



# STUDENT HANDBOOK



2017-2018

# STUDENT HANDBOOK

## The University of Tennessee at Martin

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## HISTORY

The University of Tennessee at Martin provides high-quality undergraduate and graduate educational programs to West Tennessee and beyond. Founded in 1900 as Hall-Moody Institute, today’s UT Martin is a primary campus in the University of Tennessee System and is committed as a comprehensive public University to preparing students for success in the global economy.

UT Martin offers baccalaureate degrees, majors, concentrations and options in more than 100 specialized fields. Academic majors are offered within the natural sciences, social sciences, humanities, fine and performing arts, computer science, nursing, agriculture, teacher education, business administration and engineering.

Many faculty members are noted among the top educators in Tennessee and the nation by professional organizations and through other recognitions. Many academic majors provide hands-on learning

experiences and opportunities for students to pursue. Besides traditional classroom education, UT Martin is also home to UT Martin Online, offering both undergraduate and graduate degrees, including the Online Bachelor of Interdisciplinary Studies Degree for working adults, a Bachelor of Science in Business Administration in management degree and an online agricultural business degree. Programs offered through the Master of Science in education include counseling, curriculum and instruction, educational leadership and initial licensure.

Beyond the main campus, educational outreach teaching centers in Jackson, Parsons, Ripley, Selmer, and Somerville, plus dual-enrollment course offerings to Tennessee high school students, provide broad access to UT Martin academic programs. International Programs, with one of the region's best intensive English programs, attracts students from around the world.

UT Martin sets a high standard for leadership development and education. The university's WestStar Leadership Program, offers extended educational and professional networking opportunities to business, education and government leaders from the 21-county West Tennessee area. The Ned Ray McWherter Institute pairs selected students with faculty mentors to promote individual personal and professional growth before entering the work world.

Recognized among the safest public university campuses in Tennessee, the main campus provides a "total collegiate experience" in a traditional university setting. The main campus includes 48 academic and support buildings, including University Village Phase I, a 400-bed campus apartment complex, and University Village Phase II, which features apartment-style housing. The 96,000-square-foot Student Recreation Center, modern bookstore and dining facilities, a new Office of Career Planning and Development, Living Learning Communities, and a new press box and academic space in Hardy M. Graham Stadium are among the many campus amenities and features. Next to the 250-acre main campus, 680 acres of agricultural land serve as a research and demonstration operation.

The university competes in NCAA Division I in both men's and women's athletics and is a member of the Ohio Valley Conference. The UT Martin rodeo team, the only collegiate rodeo team in Tennessee, is a member of the National Intercollegiate Rodeo Association. The men's team won the 2014 national college rodeo championship.

## INTRODUCTION

Students at the University of Tennessee at Martin are members of both the University community and the larger community of which the University is a part. Accordingly, students are responsible for conducting themselves in a lawful manner and in compliance with University rules and policies. The University has established the following rules in order to advance the mission of the University by maintaining a safe and secure learning environment; protecting the rights and privileges of all members of the University community; providing a basis for orderly conduct of the affairs of the University; promoting a positive relationship between the University and its surrounding community; preserving institutional integrity and

property; encouraging students to engage in conduct that brings credit to themselves and the University; and ensuring that each student who matriculates at the University graduates ready to contribute to society as an ethical and law-abiding citizen.

The University is committed to respecting students' constitutional rights. Nothing in this chapter is intended or shall be interpreted to restrict students' constitutional rights, including, but not limited to, rights of freedom of speech and assembly.

Students are responsible for being fully acquainted and for complying with the University catalog, handbook, and other rules and policies relating to students. Failure or refusal to comply with the rules and policies established by the University may subject a student to disciplinary action up to and including permanent dismissal from the University.

## DEFINITIONS

1. The term "University" means the University of Tennessee at Martin.
2. The term "student" means a person admitted, enrolled or registered for study at the University of Tennessee, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as non-degree students. Persons not officially registered or enrolled for a particular term but who have a continuing relationship with the University also are considered students for purposes of these rules.
3. The term "student organization" means an organization that is composed solely of University students that has submitted a pending application or has completed the process for registration according to University rules.
4. The term "University-controlled property" means all land, buildings, facilities, grounds, structures, or any other property owned, leased, used, maintained, or operated by the University. For purposes of this rule, University-controlled property includes all streets, alleys, sidewalks, and public ways abutting such property. University-controlled property also includes computers and network systems owned, maintained, or controlled by the University or funded by the University.
5. The term "University-affiliated activity" means any activity on or off University-controlled property that is initiated, aided, authorized, sponsored, or supervised by the University.
6. The term "University official" means an employee of the University, including faculty members and staff, or for purposes of this rule a University-recognized volunteer. Student employees may be considered University officials when acting in the performance of their duties (e.g., event staff, resident assistants, and teaching assistants).
7. The term "member of the University community" means any person who is a student, University official, campus visitor, or participant in a University-sponsored or University-affiliated activity.
8. The term "possession" means actual knowledge of a substance or property and/or being in such close proximity to the substance or property that it is a reasonable presumption that one had knowledge of the substance or property.
9. The term "weapon" means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not

limited to, firearms (loaded and unloaded, real firearms and devices that appear to a law enforcement officer to be real firearms), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots, but not water guns), explosives, dangerous chemicals (such as mace, tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than four (4) inches. The term “weapon” does not include pocket knives that fold (but not excluding switchblades); chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction, or University employment-related duties.

10. The term “notice” means notice given in writing and transmitted by United States mail, courier service, and/or hand delivery to the address the University’s Registrar has on file for the student; and/or by e-mail to the student’s University-provided e-mail account. When a notice is transmitted by United States mail or courier service, the notice is effective on the date that it is mailed or delivered to the courier service. When a notice is transmitted by hand delivery, the notice is effective on the date that it is delivered to the person to whom the notice is addressed. When a notice is transmitted by e-mail, the notice is effective on the date that the e-mail is sent.
11. The term “coercion” means words and/or conduct that, viewed from the perspective of a reasonable person, substantially impair(s) a person’s ability to voluntarily choose whether to engage in a particular sexual act (e.g., sexual contact or sexual intercourse). Coercion is something more than mere seduction or persuasion. Coercion includes, without limitation: physical force; and words and/or conduct that would cause a reasonable person to fear imminent: harm to the person’s health, safety, or property or that of a third person; threat of the loss or impairment of a job benefit; threat of the loss or impairment of an academic benefit; kidnapping of the person or a third person; or disclosure of sensitive personal information (e.g., disclosure of a person’s sexual orientation, gender identity, or gender expression).
12. The term “consent” means an affirmative and voluntary agreement by a person to engage in a specific sexual act. Consent must be obtained, and the responsibility for obtaining consent rests with the individual who voluntarily and physically initiates a specific sexual act, even if the other person initiated the sexual encounter.
  - a. One’s own use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain Consent from the other person. Moreover, another person’s use of alcohol, drugs, or other substances does not diminish one’s responsibility to obtain consent from that person.
  - b. The term “affirmative,” as used in the definition of consent, means that consent is communicated only through words and/or non-verbal actions that convey a clear agreement to engage in a specific sexual act. Whether person has communicated an agreement to engage in a specific sexual act generally is evaluated from the perspective of what a reasonable person who perceived the individual’s words and/or non-verbal actions would have understood; however, in the context of a long-term relationship between persons that has involved sexual activity and a pattern of communicating consent, whether consent has been communicated may be evaluated based on a subjective standard (i.e., what did the specific person who initiated the specific sexual act conclude?). A verbal “no” (or words equivalent to “no”) or the nonverbal communication of “no,” even if it sounds or appears insincere or indecisive, always means that consent has not been communicated, or if previously communicated has been withdrawn. The absence of a verbal “no” or the absence of a nonverbal communication of “no” does not necessarily mean that consent has been communicated. Because interpreting non-verbal actions may lead to misunderstanding and a

