelines regarding solicitation for private, political or public philanthropy's.

Any individual(s) or organization(s) wanting to solicit on campus must first get approval from the Assistant Vice Chancellor for Student Affairs.

Off Campus Solicitation

Student(s) or student organization(s) interested in soliciting off campus, e.g. door-to-door sales, bake sales, car washes, etc., are required to fill out a request form and get approval at Martin City Hall. In addition, if a student organization wishes to set up near a business establishment for a bake sale, car wash, etc., the organization should have approval from that business.

Pet Policy

For health reasons, pets are not permitted on campus. Cats, dogs, and other pets present a multitude of problems both in the residence hall and as such are not permitted on the premises. The only exceptions to this policy are:

1. Guide dogs accompanying blind persons
2. Fish in a small aquarium approved by the Office of Housing

Overnight Guests and Visitors

While the University encourages UTM students to invite family and friends to share in their collegiate experience, all guests must be registered and approved for visitation with the administrators of the Office of Housing (please contact the office prior to the scheduled visit for the specifics regarding the guest policy). No one under 18 is permitted to visit as an overnight guest without prior approval from the Director of Housing. Overnight guests are allowed to stay in the residence halls for (3) three days maximum and must be the same sex as the resident with whom they are staying.

Disciplinary Actions and Penalties

Student organizations should respect the rights of all members of the university community. The following categories of conduct subject organizations to disciplinary action by university officials ranging from disciplinary warnings to withdrawal of charters. This list includes, but is not limited to: **hazing, disorderly conduct, interference with activities of the university or other organizations of individuals, poor academic performance or social misconduct, and improper discrimination.**

GENERAL POLICIES

Complaints

If students have concerns or complaints about their academic program or financial aid, students should seek resolution on campus. Should the institution not be able to resolve the problem, the student should contact the State Post-Secondary Review Program office at the Tennessee Higher Education Commission.

Vehicle Registration and Parking Tickets

1. **Cost:** \$26.00 per vehicle per year.
2. **Exchanges:** If a vehicle is traded after it has been registered, a new sticker may be issued for the new car for \$5.00. Same applies to damaged stickers.
3. **Display of stickers:** The stickers need to be placed on the front and rear driver's side on the bumpers or windshield of the vehicle.
4. **Temporary permits:** Are free. Temporary permits are available on a 24-hour basis and are good for 2 weeks. The license plate number is required.
5. **Cooper – Clement Stickers:** Different stickers are needed for Fall and Spring Semesters. Students receive the Fall sticker when the car is registered in the Fall. Spring Semester stickers will be available in January at the Traffic Office in Crisp Hall. There is no additional charge for the spring parking sticker.
6. **What information is needed:** License plate number, vehicle color and year and student ID number.

Parking Tickets

1. **How much are tickets?** Failure to register (no sticker) is \$15.00. Any other violation is \$15.00. Parking in a Handicap spot is \$100.00. After 14 days a \$10.00 late charge is added.
2. **Where do I pay tickets?** Pay for tickets at Crisp Hall between 8 a.m. and 5 p.m. Monday through Friday. Payment for tickets may also be mailed to the Traffic Office within the given time restrictions.
3. **Ticket Appeals:** Tickets may be appealed at Department of Public Safety on Monday through Friday from 8 a.m. to 5 p.m.

TRAFFIC-RELATED APPEAL PROCEDURES

Traffic Appeals Board

When campus citations for traffic and parking violations cannot be settled in the Department of Public Safety or among the persons cited, appeals may first be made to the Traffic Appeals Board. This board is composed of one faculty member, one staff member and one student selected from the Parking Authority. The Traffic Appeals Board, after reviewing an appeal, makes a judgment to uphold or dismiss the citations. If they uphold the citation, they will set a penalty consistent with the provisions of Campus Traffic and Parking Regulations. The Traffic Appeals Board meets once a semester (usually toward the end of the semester) and reviews all appeals filed since the last board meeting. Citations appealed within 14 days of issuance of the citation, can be done so without prior payment. Any citation appealed after the 14 day late period, **must be paid (including late fees)**, before they can be referred to the Traffic Appeals Board. Further appeals can be made through the provisions of the Uniformed Administrative Procedures Act.

ACCESS TO STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." (For purposes of FERPA, UT Martin students are "eligible students").

- Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the

hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information

- Generally, schools must have written permission from the eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, contact the Office of Academic Records.

SEXUAL HARASSMENT

The University of Tennessee at Martin is committed to ensuring an environment which prevents sexual harassment. Sexual harassment by any member of the university is a violation of both law and university policy and will not be tolerated in the university community. Both males and females can be perpetrators and/or victims of sexual harassment. Sexual harassment is a particularly sensitive issue which may affect any member of the university community and as such will be dealt with promptly and confidentially by the university administration.

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) guidelines adhere to the following definition:

Unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute harassment when grades or educational progress are made contingent upon submissions to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Any student who has been sexually harassed by a UT Martin employee may file a complaint with the Affirmative Action Coordinator.

In determining whether alleged conduct constitutes sexual harassment, UT Martin will look at the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incidents occurred. The determination of whether a particular alleged action constitutes sexual harassment will be made from the facts, on a case-by-case basis.

Any complaints must be filed within 300 calendar days of the alleged violation.

Appropriate disciplinary action will be taken against individuals found to have engaged in sexual harassment.

USE OF TOBACCO

Use of tobacco products including smokeless tobacco are permitted only in the following areas:

- Posted designated smoking areas
- University apartments and designated residence halls
- Non-seating areas of open air facilities

Smoking materials must be placed in appropriate receptacles. Discarding smoking materials anywhere other than designated receptacles is a violation of a university rule and subject to disciplinary action.

INCLEMENT WEATHER POLICY

The University of Tennessee at Martin will remain open except in the most severe weather conditions.

The Chancellor may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified so that appropriate announcements may be made.

If the university is officially closed, certain essential activities such as food services, physical plant, police, and telephone services will continue to operate. Some facilities such as the library and Boling University Center will, if possible, continue to function as a service to students and faculty.

Students will be responsible for any academic work they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to such absences.

ACADEMIC POLICIES

Class Attendance

Classroom attendance is an integral part of the education 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 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 term. Academic departments may agree on a uniform policy regarding class attendance.

Additional information may be found in the FACULTY HANDBOOK and is available on the UT Martin website.

DROPPING/ADDING COURSES & WITHDRAWAL FROM THE UNIVERSITY

Within First Nine Weeks. With permission of a student's advisor, a course may be dropped during the first nine 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 ninth week will result in a grade of W (withdrawal.)

After First Nine Weeks. Courses may not be dropped after the first nine 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 the 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 advisor and the registrar, the student shall receive the grade of W. Under no circumstances may a course

be dropped 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 nine 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 advisor, 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-terms 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 Nine Weeks. Withdrawals are 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 ninth week of the semester will result in a grade of W (withdrawal) in all courses for which the student signed.

