College Calendar-Important Dates
Spring 2016

November 9, 2015  Registration Begins
January 12  Spring fee payment and Confirmation Deadline 5p.m. (4:45 p.m. in person) or will be Administratively Dropped.
January 12  First payment plan installment due.
January 13  Advising
January 14  Classes Begin
January 18  Holiday

Registration for students who have not previously registered or those whose schedules were deleted. Late Registration fee of $50 beginning January 15.

January 20  **End First Adjustment Period 5:00 p.m.
✓ (Last day to Add)
✓ (Last day to Drop with no record of enrollment)

January 20  Classes will be Administratively Dropped if fees are not paid by one of the following methods by 5:00 p.m.
✓ Student has paid balance due by cash, check, or credit card
✓ Student has made proper arrangements with Bursar’s Office for payment

Must receive in your UTM email a notification from the Bursar's Office verifying action above was completed.

February 15  Second payment plan installment due.
February 29  Midterm Progress Report Due 8:30 a.m.
March 4  Last Day to Drop a Class, Part of term 1
March 7-13  Spring Break

Third payment plan installment due—in order to advance register for maymester, summer, or fall. Student must be current on payment plan.

March 25  Holiday
March 28-April 1  Begin Early Registration (Maymester, Summer and Fall 2016)
April 15  Final payment plan installment due. All financial obligations to the University must be completed for Summer and/or Fall pre-registration will be dropped from those classes.

April 27  Commencement Practice 4 p.m. (Elam Center)
April 29  Classes end
April 29  I’s calculate as F’s in student’s GPA (Fall 2015)
April 30-May 6  Final Exams
May 7  Commencement at 11 a.m.

**See “Add and Drop Deadlines” table (below) for dates concerning partial-term courses. This schedule is not to be construed as a contract. The University of Tennessee at Martin reserves the right to change dates, fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary.
<table>
<thead>
<tr>
<th>Part Of Term</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Add Dates</th>
<th>Drop: No record of enrollment</th>
<th>Drop: Receive W grade</th>
</tr>
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**DO NOT MISS CLASSES TO REGISTER**

If the student cannot register at his/her appointment time, he/she may register any time after his/her appointment time. STUDENTS WHO ARE ACADEMICALLY INELIGIBLE AT THE END OF SPRING, AND ARE NOT REINSTATED BY THE READMISSIONS COMMITTEE, WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELLED.
PROCEDURE FOR CLASS CHANGES AND WITHDRAWAL

Students may not drop nor add a course without permission of the faculty advisor. Failure to attend classes to which a student is officially registered will result in the permanent grade of 'F' on the student’s academic record.

Students may make necessary adjustments in their schedule according to the following periods:

**LATE ADD & UNRECORDED DROP PERIOD: January 14 through 5 p.m. on January 20, 2016**

- Students may drop/add courses at the discretion of their faculty advisor. Banner Web will be available on the above dates to accommodate faculty and students in processing drop/adds.

*Be aware that off campus classes have a section number that begins with an alphabetic character.*

**LATE DROP PERIOD (A Grade of W is Assigned): January 21 through 5 p.m. on March 4, 2016**

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

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

**FINAL PERIOD: March 5 through the last day of class, or until the final has been administered; whichever comes first**

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

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

The faculty advisor issues and signs the Class Scheduling/Change Form, giving the original and one copy to the student. The student presents the original and proper documents that verify an appropriate catalog reason, to the Registrar’s Office (AD 103) for approval by the Registrar. If approved, the student’s form will be processed.

*Students wishing to withdraw from the University (all courses) should fill out the online application in Banner Self-Service to initiate withdrawal procedures.*

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

RESPONSIBILITIES AND REQUIREMENTS

Students assume full responsibility for knowledge of the rules and regulations of the university, departmental requirements, and other items concerning the individual degree program. A statement on students’ rights is included in the Student Handbook. A copy of the Student Handbook is available in the University Directory or online at the following link:

NOTICE TO CANDIDATES FOR DEGREES

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

PROCEDURE FOR CHANGING MAJOR

Undergraduate students who wish to change their major must go to the Dean of the College of current enrollment. The Dean will fill out a change of major form and give the form to student to take to the Dean of the College in which they wish to major. The new Dean will then forward the signed form (via campus mail or the student) to the Office of Academic Records for processing.

REGISTRATION FOR TOTALLY DISABLED AND/OR SENIOR CITIZENS

Tennessee residents who are at least 60 years old may audit classes without payment of fees, if space is available. Tennessee residents who are 65 or older may take courses for credit at reduced rates. Totally disabled persons may be eligible for either option. Extended campus students may call (731) 881-7080 for assistance. Verification of age, residency, and permanent disability must be provided the first time a student registers as totally disabled and/or senior citizen.

✓ All Students Who Register Under These Provisions Must Report To The Registrar’s Office (AD 103) Prior To January 20, 2016.

PASS/FAIL OPTION AND AUDITORS

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

✓ Students who wish to audit courses must register for the course and file an Approval to Audit Form with the Registrar’s Office (AD 103) no later than January 20, 2016. These forms are available in the deans’ offices.

PHYSICAL ACTIVITY (PACT) COURSES

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