violation of this policy, students are strongly encouraged to err on the side of caution and not rely solely on the non-verbal actions of another person in concluding that the other person has communicated consent. The University urges students to communicate with one another before engaging in a sexual act to ensure that they both wish to engage in the same sexual act.

- c. Consent cannot be obtained by or inferred from:
    1. silence that is not accompanied by non-verbal actions conveying a clear agreement to engage in a particular sexual act;
    2. consent communicated by the other person on a previous occasion;
    3. consent communicated to another person;
    4. the other person's failure to resist physical force (however, for purposes of this rule, the other person's resistance to physical force will be viewed as a clear demonstration that the person has not communicated consent);
    5. the sexual arousal of the other person;
    6. a current or previous dating, romantic, intimate, or sexual relationship with the other person;
    7. currently or previously cohabitating with the other person;
    8. the other person's attire;
    9. the other person's reputation;
    10. the other person's giving or acceptance of gifts; or
    11. the other person's extension or acceptance of an invitation to go to a private residence, room, or location.
  - d. Consent is not voluntary if it is obtained by coercion. Nor is consent voluntary if it is obtained from a person who is incapacitated if one knows (or a reasonable person would know) that the other person is incapacitated. Because the incapacitation of another person may be difficult for one to discern, students are strongly encouraged to err on the side of caution (i.e., when in doubt, assume that the other person is incapacitated and therefore unable to give consent.)
  - e. Consent must be continual, which means that consent must exist from the beginning to the end of each sexual encounter and for each specific sexual act that occurs during a sexual encounter. A person has a right to change his/her mind; thus, consent to engage in a specific sexual act may be withdrawn by a person at any time. A withdrawal of consent is communicated through clear words and/or clear non-verbal actions that indicate that a person no longer agrees to engage in a specific sexual act. Once a person's withdrawal of consent has been communicated, the other person must cease the specific sexual act and must obtain consent before reinitiating the specific sexual act or any other sexual act. Consent is automatically withdrawn when a person becomes incapacitated. Consent to one type of sexual contact or sexual intercourse (e.g., oral intercourse) does not constitute or imply consent for another type of sexual contact or sexual intercourse (e.g., vaginal intercourse), whether during a sexual encounter or during a previous sexual encounter. The University urges students to communicate with one another throughout a sexual encounter to ensure that any progression of sexual activity is done with consent.
13. The term "course of conduct" means two (2) or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means,

follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

14. The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim of the violence. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, without limitation, sexual or physical abuse or the threat of such abuse.
15. The term "domestic violence" means a felony or misdemeanor crime of violence committed:
  - a. by a current or former spouse or intimate partner of the victim;
  - b. by a person with whom the victim shares a child in common;
  - c. by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - d. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - e. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
16. The term "good faith" means having a belief in the truth of information that a reasonable person in the same situation could have, based on the information known to the person communicating the information at the time the information was communicated by that person. Information is not communicated in good faith if it is communicated with knowing or reckless disregard for information that would negate the former information.
17. The term "incapacitated" or "incapacitation" means a temporary or permanent physical or mental state in which a person cannot make informed, rational judgments (e.g., judgments concerning sexual contact, sexual intercourse, or sexual exploitation) because: the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct; and/or the person is unable to physically or verbally communicate consent. Incapacitation can be voluntary or involuntary. Incapacitation is determined based on the totality of the circumstances. Incapacitation may result from: sleep; unconsciousness; intermittent consciousness; temporary or permanent physical or mental disability; involuntary physical restraint; or the influence of alcohol, drugs, or other substances, including, without limitation, substances used to facilitate sexual assault (e.g., Rohypnol, Ketamine, GHB, and Burundanga). Alcohol and drugs are common causes of incapacitation. When alcohol or drugs are involved, Incapacitation is a state beyond mere drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs of incapacitation may include, without limitation: lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; vomiting; unresponsiveness; and inability to communicate coherently. A person who is under the age of eighteen (18) (i.e., a minor) is incapable of giving consent; however, a person who is at least the age of thirteen (13) and less than the age of eighteen (18) is capable of giving consent to sexual acts with another person who is less than four (4) years older than them.
18. The term "reasonable person" means a sober, objectively reasonable person in the same situation, and with the same sex, gender identity, and sexual orientation as the person whose words and/or conduct



are being evaluated.

19. The term “relationship violence” means dating violence and/or domestic violence.
20. The term “retaliation” means an act (i) taken by a student (including an act taken through a third party) because of another person’s participation in a protected activity (ii) that would discourage a reasonable person from engaging in protected activity. Protected activity includes a person’s good faith: (i) opposition to conduct prohibited under the Standards of Conduct; (ii) report to the University about conduct prohibited under the Standards of Conduct to the University; (iii) participation (or reasonable expectation of participation) in any manner in an investigation, meeting, hearing, or interim measure; or (iv) exercise of rights or responsibilities under any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Retaliation violates the Standards of Conduct regardless of whether the underlying allegation of a violation of the Standards of Conduct is ultimately found to have merit. Retaliation can include an act taken against a person’s family, friends, advisors, and/or other persons reasonably expected to provide information in connection with a University investigation or hearing.
21. The term “sexual assault” means engaging in sexual contact or sexual intercourse with another person without the consent of that person.
22. The term “sexual contact” means the intentional touching of another person (including another person’s clothing) in a sexual manner with any part of one’s body or with any object. Sexual contact also means intentionally causing another person to touch themselves (including their clothing) in a sexual manner. Whether a touching was done in a sexual manner is determined from the perspective of a sober, objectively reasonable person in the same situation and with the same sex, gender identity, and sexual orientation as the person who was touched.
23. The term “sexual exploitation” means an act or attempted act by a person for the purpose of sexual arousal or gratification, financial gain, or other personal benefit through the abuse or exploitation of another person’s sexuality. Examples of sexual exploitation include, without limitation: observation of a person who is undressed or engaging in sexual contact or sexual intercourse, without the consent of all persons being observed (in a place where a person has a reasonable expectation of privacy); creation or distribution of images, photography, an audiotape, or a videotape of sexual contact, sexual intercourse, or a person’s intimate parts (i.e., genitalia, groin, breasts, buttocks) without the consent of all persons being recorded or photographed; prostituting another person; allowing others to observe, either in person or electronically, sexual contact or sexual intercourse without the consent of all persons involved in the sexual contact or sexual intercourse (in a place where a person has a reasonable expectation of privacy); and knowingly exposing another person to a sexually transmitted infection without informing the other person that one has a sexually transmitted infection.
24. The term “sexual harassment” means with respect to the conduct of a student, unwelcome conduct of a sexual nature that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall the term “sexual harassment” be construed to prohibit speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech). Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of sexual assault. The term “sexual harassment” also means, with respect to the conduct of a student-employee (when acting as a student-employee): unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of