After First Nine Weeks. Withdrawals are not permitted after the first nine 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;
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 drop a course after the first nine 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 no circumstances may a student withdraw from the university after the last day of class or after administration of the final exams, whichever comes first.

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

Academic Regalia

All candidates for degrees must wear the traditional black gown appropriate to the degree being awarded and black mortarboard (cap) with black tassel. Master's candidates wear a hood with colors appropriate to their degree. Honor graduates may wear a gold cord. University Scholars may wear the bronze medallion awarded them. Nothing else may be

worn on the academic costume, including the mortarboard cap. Shoes appropriate to the occasion are to be worn. Shoes and other articles of visible apparel worn by graduates should be in dark colors that harmonize with the academic costume. Nothing else should be worn on the academic costume. Caps, gowns, and other graduation apparel may be ordered through the bookstore. Any questions about academic regalia should be directed to the Office of Academic Records in Room 103 of the Administration Building.

Degree Appeals

Individual student petitions concerning deviation from degree requirements should be prepared in consultation with the student's advisor on a Special Requests form. Special requests are submitted to the student's college Degree Committee for approval. Special requests 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. If the Undergraduate/Graduate Council denies the student's request, it may not be resubmitted to the council.

ACADEMIC SERVICES

Library

The Paul Meek Library contains a special collections department, computer lab, group and individual study rooms, and an after hours study area. The Library has a collection of over 430,000 volumes, 3,600 videotapes and more than 1500 current periodical subscriptions as well as access to many full text online periodicals. In addition, the library features a collection of selected government documents, microfilm, microfiche, and other standard media formats.

Special Collections houses the library's regional history and collections, rare books, former congressman Ed Jones' papers, the Holland McCombs collection and the legislative papers of Tennessee governor Ned Ray McWherter during his tenure as Speaker of the Tennessee House and as a state representative. The department also houses the university archives.

The normal hours of operation are Monday-Thursday 8:00 a.m. to 10:00 p.m.; Friday 8:00 a.m. to 5:00 p.m., Saturday 1:00 p.m. to 5:00 p.m.; Sunday 2:00 p.m. – 10:00 p.m. A currently validated Skyhawk card is required for all library loans.

Academic Records

The Office of Academic Records is primarily responsible for registration, maintenance of student academic records, issuance of transcripts (copies of records), certification of student's eligibility to receive their degrees, and community/junior college relations. Class schedules for the upcoming semester are available in the Office of Academic Records Office or via the web. The Office of Academic Records is located in the Administration Building, Room 103, phone 881-7050.

Advising

The University of Tennessee at Martin provides academic advisement to all regularly enrolled students. The objectives of the university advisement program are:

1. To provide students with information on policies, procedures, and programs of the university.
2. To assist students in exploring educational and career opportunities.
3. To assist students in establishing life goals.
4. To assist students with the development of an educational plan of study and the selection of courses.
5. To make students aware of the range of services and educational opportunities pertinent to their educational objectives at this university.

The Vice Chancellor for Academic Affairs bears overall responsibility for the academic advisement program. Deans of each college are responsible for implementing the academic advising system determined most effective in meeting the advising needs of the students within each college. Academic Deans are responsible for the maintenance of advising files for all students enrolled in each college and for insuring that advisors have accurate information for each new advisee assigned.

Each student must assume responsibility for insuring that he or she knows the academic requirements for the degree that is being pursued.

The responsibility of the advisee are:

1. Schedule an appointment for a pre-registration conference and be on time for the conference.
2. Study the progress summary sheet carefully in order to know the requirements for his/her degree and plan a rough draft schedule before pre-registration advising conference each semester.
3. Consider recommendations of advisor regarding information concerning course sequence, core courses, remedial work, repeating courses, prerequisites, and overloads.
4. Schedule courses as needed with less emphasis on personal preferences (example: avoiding late afternoon classes, 8:00 classes, etc.)
5. Add and/or drop courses only when absolutely necessary. Much time and effort is involved in planning for the completion requirements.
6. Assume final responsibility of knowing the academic requirements for the degree that is being pursued.

The responsibilities of the advisor are:

1. Recommend the best information possible regarding course content, required courses, course sequence, remedial work, new course offerings, overloads, prerequisites, and different fields within an area of concentration.
2. Be available during the advising period with an appointment schedule sheet posted for student to sign up for conferences.
3. Limit the pre-registration conference to a reasonable time so that other students do not have to wait for their appointments. Conferences requiring extra time should be scheduled at a time other than the advising period.
4. Provide as much information as possible pertaining to registration.
5. Be available for consultation and be willing to assist the student as problems arise.

Student Success Center

The Student Success Center (SSC) is located in Clement Hall and provides a multitude of academic support services and programs. Students may contact the SSC by visiting Clement Hall, by telephoning 731-881-1689, by emailing success@utm.edu, or by visiting the SSC website at www.utm.edu/~success. Students are encouraged to take advantage of the wide range of academic services and programs available at the SSC including: academic counseling, diagnostics, and curriculum enhancement services; career counseling; transferable academic credit opportunities at exchange universities within the United States; computer based testing services, and disabilities services.

Learning Resource Center (LRC)

The Learning Resource Center (LRC) is located on the second floor of Gooch Hall in rooms 213, 216, and 217. The LRC provides educational resources and services to UT Martin faculty, staff, students, and organizations.

The LRC is comprised of two units: a Curriculum Library and a Media Lab. In addition, we are one of ten official textbook depositories in the State of Tennessee.

The Curriculum Library provides a variety of educational materials. The library houses a children's literature collection, education-related journals, instructional aids, teacher resource materials, curriculum guides for all grades and subject areas, puppets, and videos.

For a fee, the Media Lab offers lamination, book binding, poster printing, faxing, and color copying. In addition, the lab houses a copy machine and over 450 Ellison dies for cutting out letters, numbers, and various shapes for bulletin boards, greeting cards, scrapbooks, etc. Use of the Ellison dies is free of charge.

The K-12 Tennessee Textbook Depository includes all textbooks adopted by the State of Tennessee for use in public schools in every subject area. In addition, each year, the center also shelves all textbooks available for adoption and review by school systems in the state.

The LRC is open Monday - Friday from 8:00 – 12:00. On Monday – Thursday, we're also open from 1:00 – 6:00. On Fridays, we close at 5:00 PM. Our website is www.utm.edu/departments/lrc/, and our phone number is 881.7191.

Cooperative Educational Internship and Travel Study Opportunities

Academic credit is available for supervised work experience on a one-term basis as an intern. Previous students have interned with a variety of private industry and public agencies. Students interested in an internship should discuss the possibility with their advisor.

The college faculty offers, through several credit courses, opportunities for students to apply their knowledge to practical work, travel or research experiences in their field of study. These courses have special prerequisites which must be met can only be taken with faculty approval.

PACE Program (Student Services for Persons with Disabilities and the Program for College Enhancement P.A.C.E.)

It is the policy of the university to provide reasonable accommodations (academic adjustments and auxiliary aids) to assist students with disabilities in negotiating the university system. There are two offices that provide services for students with disabilities. Through a grant funded by Tennessee Department of Rehabilitation, the P.A.C.E. program offers services to students with learning disabilities and attention deficit disorder. For additional information, contact Ms. Sharon Robertson at 731-881-7744. The P.A.C. E. program has offices located in 203 Clement Hall. For additional information on services to students with all other disabilities please contact the Student Success Center in Clement Hall at 731-881-7744.

STUDENT SERVICES

Student Affairs

The Division of Student Affairs includes Student Conduct and the Judicial System, Student Life, Student Organizations, LEAD Academy, Minority Affairs, Counseling Center, Campus Recreation, Campus Events and Service Learning, Admissions, Dining Services, Housing, Health Services, International Programs, Freshman Experience and Student Financial Assistance. The central office for The Division of Student Affairs is located in Room 222 of the Administration Building, phone 881-7700.

Admissions

Student recruitment activities, high school relations, and admission of undergraduate students come under the jurisdiction of this office. Methods of admissions and requirements for admissions and retention are contained in the current school catalog. Admissions is located in Room 200 of the Administration Building, phone 881-7020.

International Programs

The Office of International Programs/Admissions offers a wide variety of services to international students, including counseling, sponsorship of extracurricular and cultural activities, and maintenance of appropriate records. The office administers the Intensive English Program, which provides instruction in English as a Foreign Language. This program offers courses at the beginning, intermediate, and advanced levels. The TOEFL (Test of English as a Foreign Language) is offered each term for all international students. The Office of International Programs/Admissions is located in Room 144 Gooch Hall, phone 881-7340.

Counseling Center

The Counseling Center is a student support service agency within the division of Student Affairs. The major goal of the Counseling Center is to provide support services that help each student grow and develop emotionally, intellectually and interpersonally. All currently registered students are eligible for services at the Counseling Center. Services are free and confidential. Personal counseling deals with issues such as stress management, mood management, relationship and family concerns, substance abuse, coping skills, and personal development. The Counseling Center staff also provides workshops, programs, and guest lectures on topics related to mental health. Additional information is available at www.utm.edu/departments/counseling. Appointments may be

made by telephone at 881-7720 or at the Counseling Center office located at 213 Boling University Center.

As of the 2006-2007 academic year, all career services are provided through the UTM Student Success Center.

Student Health Services

The Student Health Services provides students with continuous healthcare throughout their enrollment. Student Health Services has a staff of nurses and a part-time family nurse practitioner with M.D. consultant. The staff nurses are available during the regular office hours of 8 a.m. to 4 p.m.

To be eligible for services, one must be enrolled in classes during that semester. A health history card must be completed and on file in the Student Health Office. Services include general outpatient care, first aid care, emergency care, limited laboratory services, vaccines, physicals and limited prescription medication services. Immunization records must be complete and on file in Student Health. Student Health is located adjacent to Cooper Hall, phone 881-7750.

Department of Public Safety

The University maintains a force of uniformed police officers to help insure the safety and security of all persons and property on the campus and to assure enforcement of laws and university regulations. The officers are duly commissioned and have full police authority. They are required to take appropriate action when violation of the law or regulations occurs. Depending on the violation, this action may range from a warning to an arrest and subsequent civil or criminal as well as disciplinary action by the university. The Department of Public Safety is located in Crisp Hall, phone 881-7777.

Access to Security Information

In accordance with the Tennessee College and University Security Information Act of 1989, the University of Tennessee at Martin has prepared a report containing campus security policies and procedures, data on campus crimes, and other related information. A free copy of this report may be obtained by any student, employee, or applicant for admission or employment from the Division of Student Affairs.

Minority Affairs

The Office of Minority Affairs exists to provide support to the minority students at the University of Tennessee at Martin. The office seeks to identify the academic, cultural, economic, and social needs of minority students. It also works to centralize and coordinate a holistic program for the University's efforts to cultivate the cultural and ethnic diversity of the campus by communicating these needs, along with recommendations for meeting them, to other units on campus. The Office of Minority Affairs then provides programs and services that enhance the personal, social, educational, and cultural development of all students and encourages student of color to participate in and contribute to campus life.

The Office of Minority Affairs is committed to serving the UT Martin community as a multicultural resource. The office seeks to provide educational opportunities that assist majority and minority students in identifying commonalities while recognizing,

understanding, accepting, respecting, and valuing their differences. The office serves as advisor to the Black Student Association, International Student Association, and the Harold Conner Scholars.

The Office of Minority Affairs supports student philanthropy, community service, and outreach programs both on campus and within the global community.

The Office of Minority Affairs is located in 222 Administration Building. Phone 881-7282.

Student Employment

Student Employment services, located in the Boling University Center, Room 215, offers part-time or temporary employment for students regardless of their financial need. Work opportunities are available off campus as well as in the various colleges and departments of the university setting related to the student's major and/or career goals. Internship information is also available through Employment Information Services.

The Graduate/Alumni Employment function encompasses services that range from job search preparation to actual employer contact and on campus interviews with major recruiters. Workshops, a variety of information, and other handouts are available to aid students and graduates conducting a job search. Individual assistance with resume writing and interview preparation is available to all students, graduates, and alumni.

Financial Aid

The Office of Financial Assistance determines the financial need of students and makes awards within federal, state, and local regulations governing these awards. All scholarships are processed in the Office of Student Financial Assistance, located in Room 205 of the Administration Building; phone 731-881-7040.

Veterans Affairs

The university is fully approved by the State Approving Agency to provide training under the Vocational Rehabilitation and War Orphans Assistance programs, the Veterans Readjustments Benefits Act of 1966, and the Veterans Educational Assistance Program. Counseling service for veterans is available and all students planning to enter under provisions of a veterans' educational program are urged to apply to the appropriate agency for necessary authorization well in advance of their registration date.

Housing

The university operates residence hall and apartment facilities for both men and women. The university requires all single freshmen and sophomores, except commuters who live at home with their parents or guardians, to live in campus-approved housing. Sophomores are exempt for the reasons listed above and are also exempt if they have 30 or more credit hours with at least a 2.0 grade point average.

Students moving into university housing during the fall semester are under contract for the academic year if they are enrolled in school.

Residence halls are open the day prior to the beginning of the semester. Except for Browning Hall, residence halls are closed during the Thanksgiving, Christmas, Spring

Break, and during summer vacation. Browning Hall is open 12 months a year. Students must apply for housing during holidays and the summer term. An additional fee is charged when students room alone.