an individual's participation in an educational program; submission to or rejection of such conduct by an individual is used as the basis for evaluation or advancement in an educational program; or such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creates an intimidating, hostile or offensive educational environment. Sexual harassment is a form of sex discrimination. To determine whether conduct constitutes sexual harassment, consideration shall be given to the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the conduct and/or words.

25. The term “sexual intercourse” means the penetration, no matter how slight, of the vagina or anus with any body part or object; or oral penetration by a sex organ of another person.
26. The term “sexual misconduct” means sexual harassment, sexual assault, and/or sexual exploitation.
27. The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition, the term “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
28. The term “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## JURISDICTION

The Standards of Conduct apply to conduct that occurs on University-controlled property.

The University also has the discretion to discipline a student for an act in violation of the Standards of Conduct that occurs off University-controlled property if the conduct adversely affects the interests of the University, including, but not limited to, conduct which:

- Occurs in connection with a University-affiliated activity, including, but not limited to, an overseas study program or a clinical, field, internship, or in-service experience;
- Involves another member of the University community; or
- Threatens, or indicates that the student may pose a threat to, the health or safety of him/herself or others or the security of any person’s property, including, but not limited to, alcohol-related offenses, drug-related offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault or misconduct, stalking, and theft.

The Standards of Conduct have been adopted in furtherance of the University’s interests and serve to supplement, rather than substitute for, the enforcement of the civil and criminal law. Accordingly, University disciplinary action may be instituted against a student charged with conduct that potentially violates both the criminal law and the Standards of Conduct without regard to the pendency of criminal charges or civil litigation. At the discretion of the Vice Chancellor for Student Affairs, or his/her designee, disciplinary action relating to a violation of the Standards of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings. Students accused of violating the Standards of Conduct may not challenge the University disciplinary proceedings on the grounds that criminal charges,

civil litigation, or other University proceedings regarding the same incident are pending or have been terminated, dismissed, reduced, or not yet adjudicated.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if conduct is not discovered by the University until after a degree is awarded). Should a student withdraw from the University with disciplinary charges pending, the student's academic record and/or ability to register for classes may be encumbered by the appropriate University office.

Graduate or professional programs within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or other violations of the Standards of Conduct.

## STUDENT RIGHTS

### ACCESS

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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

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Students may participate in the orderly process of formulating and 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

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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 any 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 course instructor. If resolution is not met, the student may appeal to next higher echelon. In most cases this will be the chair of the department; however, if the instructor is the chair, appeal to the department head or dean of the school. If the instructor is the department head or dean, appeal to the Vice Chancellor for Academic Affairs.

Alternatively, or if resolution is not achieved following the appeal process as described above, the matter may be reported to the Vice Chancellor for Student Affairs for consultation.

## FAIR DISCIPLINARY HEARING

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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 FROM UNWARRANTED SEARCH

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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 which specifies the reasons for the search and the objects or information sought or unless they enter in compliance with state law. If possible, the student should be present during the search. Normally these searches will not be made unless the Vice Chancellor for Student Affairs or his designee is present.

Should the search reveal objects that the possession of which violates 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 HARASSMENT DURING AN INTERROGATION

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

## FREEDOM OF ASSEMBLY

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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

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Students have the right to engage in discussions and speak freely on any subject in accordance 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 departments and registered student organizations.

## **FACULTY / STUDENT RELATIONSHIP**

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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. At a minimum, these standards include:

1. Meeting his /her class commitments when scheduled and, if possible, informing 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

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 of, participation in, or being in the presence of alleged misconduct whether on or off campus while actively enrolled at the University.

### HONOR CODE

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We the students of the University of Tennessee Martin are given and fully committed to the concepts and ideas that govern academic integrity. We trust that within these principles we shall find the fundamentals necessary for personal and academic excellence.

### STANDARDS OF CONDUCT

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A student or student organization may be disciplined for the following types of misconduct:

1. Cheating, plagiarism, or any other act of academic dishonesty, including, but not limited to, an act

in violation of The Honor Code.

2. Providing false information to a University official.
3. Falsifying, distorting, misrepresenting, or withholding information in connection with a University investigation or hearing.
4. Forging, altering, destroying, falsifying, or misusing records, identification, or documents.
5. Causing physical harm to any person (including oneself); endangering the health or safety of any person (including oneself); engaging in conduct that causes a reasonable person to fear harm to his/her health or safety; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
6. Harassment, which is defined as unwelcome conduct that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech).
7. Engaging in sexual misconduct, relationship violence, or stalking.
8. Invasion of another person's privacy when that person has a reasonable expectation of privacy, including, but not limited to, using electronic or other means to make a video or photographic record of any person in a location in which the person has a reasonable expectation of privacy, without the person's knowledge or consent. This includes, but is not limited to, making a video or photographic record of a person in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized recordings by any means is also prohibited.
9. Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property, including but not limited to University-controlled property.
10. Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property, including but not limited to University-controlled property.
11. Participating in hazing. "Hazing" means any intentional or reckless act in this state on or off University-controlled property by one (1) student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger the student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
12. Engaging in disorderly conduct, which means: fighting or other physically violent or physically threatening conduct; creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; making noise that could unreasonably disturb others who are carrying on lawful activities; or conduct that breaches the peace.
13. Engaging in lewd, indecent, or obscene conduct. "Lewd, indecent, or obscene" conduct includes, but is not limited to, public exposure of one's sexual organs, public urinating, and public sexual acts.
14. Engaging in speech, either orally or in writing, that is directed to inciting or producing imminent

lawless action and is likely to incite or produce such action.

15. Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device, or other emergency; setting off a false fire alarm; or tampering with, removing, or damaging fire alarms, fire extinguishers or any other safety or emergency equipment from its proper location except when removed in a situation in which there is a reasonable belief of the need for such equipment.
16. Possessing, using, or duplicating University keys, access cards, or identification cards without authorization; possessing, using, or entering University-controlled property without authorization.
17. Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, including, but not limited to: unauthorized entry into or transfer of a file; using another person's identification and/or password without that person's consent; using information technology facilities or resources to interfere with the work of another student, faculty member, staff member, or other member of the University community; using information technology facilities or resources to interfere with normal operation of a University information technology system or network; circumventing University information technology system or network security; using information technology facilities or resources in violation of copyright laws; falsifying an e-mail header; and conduct that violates the University's policy on the Acceptable Use of Information Technology Resources.
18. Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University-controlled property or in connection with a University-affiliated activity, unless authorized in writing by the Chief of Police or his/her designee.
19. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated activity.
20. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.
21. Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.
22. Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.
23. Failing to pay a University bill, account, or other University financial obligation.
24. Failing to respond to a request to report to a University administrative office; failing to comply with a lawful directive of a University employee or other public official acting within the scope of his/her duties; or failing to identify oneself to a University employee or other public official acting within the scope of his/her duties when requested to do so.
25. Failing to appear at a University hearing, including, but not limited to, a hearing of a University judicial board, following a request to appear either as a party or as a witness.
26. Violating the terms of an interim suspension, a no-contact directive, or a disciplinary penalty imposed by the University.
27. Obstructing or disrupting teaching, learning, studying, research, public service, administration,



disciplinary proceedings, emergency services, or any other University-affiliated activity, or the free flow of pedestrian or vehicular traffic. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution.

28. Violating a University policy or rule, including but not limited to University policies or rules relating to facilities use, smoking, the acceptable use of information technology resources, research or service misconduct, finder's fees relating to clinical investigations involving human subjects or access to University data or materials, University libraries, dining services, parking or transportation, University identification card use, sexual harassment, residence halls, and registered student organizations.
29. Committing an act that is prohibited by local, state, or federal law.
30. Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.
31. Engaging in retaliation.

### ACADEMIC INTEGRITY

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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 or assignment to another person in a manner not authorized by the instructor;
3. Receives assistance during an academic evaluation or assignment 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 or assignment;
6. Utilizes another person as a substitute for him/herself in any academic evaluation or assignment;
7. Practices any form of deceit in an academic evaluation or assignment;
8. Depends on the aid of others, in a manner expressly prohibited by the instructor, in the research, preparation, 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 or assignment, the ideas, representations, or works of another person or persons without customary and proper acknowledgment of sources;
11. Submits the work of another person in a manner that 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 or record; or
14. Indulges in conduct that is so disruptive as to infringe upon the rights of an instructor or fellow students during a class or examination session.

*A student awarded an 'F' in a course due to an Academic Integrity violation may not drop the course to avoid the failing grade.*

## PENALTIES

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Disciplinary penalties are primarily intended to educate students and student organizations about appropriate behavior, encourage students and student organizations to take responsibility for misconduct, promote the personal and professional development of students, and discourage other students and student organizations from violating the Standards of Conduct, and protect members of the University community.

The penalties imposed should be appropriate for the particular case based on the gravity of the offense (including, without limitation, how the violation affected or reasonably could have affected other members of the University community). Consideration may also be given to the student's or student organization's conduct record; the student's or student organization's responsiveness to the conduct process; whether the student acted in self-defense, and, if so, whether the amount of force used was reasonable under the circumstances; student academic classification; and other aggravating or mitigating factors.

The following penalties may be imposed on any student found to have violated the Standards of Conduct:

1. Warning

A warning is a notice that the student is violating or has violated the Standards of Conduct. A disciplinary warning is used for minor infractions and consists of a restatement of the Standard(s) of Conduct violated with an official warning concerning future behavior.

2. Loss of Privilege

A loss of privilege is intended to serve as a reminder of the Standards of Conduct and is for a specific period of time. Privileges that may be lost include, but are not limited to, scholarships, stipends, participation in extracurricular activities (e.g. intramurals), housing privileges, participation in social activities, and use of certain University-controlled property (e.g., information technology resources).

3. Education

Students may be required to attend classes, at their own expense, dealing with issues such as the

consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Vice Chancellor for Student Affairs or his/her designee.

4. Restitution

Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.

5. Disciplinary Probation

Disciplinary probation permits a student to remain at the University on probationary status but with the understanding that a future violation of the Standards of Conduct may result in suspension. Conditions of probation include loss of eligibility to join a student organization 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. Probation may be for a definite or indefinite period.

6. Suspension for a Specific Period of Time

Suspension for a specific period of time means that the student is withdrawn from the University and is not eligible to apply for readmission for a designated period of time. Usually, the designated period of time does not exceed one (1) calendar year. Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member. Upon return to the University following a suspension for a specific period of time, the student shall be placed on indefinite disciplinary probation.

7. Indefinite Suspension

Indefinite suspension is imposed in cases of serious or repeated misconduct or in cases in which the prognosis for rehabilitation is uncertain. Indefinite suspension means that the student is withdrawn from the University for an unspecified period of time but typically for a minimum of one (1) calendar year from the effective date of the indefinite suspension. A student who receives the penalty of indefinite suspension is not eligible to apply for readmission until the student successfully petitions the University Council to lift the suspension. Upon return to the University following an indefinite suspension, the student shall be placed on indefinite disciplinary probation.

8. Permanent Dismissal

Permanent dismissal means that a student is permanently barred from matriculating as a student on the Martin campus. This penalty is used when the violation of one (1) or more Standards of Conduct is deemed so serious as to warrant total and permanent disassociation from the University community without the possibility of re-enrollment; or when, by his/her repeated violation of the Standards of Conduct, a student exhibits blatant disregard for the health and safety of other

members of the University community or the University's right to establish rules of conduct.

9. **Revocation of Degree.** Revocation of a degree means revoking a degree already awarded to a student by the University. Revocation of a degree shall be approved by the University of Tennessee Board of Trustees.

A disciplinary hold may be placed on a student's account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed. A student who, at the time of commencement, is subject to a continuing disciplinary penalty or an unresolved disciplinary charge shall not be awarded a degree before the conclusion of all penalties and/or resolution of all disciplinary charges.

## **ORGANIZATIONAL DISCIPLINARY ACTIONS & PENALTIES**

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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, social misconduct, and/or improper discrimination.

The following penalties may be imposed on a student organization found to have violated the Standards of Conduct:

1. **Warning**

A warning is a notice that the student organization is violating or has violated the Standards of Conduct. A disciplinary warning is used for minor infractions and consists of a restatement of the Standard(s) of Conduct violated with an official warning concerning future behavior.