Further housing information is contained in the residence halls brochure and application. The Housing Office is located at 253 Clement Hall, phone 881-7730.

UNIVERSITY CENTER

The Boling University Center is located near residence halls, the Paul Meek Library, and academic buildings. The facility is the community center of the university, for use by all members of the campus family including students, faculty, staff and alumni.

The University Center offers conference rooms, a game room, a fitness center, an auditorium, and student lounges. Services include a post office, computer store, an information desk, Student Government offices, Student Activities Council offices, the Counseling center, and dining services.

Information and policies governing the use of the Boling University Center may be obtained from the Office of the Director of the University Center. Phone 881-7766.

Dining Services

Sodexo Campus Dining Services is located in the Boling University Center. The Skyhawk Cafeteria offers complete meal service and a wide variety of dining options. All incoming freshmen are required to purchase a meal plan for two semesters. A choice of plans is available. Incoming freshmen living in Martin Place are also required to be on a meal plan for two semesters. There is a special dining option for those living in Martin Place. Brochures are available explaining all meal plans.

The Food Court offers a variety of dining options. In addition to their in-house variety of baked goods, drinks, salads, and other items, the Food Court offers: Sub Connection – Subs made with high quality meats, garden fresh produce and fresh baked bread. The portions are generous and made to order with your choice of toppings. Pizza Hut – Traditional pizza served the Pizza Hut way, Hot Wings, Bread Sticks, Cheese Sticks, and Cinnamon Sticks. P'zones are offered as is the full range of Pizza Hut breakfast items. Freshens – A variety of smoothies, ice cream cones, sundaes and more. Starbucks Coffee – Specialty coffees with flavored syrups, iced Chai teas and other Starbucks accompaniments.

Café a la Cart is a satellite operation made for those who don't have time to stop by the Skyhawk Dining Room or Food Court. It offers a variety of gourmet sandwiches, salads, bakery items and yogurt parfaits prepared fresh daily. There is also an assortment of chips, beverages and desserts to choose from including Starbucks coffee. J.W.'s Market is a convenience store operation offering groceries, snack items, candies, gift items, balloons and other miscellaneous items.

For catered functions, the University Center has facilities to accommodate groups from 10 to 500. Room reservations are made at the University Center office. Information,

menus, and pricing are available from the catering office at campus dining services. Phone 881-7772.

Bookstore

Housed on the second floor of the Boling University Center, the University Bookstore provides for the purchase of textbooks, general reading materials, school supplies and UT Martin apparel and gifts.

Students call sell used textbooks back to the bookstore. For specific repurchase guidelines, contact the bookstore at 881-7760.

Hours of service are from 7:30 am – 4:30 pm daily and from 9:00 am to noon on Saturdays (not open on Saturdays during the summer).

Information Desk

The Boling University Center Information Desk, located on the 2nd floor of the Boling University Center, offers general campus information, check cashing, lost and found, and ticket sales for most campus events. The Information Desk is open Monday-Friday 8 a.m. to 5 p.m. Phone 881-7757.

Post Office

The University of Tennessee at Martin Post Office is a contract station of the United States Postal Service. The post office is committed to providing excellent mail services to the campus and community. Hours of operation are Monday through Friday 8:00 am – 5:00 pm. The post office is located in room 107 of the Boling University Center. Phone 881-7790

ID Cards

Every student is required to obtain and carry an official UT Martin identification card, the Skyhawk Card. The Skyhawk Card is used to check out books from the Library, Sodexo meal plans and Food Services, Bookstore purchases, Printing, Student Health, Copies, Computer Store purchases, Event tickets, Replacement Ids, Vending, Paying Tickets, Purchasing your Parking Sticker, the Check cashing service, to obtain discounts on items from certain local businesses, and gain entrance to University facilities.

The Skyhawk Card is the property of the University and may be reclaimed if used by any person other than the person identified on the card. It must be shown when requested by any University official.

Skyhawk Cards are made at the Skyhawk Card Office at 211 Boling University Center, Monday through Friday from 8:00a.m. until 4:30 p.m., and do not close for lunch. Returning students have their Skyhawk Card validated when fees are paid during registration. Replacement card cost \$15.00 and may be obtained at the Skyhawk Card Office.

CHILDREN'S CENTER

The Margaret Perry Children's Center, located on Pat Head Summit Dr., has daycare services on a space available basis for all UT Martin families. It exists primarily for the benefit of student and staff parents of UT Martin.

Emphasis is on protective daycare, quality health, social, and educational enrichment. Care is provided for children from six weeks through five years of age. A nominal fee is charged.

Children of university students are given first priority. Phone 881-7715.

STUDENT LIFE

The Office of Student Life coordinates campus activities and makes this information available to the campus community through various promotional means. Student Life is the hub for all student organization activities and serves as the primary university advisor to the Student Activities Council and all Greek Council. The Office of Campus Recreation is also a major part of the Student Life team. Campus Recreation manages the recreational facilities, offers a variety of intramural sports activities, offers a wide range of outdoor recreation opportunities, and sponsors a host of special events throughout the year.

The Office of Student Life cosponsors major campus events such as theatrical productions, novelty productions, and theme weekends. Student Life also assists student organizations in the production of their special activities.

The Office of Student Life provides leadership development opportunities for student through workshops and service-oriented projects. The office also directs and administers the University's Leaders-in-Residence Program. The Office of Student Life is located in The Student Life Center. Phone 881-7525.

Campus Recreation

The mission of the Office of Campus Recreation is to provide quality recreational programs, facilities, and services that promote fun, social interaction, student leadership, competition, and a healthy lifestyle, which enhance the learning experiences of the student's, faculty and staff at the University of Tennessee at Martin.

The Office of Campus Recreation is committed to recreation and fitness as components of a balanced lifestyle. Campus Recreation offers a wide variety of recreational and competitive programs for students, faculty/staff and the community. Active participation is the general aim of the program with emphasis given to such basic needs as relaxing, belonging and achieving, as they relate to good health and fitness.

Most of the services provided by Campus Recreation fall into seven categories: (1) Intramural Sports, (2) Leisure Recreation, (3) Fitness, (4) Aquatics, (5) Special Events, (6) Outdoor Recreation, and (7) Sports Clubs.

The Intramural program has divisions for men, women, and co-ed teams. Leagues are structured within each division to accommodate different skill levels. Events consist of individual, dual, and team sports. These activities include football, soccer, volleyball, basketball, softball, ultimate frisbee, indoor soccer, golf, tennis, and 5-K runs.

The Leisure Recreation program is set up in such a way that most activities are self-directed and informal. Most leisure recreation facilities are located inside or near the Elam Center. The Elam Center contains an Olympic-size swimming pool, seven indoor racquetball courts, two volleyball courts, the basketball arena, and an indoor climbing wall. The arena contains six full-size basketball courts, five of which also serve as indoor volleyball, tennis and badminton courts. The upper level of the arena offers a walking/jogging balcony for the university and local community to use at their leisure.