2. **Loss of Privilege**

A loss of privilege is intended to serve as a reminder of the Standards of Conduct and is for a specific period of time. Examples of privileges that may be lost include participating in extracurricular activities (e.g., intramurals), housing privileges, participating in social activities, and using certain University-controlled property.

3. **Education**

Student organizations and/or their representatives may be required to attend classes, at their own expense, dealing with issues such as the consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Vice Chancellor for Student Affairs or his/her designee.

4. **Restitution**

Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.

5. Social Probation

This penalty prohibits a student organization from sponsoring or participating in specified social activities. While on social probation, a student organization may not host social events (e.g., mixers, date parties, formals, and band parties) or participate in University-affiliated activities (e.g., Homecoming). Any exceptions to social probation must be approved, in advance, by the Vice Chancellor for Student Affairs or his/her designee.

6. Disciplinary Probation

Disciplinary probation means that a student organization is permitted to retain University registration on a probationary status. Violation of the Standards of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of University registration.

7. Revocation of University Registration

In cases of serious misconduct, a student organization's University registration may be revoked.

More than one (1) of the penalties listed above may be imposed for any single violation of the Standards of Conduct. Penalties may be applied retroactively to the date of the offense.

Intoxication or impairment because of alcohol, drugs, chemicals, or other substances does not diminish or excuse a violation of the Standards of Conduct.

Except for an interim suspension, disciplinary penalties shall not become effective until after opportunities for appeal have been exhausted. Penalties may be applied retroactively to the date of the offense. Coursework performed while disciplinary charges are pending or disciplinary proceedings are underway shall be considered conditional. Coursework may be affected or disregarded based on a final finding of misconduct or the penalty imposed, which may result in loss of course credit, a loss of tuition and/or fees, a delay in the awarding of a degree, or revocation of a degree that was awarded prior to a final decision in the disciplinary proceeding.

### CLARIFICATION OF DISCIPLINARY REGULATIONS

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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).

## ALCOHOL NOTIFICATION POLICY

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In conjunction with the state of Tennessee and the UTM Standards of Conduct the following policy refers to any student that is found responsible of violating ordinances in regard to the consumption, presence, possession, and/or use of alcohol.

Revisions have been implemented effective June 19, 2008 in accordance with **Tennessee Public Chapter no. 1189**. This new revision now mandates that all institutions of higher education shall notify parents of students under the age of 21 in the event of such a violation. This policy applies to any notification received by the Office of Student Conduct *whether on or off campus*.

Our procedures for addressing students who violate this policy are:

1. **First Offense and/or Arrest**

Parental and/or guardian notification will be issued in accordance to APA procedures, disciplinary probation (TBA-may or may not include a *loss of privileges and/or scholarships*) **and** educational sanctions including mandatory completion of the Alcohol eCHUG program.

2. **Second Offense and/or Arrest**

Parental and/or guardian notification; Indefinite Disciplinary probation (TBA-may or may not include a *loss of privileges and/or scholarships*), additional counseling sessions (TBA) and a **\$100.00** monetary fine, payable within 7-10 days of notification. In addition, a mandated Alcohol/Drug (A&D) Assessment examination under the supervision of the UT Martin Counseling Center. The Counseling Center is located in the Student Health and Counseling Building, (731) 881-7720.

3. **Third Offense and/or Arrest**

Recommended suspension from the University.

Additional sanctions may be recommended at the discretion of the Office of Student Conduct.

It is our sincere hope that the procedures that we have in place coupled with the pursuit of the educational goals will assist **all** UTM students in gaining a clearer understanding of the law **and** the hazards associated with the illegality and/or overindulgence of the consumption of alcoholic beverages at such a vulnerable period in their lives, regardless of age.

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*.

## NO CONTACT DIRECTIVE

In cases involving allegations of assault, injury, sexual abuse, harassment, or in cases where there is reason to believe continued contact between a student/student organization and specific persons, including complainants and witnesses, may interfere with those persons' security, safety or ability to participate effectively in work or studies, the Vice Chancellor for Student Affairs, or his/her designee, may require that the student/student organization not have verbal, physical, or written contact with specific persons for a definite or indefinite period of time. The student/student organization will receive written or electronic notice of the no contact directive. Any student, faculty or staff member or other person with a reasonable justification may request that a no contact directive be issued to a student/student organization. In addition to an internal University no contact directive, complainants are advised of the option to pursue similar directives or protective orders issued by law enforcement and civil/criminal courts.

## INTERIM SUSPENSION

When the Vice Chancellor for Student Affairs or his/her designee has reasonable cause to believe that a student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an ongoing threat to the disruption of, or interference with, the normal operations of the University, the Vice Chancellor for Student Affairs or his/her designee may impose an interim suspension prior to the conclusion of a full hearing on the alleged misconduct.

An interim suspension shall be confirmed by a written statement that explains the basis for the interim suspension and shall remain in effect until the conclusion of a full hearing in accordance with the rules of the University of Tennessee, which shall be held without undue delay. The statement shall be delivered to the student in person, to the address the University has on file for the student, or to the student's University-provided e-mail account. The statement shall be delivered in person or via e-mail to the advisor to the student organization.

Within three (3) business days of the imposition of the suspension, the student or student organization shall be offered an opportunity to appear personally before the Vice Chancellor for Student Affairs or his/her designee in order to discuss the following issues only: (i) the reliability of the information concerning the student's conduct; and (ii) whether the conduct and surrounding circumstances reasonably indicate that the student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an imminent threat of disruption of or interference with the normal operations of the University.

During an interim suspension, the student or student organization shall be denied access to University-controlled property, including residence halls, and all other University-affiliated activities or privileges for which the student or student organization might otherwise be eligible, as the Vice Chancellor for Student Affairs or his/her designee determines in his/her sole discretion to be appropriate. A student or student organization who receives an interim suspension and violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on University-controlled property or participate in University-affiliated activities may be granted by the Vice Chancellor for Student Affairs or his/her designee.

When a student is placed on interim suspension from the University, he/she may be assigned a grade of "W" or "I," whichever is deemed appropriate by the faculty member involved.

## HEARING PROCEDURES

A student charged with violating the Standards of Conduct shall be provided written notice of:

1. The substance of the charge(s) against him/her;
2. The disciplinary action taken or proposed; and
3. His/her rights to a hearing should he/she wish to contest the charge(s) and information concerning the process for requesting a hearing, including the requirement that a request for a hearing before the Disciplinary Hearing Board must be made within five (5) days of the student's receipt of the notice of the charges against him/her.

A student charged with violating the Standards of Conduct shall have the following options for a hearing:

1. An administrative hearing before the Student Conduct Officer;
2. A hearing before the Disciplinary Hearing Board;
3. A hearing in accordance with the University's rules for conducting contested case proceedings under the Uniform Administrative Procedures Act ("UAPA"). All disciplinary cases that may result in suspension or permanent dismissal of a student, the revocation of a degree, or the revocation of registration of a student organization are subject to the contested case provisions of the UAPA. The University's procedures for conducting contested case hearings under the UAPA are contained in Chapter 1720-01-05, and the University's rules concerning waivers of contested case proceedings are contained in Chapter 1720-01-3. Disciplinary hearings will be conducted in accordance with the University's procedures for conducting contested case proceedings under the UAPA unless the student waives those procedures in writing and elects to have his or her case resolved in accordance with Section .08(3) or Section .08(4).

### ADMINISTRATIVE HEARING

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A student charged with violating the Standards of Conduct has a right to resolve a disciplinary case through an administrative hearing with the Student Conduct Officer by accepting responsibility for violating the Standards of Conduct. Following the student's written acceptance of responsibility and written waiver of the right to a hearing under the UAPA, the Student Conduct Officer will assess a penalty that is



appropriate under Chapter 1720-05-01-.05. Following the assessment of the penalty, the student may acknowledge the acceptance of the penalty in writing or appeal the penalty to the Vice Chancellor for Student Affairs in accordance with Chapter 1720-05-01-.05. A student who resolves a disciplinary case through an administrative hearing with the Student Conduct Officer may only appeal the penalty to the Vice Chancellor for Student Affairs.

## DISCIPLINARY HEARING BOARD

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The Disciplinary Hearing Board is an ad hoc board composed of five (5) members of the University Council, in addition to the Vice Chancellor for Student Affairs, who shall serve as the non-voting chairperson of the Disciplinary Hearing Board. The Disciplinary Hearing Board hears cases of alleged violations of the Standards of Conduct and other cases deemed appropriate by the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs shall select the members of the Disciplinary Hearing Board from the membership of the University Council. A majority vote of the members present is required for all decisions of the board.

A request for a hearing before the Disciplinary Hearing Board shall be made within five (5) days of the student's receipt of the notice of the charges against him/her. A hearing shall be scheduled promptly after receipt of the request for a hearing. A student shall be notified of the date, place, and time for the hearing at least seventy-two (72) hours in advance of the hearing. A student has no right to have a hearing before the Disciplinary Hearing Board unless the student waives the provisions of the UAPA in writing.

Members of the Disciplinary Hearing Board shall be impartial and anyone lacking such impartiality shall recuse himself/herself. The accused student has the right to challenge any member of the Disciplinary Hearing Board for good cause and request that he/she be dismissed and replaced. The chairperson of the Board determines whether to dismiss and replace a member of the Disciplinary Hearing Board.

The chairperson of the Disciplinary Hearing Board will conduct the hearing, without regard to technical rules of procedures in such a manner as will best serve the cause of justice within the following general guidelines:

1. An accused student has a right to a hearing closed to the public. In cases involving more than one (1) student, the chairperson may permit the hearings concerning each student to be conducted separately.
2. The chairperson shall rule on all motions, objections, and other procedural issues. The chairperson shall ascertain that the accused student has been advised of the charges against him/her and shall then read a statement describing the charges. A student who fails to appear before the Disciplinary Hearing Board following proper notice shall be deemed to have waived his/her rights to be present during the hearing, to know the evidence against him/her, to present evidence in his/her own behalf, and to exercise reasonable cross-examination of witnesses appearing against him/her. This waiver shall become effective if the student fails to appear at the designated time and place of the hearing unless, at least twenty-four (24) hours prior to the hearing, the student communicates in writing to the Office of Student Conduct indicating good cause for granting a continuance of the hearing. However, no student may be found to have violated the

Standards of Conduct solely because the student failed to appear before the Disciplinary Hearing Board. In all cases, the evidence in support of the charges shall be presented to and considered by the Disciplinary Hearing Board.

3. The accused shall enter a plea of 'responsible' or 'not responsible'. If a 'responsible' plea is entered, he/she shall be advised of the maximum penalty, and the Board shall review the circumstances of the case and make appropriate decisions or recommendations regarding the penalty.
4. The accused student may be accompanied by no more than one (1) advisor during the hearing, including but not limited to a parent, spouse, friend, or attorney. The role of the advisor shall be limited to providing advice or support to the accused student. Even if accompanied by an advisor, the accused student is responsible for presenting his/her own case to the Disciplinary Hearing Board. An advisor is not permitted to: introduce evidence; raise objections; present arguments; directly address the members of the Disciplinary Hearing Board, the Student Conduct Officer, or any witnesses participating in the hearing; or otherwise participate in the hearing. In consideration of the limited role of the advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing shall not be delayed due to the unavailability of an advisor. The accused student shall inform the Student Conduct Officer of the name of the student's advisor, if any, at least three (3) days before the hearing before the Disciplinary Hearing Board.
5. Each party to a hearing shall be given an opportunity to make opening and closing statements.
6. Each party to a hearing shall be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue. Each party will have the right to question opposing witnesses. Technical rules of evidence will not apply. Evidence which is irrelevant, immaterial, repetitious or voluminous may be limited or excluded. Hearsay evidence is admissible. If a 'not responsible' plea has been entered, evidence in mitigation of the alleged offense shall be presented only after the Board has determined the issue of responsibility.
7. The Student Conduct Officer shall present the case on behalf of the University. The University shall 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 accused student shall have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable.
8. The Board will consider all evidence presented, giving due consideration to the credibility or weight of each item presented. During Board deliberations all persons except the Board members shall be excused from the hearing room. The decision shall be based solely upon the evidence presented. No mention will be made during the hearing to determine responsibility of the student's previous disciplinary record, unless appropriate as rebuttal to character evidence introduced by the accused.
9. After a determination of responsibility by the Board, the Student Conduct Officer, on behalf of the University, shall present the previous disciplinary record of the accused student if any, and evidence of any other aggravating circumstances, to the Board together with the recommendation of the Student Conduct Officer as to an appropriate penalty.
10. After presentation of evidence by the Student Conduct Officer, the accused shall be allowed to present character evidence, evidence of mitigating circumstances, and an alternative penalty recommendation.
11. After the Board determines the penalty, the accused student shall be advised in writing of its decision within forty-eight (48) hours of the hearing.

12. A record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings. The results of the Board's decision shall be kept on official University forms. If a verbatim record of the hearing is prepared, it shall be retained in the custody of the Office of Student Conduct and considered a confidential disciplinary record.
13. Appeals from decisions of the Disciplinary Hearing Board may be made to the Vice Chancellor for Student Affairs in accordance with the section under Appeals.
14. In cases involving an allegation of sexual assault or misconduct, the hearing procedures shall be modified to afford the alleged victim all of the rights described in Chapter 1720-05-01-08(4). The Disciplinary Hearing Board may consider evidence introduced by the alleged victim as part of the University's proof.