Several recreation facilities are located outside the Elam Center. They include two softball fields, a running track, intramural recreational football and soccer fields, a driving range, 16 tennis courts (six of which have lights), and a 1.5 mile fitness trail.

The UT Martin Fitness Center, located in the University Center, is a 5,000 square foot fitness facility. We offer a full line of cardiovascular equipment, weight training equipment, and an aerobics room. Students must be able to present a current Skyhawk Card to be able to work out at the Fitness Center.

Aquatic programs are available in our Olympic size swimming pool (25 yards by 50 meters). The depths are 3.5 to 5.0 feet in the shallow end, 6 feet in the mid section (lap swimming area), and 12 feet in the deep end. The pool offers handicapped access, lap swimming, recreational swimming, swimming lessons, lifeguard classes, birthday parties, and fitness incentive programs.

In the area of Special Events, the Office of Campus Recreation offers a wide range of activities. Such events include the Recreation Rampage, Sports Night, the Turkey Trot 5K and Company Picnics.

The Outdoor Equipment Rental Shop is a great resource to use when planning your own trip. The Outdoor Shop displays a complete inventory for the weekend camper. All equipment is of high quality and is available for a nominal fee.

The Sports Club program consists of groups of students who voluntarily organize for the purpose of furthering their common interests in a sports activity. Sports Clubs can be organized as informal recreational groups participating for fun or highly skilled, competitive clubs participating in extramural competition. Current Sport Club is men's soccer.

Campus Recreation has something for everyone, be it getting involved through an Intramural activity or event, an informal leisure recreation activity, or attending one of the many special activities. For more information about any of our programs, contact the Office of Campus Recreation Office at 881-7745 or look at our web site <http://www.utm.edu/departments/campusrec/> <<http://www.utm.edu/campusrec>> .

STUDENT GOVERNING BODIES

Six student organizations are termed governing bodies. The following is a list of these organizations and information concerning their actives and responsibilities:

INTERFRATERNITY COUNCIL (IFC) – Louis Ragsdale. IFC shall be the supervisory and governing body of all men's social fraternities at The University of Tennessee at Martin. The specific purpose shall be to instill in the members the highest regard for the traditions and standards of The University of Tennessee at Martin and to seek to promote the best interest of The University of Tennessee at Martin, to encourage scholastic achievement among fraternity men, to foster social and recreational activities of the member fraternities, to establish and administer policies pertaining to recruitment, pledging, pledgeship, initiation and general deportment of men's fraternities, and to promote the general welfare of such fraternities. IFC is composed of an executive council, and two representatives from each of the fraternities.

NATIONAL PAN-HELLENIC COUNCIL (NPHC) – Louis Ragsdale. The National Pan-Hellenic Council is composed of nine historically African American Greek Letter fraternities and sororities. The purpose of this council is to present members of the national Pan-Hellenic chapters as a unified source of community, campus, and scholastic service. On the University of Tennessee at Martin Campus the NPHC establishes a standard of excellence and leadership in the African American community and as well as the community beyond. NPHC emphasizes academic achievement, social, and professional activity. NPHC works mutually with their National and State chapters for the purpose of fundraisers as well as community outreach programs. The NPHC stresses and provides action strategies on matters of mutual concern and serves as the conduit through which these actions plans are put into effect.

PANHELLENIC COUNCIL – Louis Ragsdale. The Panhellenic Council is the governing body for social sororities on the UT Martin campus, placing emphasis on recruitment and new member regulations and procedures, fostering a sense of cooperation and understanding, and creating unity among the sororities. The purpose is to uphold the highest ethical characteristics to which they hold other sororities accountable. The Panhellenic Council includes two representatives from each of the four sororities at UTM. The council prides themselves with helping to improve the lives of all Greek women.

STUDENT ACTIVITIES COUNCIL (SAC) -- David Belote. The SAC plans and promotes social, cultural, intellectual, and recreational events on or around the UT Martin campus for all the members of The University of Tennessee at Martin. The SAC is a group of student volunteers working to provide fellow students with quality programming in order to enhance the college experience.

The SAC consists of seven standing committees: Art and News and Views, Entertainment, Cafe House, Film and Video, Recreation and Travel, and Publicity. These committees provide the students and the university community with quality programming at the Cafe House in the University Center, Carnival Activities, SAC Cinema's Film Series on Channel 43, Sunday matinees, outdoor recreation, sports clubs, travel activities, and special athletic promotions.

STUDENT GOVERNMENT ASSOCIATION – Dr. Jerald Ogg / Steve Vantrease.
Every student at the University of Tennessee at Martin is a member of SGA. Students are represented by elected officials, senators, and other appointed members. SGA provides a platform for student issues and concerns, and works with the administration and faculty in all matters affecting the welfare of the student body

How is SGA Comprised?

The Executive Branch

Comprised of the President, Vice President, and Secretary General, these elected officials make recommendations regarding activities undertaken by SGA, and serve as a liaison between the students and the administration.

2006 – 2007 Elected Executive Officers are:

President

James Orr

Vice President

Chris Cherry

Secretary-General

Lindsey Sutherland

The Legislative Branch

The five academic colleges of UTM are represented by elected senators, who serve as representatives of the students within their individual college. Senators present and vote on legislation pertaining to issues concerning students. Issues encountered by the Senate in the past have included parking lot extensions, academic calendar changes, campus renovation, and cultural diversity.

Elected Senators for the 2006 – 2007 academic year are:

College of Business and Public Affairs:

Kaylis Magras

Lacee North

Emrullah Guch

Charles “Ben” Stoer

College of Agriculture and Applied Sciences:

Lucas Goodman

Joshua Jones

Anthony Lindsay

Heather McLean

College of Education and Behavioral Sciences:

Bonike Akinsanya
Kimberly Armstrong
Ashley Donoho
Randall Huff
Grayson Uldrich

College of Humanities and Fine Arts:

Lara Casey
Erin Smith
Amelia Kasta

College of Engineering and Natural Sciences:

Jared Anderson
Kyle Kragenbrink
Amanda Ray

The Judicial Branch

Consisting of a Chief Justice, Attorney General, Student Defender, and five associate justices, the judicial branch serves to rule on SGA constitutional matters and to hear cases as a Student Court. Every student at UTM has the right to go before the Student Court in cases concerning disciplinary matters. Students will receive the assistance of a Student Defender while their cases are heard, and they will be judged by an unbiased group of their peers. The Judicial Branch of the Student Government Association can be reached at 731-881-7794.

Freshman Council

Freshman Council is made up of approximately 30 incoming freshmen who serve as representatives that address the needs and concerns of their class. They actively participate in Senate discussions as well as take part in special projects for the freshmen class, such as an annual Talent Show and the Freshman Survival Guide.

The SGA Offices are located at 214 Boling University Center, phone 881-7785. Visit the website at sga.utm.edu or e-mail at sga@utm.edu

UNDERGRADUTE ALUMNI COUNCIL (UAC) – Charley Deal. The purpose of the UAC is to offer services to the UT Martin undergraduate population, with special emphasis placed on the stimulation of interest and participation of students in Homecoming and other alumni related events.

STUDENT ORGANIZATIONS

Although the primary purpose of the university is academic, voluntary associations of students are an important part of the educational process. The university has responsibility to encourage such associations as a means by which students can develop full civic and social awareness. In doing so it neither endorses nor disclaims any

particular idea, system of thought, or point of view. The ultimate testing place for all of these is not in any one office or council, but in the minds of responsible citizenry.

When groups of students wish to have a continuous association causing them to congregate for activities on the campus, requiring from time to time the use of university facilities, and holding themselves out of the general public as a group centered on campus, it is proper that they be registered by the university. All registered associations shall be accorded the same privileges and bound by the same obligations. Registration by the university does not constitute endorsement of the purposes or activities of an association by the faculty, administration, or student body.

University Liability

Fraternal organizations, sports clubs, and other student organizations, even though permitted to operate on or near university property and even though required to conform to certain prescribed university procedures, are not in any way or manner operated under the general supervision of the university or its Trustees, officers, administrators, or employees. Neither the university nor any of its Trustees, administrators, officers, or employees is in any way or manner liable for acts or failures to act on the part of such organizations. It is especially noted that the university is not responsible for bodily harm or death to participants in voluntary organizations or activities including athletics, hiking, karate, judo or other such organizations in which risk is incurred.

Types of Status for Student Organization(s)

With the exception of social Greek letter organizations whose relationship with the institution requires a more detailed and exacting peer and administrative review, any group of students may seek to register their organization as an official student organization of UT Martin.

Fully registered organizations are those organizations which have successfully completed the registration process and have been fully approved by the University Council. These organizations shall be registered in the Office of Student Life. In order to maintain registered status, organizations must submit current leadership information to the Office of Student Life every fall semester by the end of the fourth week of class.

Inactive organizations are those organizations which have discontinued activity or have dropped below ten (10) members. Inactive status can be granted for two (2) consecutive academic years, and then any additional inactivity will warrant the organization being removed from the UTM student organization roster maintained in the Office of Student Life.

Temporarily registered status may be granted to those groups of students who have faculty guidance and whose mission is affected by current events. This status may be granted until the next subsequent University Council meeting where the group is expected to petition for full status.

Registration Process

Any student group may apply for registration by submitting a petition with appropriate signatures affixed, a typewritten copy of the proposed constitution and bylaws, the student organization information sheet (which indicates student leadership), the name and

contact information for a UTM faculty/staff advisor, and any such information that is determined to be necessary by the University Council or the Office of Student Life to facilitate the registration process. Registration forms can be obtained in the Office of Student Life.

Petitioning information may be turned in throughout the semester. The forms will be organized, checked and distributed to the University Council at two times during the semester—once at the beginning of the semester and once at the end. Organizations will be considered temporarily registered in the interim between the filing of the petitioning information and the actual approval of the University Council. No organization that is awaiting University Council approval may conduct public outreach projects. Public outreach is defined as any such project or activity that is designed to involve the public at large.

Student organization constitutions must at a minimum contain the following clauses:

- 1) The name of the organization
- 2) The mission statement of the organization
- 3) Membership eligibility requirements
- 4) Officers listed by title and function
- 5) A statement of their term of offices and the time and method of selection
- 6) Frequency of meetings
- 7) A statement of any dues, including amount and frequency of collection
- 8) A statement that the organization will not discriminate against any person for reasons which are illegal
- 9) Provisions for disposition of funds should the organization be dissolved

Recommendations are forwarded to the University Council for action and then to the Vice Chancellor for Student Affairs for disposition.

Denial of Registration

Negative recommendations or denial by the University Council of a student organization may be based on one or more of the following grounds.

1. If the statement of purpose or the proposed activities are illegal under local, state, or federal laws or does not conform with written university regulations
2. If the organization would, in the opinion of any appropriate university official, constitute clear and present danger to the continued or proper functioning of the university
3. If the proposed organization duplicates the functions of an existing registered student organization.
4. If any aspect of the registration forms have been found to be fraudulent
5. If the proposed organization has been recognized as an organization previously but their campus status was revoked for disciplinary reasons, and such time has not passed so that all those involved in the infraction have graduated or left the university

Terms of Registration

An updated list of registered student organizations will be prepared at the beginning each academic year by the Office of Student Life. This list is available on the web under the

heading “Student Life.” Organizations, in order to maintain their “registered” status, must complete the student organization information sheet provided by the Office of Student Life.

Organizations that are fully registered or are temporarily registered shall have the ability to meet in campus facilities, and have access to other such resources for organizational development as may be provided by the Division of Student Affairs or the Office of Student Life.

A student organization may be removed from the list of registered organizations by the Office of Student Life if:

- 1) The organization has not shown a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities.
- 2) The organization violates university regulations including those governing student organizations, or local, state and federal laws.
- 3) The organization has failed to update its yearly registration information on file in the Office of Student Life.

Affiliations

Registered student organizations may be affiliated with an organization off the campus where such affiliation is:

- 1) Clearly indicated by the title of the organization or through its constitution
- 2) Consistent with the purposes set forth in the constitution
- 3) Not such as to change significantly the nature of the organization as an association of students with primary interest on campus.

Disciplinary Actions and Penalties

Student organizations should respect the rights of all members of the university community. The following categories of conduct subject organizations to disciplinary action by university officials ranging from disciplinary warnings to withdrawal of charters. This list includes, but is not limited to: hazing, disorderly conduct, interference with activities of the university or other organizations of individuals, poor academic performance or social misconduct, and improper discrimination.

Membership: Eligibility and Records

Voting membership in a registered student organization(s) is limited to full-time students of the university, except where membership of faculty or other university staff is consistent with the structure and purpose stated in the constitution.

Accurate membership records must be maintained and available to the faculty advisor. Officers should, for the most part, be full-time students; if non-students, they must be members of the faculty or the university staff. No student organization may enroll as an official member, or elect or retain as an officer or committee chairman, any student on academic or disciplinary probation.

Officers

The names of the organization leadership should be updated at the beginning of each academic year (at a minimum) or within one week following the election process. The

officers are responsible for the events sponsored by their organization. Further, they are responsible for making appropriate reservations and arrangements for facilities and for adhering to the policies for those facilities as determined by the persons responsible for the facility. The use or possession of alcoholic beverages and illegal drugs on campus is prohibited. Officers of student organizations are encouraged to invite members of the faculty and staff and their spouses as their guests to both on-campus and off-campus events.