In accordance with Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and other applicable law, the University will investigate and resolve reports of sexual misconduct, relationship violence, and stalking in accordance with the University's Policy on Sexual Misconduct, Relationship Violence, and Stalking. In a case involving an allegation of sexual misconduct, relationship violence, or stalking, the accused student/respondent and the alleged victim/complainant shall have the rights outlined in the University's [Policy on Sexual Misconduct, Relationship Violence, and Stalking](#)

For purposes of this rule, the term "student" shall mean a student or a student organization.

## APPEALS

A decision of the Disciplinary Hearing Board, or a decision of the Student Conduct Officer concerning a penalty following an administrative hearing, may be appealed to the Vice Chancellor for Student Affairs.

1. The request for appeal shall be submitted in writing to the Vice Chancellor for Student Affairs within seven (7) calendar days of written notice of the decision of the Disciplinary Hearing Board or Student Conduct Officer. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.
2. The request for appeal shall contain:
  - a. A statement that the student or student organization appeals the decision of the Disciplinary Hearing Board or Student Conduct Officer; and
  - b. A brief statement of the grounds for the appeal; *either* on the basis of **procedural error, sanction received was unduly harsh (without no sound basis or justification of reason), or introduction of new information** not readily available at the time of the hearing.
3. All appeals to the Vice Chancellor for Student Affairs are written and heard based upon the record made before the Disciplinary Hearing Board.
4. Pending the outcome of an appeal, the penalty specified in the decision of the Disciplinary Hearing Board shall not be imposed.

The Vice Chancellor for Student Affairs may:

1. Affirm the decision of the Disciplinary Hearing Board or Student Conduct Officer;

2. Amend the decision of the Disciplinary Hearing Board or Student Conduct Officer;
3. Return the case to the Disciplinary Hearing Board or Student Conduct Officer with instructions for reconsideration of the case; or
4. Overturn the decision of the Disciplinary Hearing Board.

The decision of any board or administrative officer of the University of Tennessee at Martin is subject to review by the Chancellor.

## EMERGENCY POWERS

When, in the judgment of the Chancellor of The University of Tennessee at Martin, conditions are such that an emergency exists which makes it impossible for the system of student conduct 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 and student organizations.

## INVOLUNTARY MEDICAL WITHDRAWAL OR SUSPENSION

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, among other things, alcohol use, drug use, or a physical or mental incapacitating 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 (3) 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 for Student Affairs, who will notify the student in writing of his/her decision.

2. Temporary Suspension

Whenever a student, because of his/her mental or physical condition constitutes a danger to persons 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. If the University does not withdraw the student in accordance with procedures outlined above, he/she may return to the University at the end of the suspension period.

3. Grades

When a student is withdrawn or temporarily suspended from the University, he/she may be

assigned a grade of “W” or “I,” whichever is deemed appropriate by the faculty member involved.

#### 4. Readmission

- a. A student who is involuntarily withdrawn under this rule may not be readmitted to the University before the start of the next semester or without the approval of the Vice Chancellor for Student Affairs. The student shall also meet all of the admission requirements of the University and of the school or college in which he/she wishes to be readmitted.
- b. A student shall submit a written request for permission to reapply to the University with the Vice Chancellor for Student Affairs by October 1 for Spring enrollment, by February 1 for Summer enrollment, and by May 1 for Fall enrollment. The student’s written request shall include an explanation of why the Vice Chancellor for Student Affairs should allow the student to reapply and an explanation of the student’s plan to transition successfully back into the academic community.
- c. The Vice Chancellor for Student Affairs may require the student to provide the panel of individuals who recommended that the student be involuntarily withdrawn with proof that the condition that caused the withdrawal is no longer present or that the condition is under control through treatment such that the student does not present a direct threat to the health or safety of him/herself or others and will not disrupt the normal educational processes of the University. Proof may consist of a current medical or mental health evaluation, demonstration of ongoing medical or mental health treatment, and a plan for treatment upon readmission. The panel may request any other information or documentation that it deems necessary. In exceptional circumstances, the panel may request a second, independent opinion of a qualified medical or mental health professional paid for by the University. In cases where the Vice Chancellor for Student Affairs has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with those conditions.
- d. The panel’s recommendation concerning reenrollment or readmission shall be provided to the Vice Chancellor for Student Affairs, who will notify the student in writing of his/her decision. The decision of the Vice Chancellor for Student Affairs is final and may not be appealed.

## INSPECTION & SEARCH POLICY

Entry by University authorities into occupied rooms in residence halls will be divided into three (3) categories; inspection, search, and emergency. Inspection is defined as the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations. An emergency situation exists when the delay necessary to obtain a search authorization constitutes an apparent danger to person, property, or the building itself.

#### 1. Inspection

Scheduled inspections by on-campus authorities with the exception of daily janitorial operations shall be preceded, if possible, by twenty-four (24) hours’ notice to the residents. During the inspection there will be no search of drawers, closets, or personal belongings. This policy is

applicable for residence halls and sorority houses.

2. Search

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, which specifies the reasons for the search and the objects or information sought, or unless they enter in compliance with federal or state law. If possible, the student should be present during the search. Normally these searches will not be made unless the Vice Chancellor for Student Affairs or his/her designee is present.

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

## 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.) Students may contact the Office of Student Conduct for information on the appeal process. Due to the flex year contracts of various University employees, not all University Council members are available to hear 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 chair 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 Grade Appeal 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 affirmed and cannot be challenged regardless of the recommendation of the board.

## STUDENT REMINDERS

### POLITICAL ACTIVITIES ON CAMPUS

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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:

1. 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.
2. 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.
3. Students may distribute campaign literature on campus so long as such distribution is in accord with University policy governing distribution of literature in general (solicitation guidelines).

### PEACEABLE ASSEMBLIES

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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 Assistant Vice Chancellor of Student Affairs and with an approved solicitation form).

### PUBLICATIONS

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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 using 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

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All persons affiliated with the University who operate vehicles on campus are required to register their vehicles with the Office of Public Safety at registration time, within 24 hours of enrollment, or upon

acquiring a vehicle. Everyone is expected to operate their vehicles in compliance with the current Parking and Traffic Regulations that are available online at the [UT Martin Public Safety](#) website under parking. One (1) vehicle registration decal may be purchased at a fee of \$85 per year and is to be displayed inside the front windshield on the front driver's side. Vehicle registration decals are transferable and can be moved from vehicle to vehicle. Disabled students will be given special consideration upon recommendation of a physician. Contact the Traffic Office in Crisp Hall for assistance. Failure to register vehicles and/or violations of parking and traffic regulations can result in ticketing and fines and can result in disciplinary action.