Faculty/Staff advisors: Eligibility and Role

All student organizations must have at least one qualified faculty advisor.

Any full-time member of the university faculty or full-time professional administrator may serve as faculty/staff advisor to a student organization provided he or she has completed one year of service at UT Martin. Those persons not having one year of service must be approved by the University Council.

Persons off campus with special interests or talents are permitted to serve as additional advisors to various student organizations with the approval of the University Council. A faculty/staff member who agrees to the request of a student organization to serve as its faculty advisor accepts responsibility for encouraging the organization in its purposes and activities within the limits of university policy. Faculty/staff advisors are responsible for being familiar with the following:

- This policy and other university regulations pertaining to student organizations and speakers.
- The constitution and purposes of the student organization they are advising.
- The activities and projects of their organizations.

The advisor should always be fully informed of any policy or program decisions reached at meetings at which the advisor is not present.

Change or Amendment Affecting the Nature or Purpose of an Organization

Any change or amendment affecting the nature or purpose of the organization as originally approved must also be approved by the University Council, and a current copy of the constitution must be on file in the Office of Student Life.

Meetings

Registered student organizations are encouraged to hold their meetings on campus, and university facilities will be made available to them for this purpose whenever possible.

All meetings should be conducted in an orderly fashion, and members of registered student organizations are expected to conduct themselves in an orderly fashion when attending meetings other than their own. When an organization opens a meeting to the public, it has the obligation to see that any portion of the meeting given over to audience discussion is open to all present, so far as time permits.

Student organizations should recognize the importance of the education program of the university and should plan their activities in such a manner as to complement this program. So far as possible, conflicts with major events in the educational program and

with scheduled activities of other registered student organizations should be avoided. Activities should not be scheduled during final examination week or on study days.

Fraternity and Sorority Regulations

The following regulations are set forth as guidelines for active fraternity and sorority chapters duly registered as campus organizations:

Pledging and Initiation

1. A freshman student of full-time status at the University of Tennessee at Martin may pledge an IFC fraternity or NPC Sorority during his/her first semester as a student if allowed by the group's constitution or new member policy. NPHC organizations usually only intake students with at least a sophomore standing.
2. Freshmen pledged to be initiated must be full-time students and have on record twelve semester hours of passing work with twenty-four quality points passed during the immediately preceding semester or summer school, unless the organization's National Constitution contains a program for earlier membership.
3. Full-time students of sophomore, junior or senior classifications may be pledged and initiated during the same semester if they have a cumulative grade point average of 2.00.
4. To be initiated, a student at the University of Tennessee at Martin must be in good standing with the university free of academic or disciplinary probation.

Chapter Status, Initiation

1. All candidates must have at least a 2.00 cumulative average for grade before initiation into a fraternity or sorority.
2. When an, NPC or NPHC fraternity or sorority's GPA falls below a 2.00 for two consecutive semesters, that group becomes ineligible to participate in intramural sports competition; to sponsor parties or socials; and the right to participate or sponsor other activities as deemed appropriate by the Coordinator of Greek Life or until such time that the semester GPA rises to a 2.00 or better. All IFC fraternities must retain a 2.5 chapter GPA for the semester. Failure to meet the 2.5 GPA will result in losing the above privileges until midterm.
3. All activities of fraternities or sororities, including recruitment, intake, pledging, initiation, chapter houses, housemothers, social

functions, NPHC, NPC, and IFC are under the jurisdiction of the Office of Student Affairs and the Coordinator of Greek Life.

4. No hazing in any form is permitted. "Hazing" means any intentional or reckless act, on or off the 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 him or her mental or physical safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliation nature. All Greek organizations are required to sign an anti-hazing contract at the beginning of each semester. 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. Emphasis is placed instead on instruction in the ideals of the fraternity and service to the university and community.

Alcoholic Beverages

University policy prohibits any student organization from serving or permitting the consumption, possession or display of any alcoholic beverage or containers at any time, or by anyone on university premises. Student organization officers are responsible for refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affairs are responsible for the general decorum of the event. **Any student and/or organization can be sanctioned for any UTM Standards of Conduct violations whether on or off campus if the Office of Student Affairs is notified or contacted.**

Miscellaneous

Additional clarification of policies and procedures and sample constitutions may be obtained in the Office of Student Life. Staff members will work with officials of student organizations to help them organize, plan training programs for officers, and resolve problems which may arise.

Political Activities on Campus

The University of Tennessee recognizes and appreciates the growing interest of students in the political processes related to local, state, and federal governments. The university provides, within the constraints of university regulations and local, state, and federal laws, a campus environment in which students may participate fully in appropriate political activity. Toward that end, the following guidelines shall apply to the political activity of students on UT campuses:

-Registered student organizations may invite candidates for public office to speak on or in university property or facilities. Scheduling of politically related activities shall be handled in accordance with applicable university regulations.

-Registered student organizations may announce a campus visit of a political candidate through the use of posters and signs. However, campaign posters and signs promoting

candidacy for public office may not be attached to or placed on or in university property and buildings.

-Students may distribute campaign literature on campus so long as such distribution is in accord with university policy governing distribution of literature in general.

Speaker Policy

In accordance with its policy of encouraging the spirit of inquiry and discussion under calm and peaceful conditions, the university, acting under the authority of the Board of Trustees, has provided procedures for inviting speakers to the campus. Two methods by which non-university related speakers might be invited to campus have been established. First, registered student organizations may invite any speaker who will be paid from organizational funds or who will come without charge. Second university departments may invite speakers. Additional information may be obtained from the Division of Student affairs (Administration Building Room 222.)

ATHLETICS

UT Martin's program of intercollegiate sports for men includes football, basketball, tennis, golf, and rifle. An intercollegiate sports program for women includes volleyball, basketball, softball, tennis, cross-country, soccer, and rifle. The university has several athletic fields, gymnasiums, and lighted tennis courts. Membership is maintained in the National Collegiate Athletic Association (NCAA), Division I, and the Ohio Valley Conference.

UT MARTIN RODEO TEAM -- The UT Martin Rodeo Team is a member of the National Intercollegiate Rodeo Association (NIRA), the only national organization promoting rodeo as a standard intercollegiate sport. Each year the UT Martin team competes in scheduled rodeos within the NIRA Ozark Region. The UT Martin rodeo team hosts a major rodeo competition each spring. Individuals participating on the UT Martin Rodeo team must have a 2.0 grade point average and be in good standing with the institution.

ARMY ROTC RIFLE TEAM -- The Department of Military Science supervises and coaches the ROTC Rifle Team, which represents UT Martin in intercollegiate ROTC competition. The ROTC Team is open only to students enrolled in Military Science.

ROTC DRILL TEAM -- The Department of Military Science supervises and coaches the ROTC Drill Team. The ROTC Drill Team is an elite, highly trained, precision drill and ceremony team. The ROTC Color Guard is derived from the Drill Team. The Color Guard participates in inter-collegiate athletic, university, and community events.

UT MARTIN RANGERS -- The Rangers are an elite, highly trained organization under the direction of advance course ROTC students and supervised by Department of Military Science. Membership in the Rangers is limited to students who are enrolled in Military Science and interested in developing skills associated with patrolling, mountaineering, survival training, weapons, and similar activities. Members must meet medical standards required of contracted ROTC cadets and maintain a GPA of 2.3 or higher.

ACTIVITIES

In addition to the campus organizations already listed, a number of other extracurricular activities are offered at UT Martin.

CULTURAL OPPORTUNITIES -- The university offers many opportunities for participation in cultural activity. Most of these are open to students regardless of academic major. In many cases, credit may be earned by successful participation.

THEATER -- Vanguard Theater presents two major theatrical productions and a series of one act plays each academic year. These provide the opportunity for students to participate in acting, stage managing, and lighting as well as designing and constructing stage sets and costumes. In addition, a series of original plays written by students in the play-writing classes are presented in the Spring. These performances are directed by students from directing classes. Thus, students work together as playwrights, directors and actors, toward the realization of a script.

DANCE -- The UT Martin Dance Ensemble is open to all university students interested in performing contemporary and classical ballet and jazz dance styles. The ensemble presents a studio performance during Spring semester. The repertoire is choreographed and reconstructed by students and faculty. The Ensemble performs off-campus workshops and lecture demonstrations for local and regional schools and community organizations.

INSTRUMENTAL MUSIC -- The Skyhawk Marching Band is organized during Fall semester and is open to all university students who have a background in marching band. The band performs for football games and presents exhibition performances at area marching band contests. Band camp is held for one week before Fall semester and is provided at no cost to the students. Pep bands are organized to perform for basketball games and pep rallies. Band scholarships are available by audition.

The Symphonic Band is open to all students with instrumental music experience. The band performs a variety of wind band repertoires during the Spring semester. Band scholarships are available by audition.

The Jazz Band rehearses throughout the academic year and is open to all students by audition. A variety of jazz, rock, and popular music styles are performed for special events on and off campus, including concerts for area schools.

Brass, Woodwind, and Percussion Ensembles are open to all students by audition. These groups perform in chamber music concerts and a variety of other occasions.

VOCAL MUSIC -- The University Singers is an auditioned choir of 40-60 voices which performs both sacred and secular music from all periods of history. The choir meets four times each week.

The Choral Society is open to men and women of the student body, faculty and area residents. The Society performs both sacred and secular choral works and rehearses two hours per week during each semester.

The New Pacer Singers is a select ensemble of chosen for their singing and dancing abilities. The group performs show tunes and popular music.

Opera Theater presents at least one staged production during the year, usually in the Spring semester. These performances include works from the standard operatic repertoire as well as contemporary operas. Scenes from operas are also presented.

PIANO -- Piano Ensemble is open to qualified students by audition. The group specializes in the performance of four-hand and eight-hand piano music. Accompanying offers opportunities for performance with vocal and instrumental ensembles.

PRIVATE INSTRUCTION IN MUSIC -- Qualified students from all curricula may elect to take individual instruction in applied music in the Department of Music for credit on a "space available" basis. Opportunities for applied study are available on a non-credit basis, both individual study and class instruction, through the Division of Continuing Education.

MUSIC RECITALS -- Faculty recitals are presented each year by the Department of Music. Junior and senior recitals are given by music majors. Students perform in weekly recitals on Wednesday afternoons. All recitals are open to the public.

CONCERT SERIES -- In addition to the concerts presented each year; other cultural presentations are sponsored by the UT Martin Arts Council. These feature professional performances by outstanding musicians, dancers and theatrical groups. An admission charge is usually required for these performances. A season pass for UT Martin Arts Council events available for students to purchase at special student rates.

LECTURE SERIES -- The Campus Speakers Committee, composed of faculty, students, and administrators, annually sponsors a diversified program of noted academic speakers, dramatic and other professional touring companies, symposiums, and other events. These events are open to students and to the general public without charge.

PUBLICATIONS -- The student newspaper, *The Pacer*, is published weekly during the academic year and distributed free to students. Students are encouraged to apply for staff positions, some of which carry stipends, at the beginning of each semester. Interested students are also encouraged to contact *The Pacer* office if interested in serving as a guest writer.

The UT Martin yearbook, *The Spirit*, is published in the Spring of each year by a student staff under the advisorship of a designated faculty member.

Bean Switch is published each Spring by the Sigma Tau Delta Honorary Literary Society, under the auspices of the Department of English. Any student may submit original poetry, prose, line drawings, wood or linoleum cuts, or photographs.

AREA CHURCHES

A complete listing of area churches is available in the Weakley County phonebook yellow pages. The Division of Student Affairs will assist students in locating the church of their choice if their affiliation is not located in Martin.

CAMPUS AFFILIATED RELIGIOUS CENTERS -- The University of Tennessee at Martin is committed to the offering of a wide variety of opportunities planned to enrich the student. A number of religious organizations share this concern and have established campus ministries. The university acknowledges the campus ministries listed below which have met the following criteria:

- a) their principal mission is ministry to and with the university community,
- b) they are organized and authorized under the auspices of a nationally recognized religious body, and
- c) they have been in existence as campus ministries long enough (at least two years) to establish the nature and true purpose of the organization.

These campus ministries may make use of campus facilities with the same rights and responsibilities that apply to any campus organization, as long as such use remains consistent with the purposes of the university (as determined by the university) and does not attempt to infringe on the privacy or rights of others. Use of any campus facility will be cleared through the Division of Student Affairs.

Baptist Collegiate Ministry, 112 Hurt Street , 587-2265; Morgan Owen, director;
mowen@utm.edu - email

Church of Christ Student Center, Mt. Pelia Rd, 587-4915.

Trinity Presbyterian and Campus Ministries, 145 Hannings Lane; Lee Clements, pastor, 587-9718.

Interfaith Center, a cooperative ministry of United Methodist, Roman Catholic, Presbyterian U.S.A., Lutheran, Cumberland Presbyterian and Episcopal Churches. 312 Lovelace Ave.; 587-2603. Open Noon – 11:00 Sundays, 8:00-11:00 Monday-Thursday, 8:00-Midnight Friday and Saturday. Dean Emerson, pastor. Join us on Thursdays at 5:30 pm for “**Interfaith Food and Friends.**”

First Assembly of God, 201 Mt. Pelia Rd; David Rinehart, pastor, 587-6349.

St. Jude Catholic Church, 104 Hannings Lane; Reverend Joe Paolozzi, pastor, 588-5675.