## **WEAPONS**

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### **Tennessee Criminal Law**

The UT Martin Department of Public Safety enforces Tennessee's criminal law concerning weapons. Among other prohibitions concerning weapons, Tennessee's criminal law generally prohibits persons from possessing or carrying, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, crossbow, bow and arrows, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, fireworks, firecrackers, stun guns, TASERs, or any other weapon of like kind, not used solely for University instructional or University-sanctioned ceremonial purposes, on any property owned, used or operated by the University. Anyone illegally possessing, carrying, or using any of those weapons will be subject to criminal sanctions. (T.C.A. §§ 39-17-1309 and 39-17-1359).

### **University Policy for Employees**

In addition to being subject to Tennessee's criminal law, University employees are subject to the University's Code of Conduct for employees. The University of Tennessee's Code of Conduct for employees, HR 580, prohibits the possession of firearms, explosives, or other dangerous materials on University property or during University activities, unless the employee is authorized either by University policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officers, R.O.T.C. personnel, etc.).

### **University Policy for Students**

In addition to being subject to Tennessee's criminal law, University students are subject to the University's Code of Conduct for students. The Code of Conduct prohibits students from possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University-controlled property or in connection with a University-affiliated activity, unless authorized in writing by the UT Martin Department of Public Safety. The Code of Conduct for students defines "weapon" to mean any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica), ammunition, electronic control devices (such as TASERs and stun guns), devices designed to discharge an



object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as mace, tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than four (4) inches. The term “weapon” does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction/athletics, or University employment-related duties. University-related instruction/athletics may be transported on campus only to and from the Department of Public Safety for the purposes of checking the weapons in/out or to/from authorized University instruction/athletics events, which can be done at any time, 24 hours a day. All weapons shall remain unloaded while being checked in/out and stored.

### ALCOHOL/DRUGS

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The possession of and/or being under the influence of drugs and/or alcohol are 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 violations of the UTM Standards of Conduct, whether on or off campus, if the Office of Student Affairs is notified or contacted.

### SOLICITATION ON CAMPUS

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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 individual 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, books, 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.

Any individual(s) or organization(s) wanting to solicit on campus must first get approval from the Assistant Vice Chancellor for Student Affairs via a solicitation request. Solicitation requests for the University Center, Elam Center, Student Recreation Center, and Student Life Center are completed via the events requests in the organizations OrgSync portal.

A paper version of the form can be obtained by following the link: [Student Organization Solicitation Request Form](#)

### OFF-CAMPUS SOLICITATION

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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 obtain a Solicitation Permit and approval from 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 first have approval from that business entity.

### PET POLICY

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For health and safety reasons, pets are not permitted on campus. Exceptions are made for:

1. Service and emotional support animals approved by the Office of Disabilities;
2. Fish in a small aquarium (less than 25 gallons).

### OVERNIGHT GUESTS AND VISITORS

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While the University encourages UTM students to invite family and friends to share in their collegiate experience, no one under 18 is permitted to visit as an overnight guest without prior approval from the Hall Director of the respective residence hall. Also, the maximum time allowed for overnight guests is three days, within a one week period, unless otherwise approved by Housing. Browning, Ellington, and Cooper halls are considered Type 2 visitation meaning overnight guests can ONLY be of the same sex. University Village Phase I and Phase II are considered Type 3 visitation allowing overnight guests of either sex, but no cohabitation.

## GENERAL POLICIES

### COMPLAINTS OR GRIEVANCES

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UTM provides several means by which a student may address complaints and grievances. Students are advised to put their concerns in writing and carefully document the events that led to the complaint or grievance. As it is sometimes confusing to determine the appropriate office to direct the complaint or grievance, students are advised to contact the office of the Assistant Vice Chancellor for Student Affairs, 222 Hall-Moody Administration Building, for advice on the most appropriate office or person to address the student's complaint or grievance. Concerns should be expressed as soon as possible after the event occurs, as some policies have specific deadlines for filing complaints or grievances.

### VEHICLE REGISTRATION AND PARKING TICKETS

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All motor vehicles operated by faculty, staff, and students in connection with their employment or attendance at UTM must be registered online at the UTM Department of Public Safety. This includes residents of Grove Apartments and University Courts using University parking lots. Cost: \$85.00 academic year (August to August).

Temporary Vehicles. If a vehicle is traded after it has been registered, or if required to drive a different vehicle temporarily, transfer the sticker between vehicles. If the sticker is lost/stolen/destroyed, a replacement will cost \$35.

Display of stickers: The stickers need to be placed on the driver's side windshield on the inside. The entire sticker must be visible.

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. *It is the student's responsibility to come by and pick up the Spring sticker.* There is no additional charge for the spring parking sticker.

Information needed to register the vehicle online: license plate number, vehicle make, and color.

### PARKING TICKETS

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How much are tickets? Fines range from \$20 to \$200 based upon the violation. There is a \$20 late fee which attaches after 14 days of issuance if the ticket is not resolved.

Where do I pay tickets? Pay for tickets at Crisp Hall or the Office of Business Affairs (located in the Administration Building) between 8 a.m. and 5 p.m., Monday through Friday. Payment for tickets may also be mailed to the Traffic Office or be paid online via the student's Banner account within the given time restrictions.

Ticket Appeals: Tickets may be appealed at the Department of Public Safety, Monday through Friday, from 8 a.m. to 5 p.m. If the appeal is denied, a written appeal can be sent to the traffic appeal's board.

Important Note: If more than five (5) citations are issued to a student in one semester, the student will be notified that his/her vehicle is subject to being towed. If, after this notification, the student receives another citation during the same semester, the student's vehicle will be subject to towing for that citation and subsequent citations for the remainder of that semester, even if the previous citations have been satisfied by paying the fines or other penalties.

Additional traffic rules and regulations are available with the map issued with the parking sticker or can be viewed on the [Department of Public Safety website](#) along with the UT Martin Annual Security/Fire Safety Report.

### **TRAFFIC-RELATED APPEAL PROCEDURES**

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Traffic Appeals Board When campus citations for traffic and parking violations cannot be settled with 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 at least 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 citation. 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 twice per 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:**

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#### **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):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o 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, major field of study, date and place of birth, honors and awards, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, most previous school attended, photograph, email address, classification, 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 and more complete information, please refer to the following website:

<http://www.utm.edu/departments/registrar/ferpa.php>

## **SEXUAL HARASSMENT**

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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 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 as confidentially as possible by the University administration.

Sexual Harassment is a form of Sex Discrimination. To determine whether conduct constitutes Sexual Harassment, consideration must be given to the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the conduct and/or words. Depending on the severity of the conduct, a single incident may be considered Sexual Harassment.

With respect to an employee's conduct, Sexual Harassment means conduct prohibited by *University of Tennessee System Human Resources Policy 0280* ("Sexual Harassment and Other Discriminatory Harassment") [policy.tennessee.edu/hrpolicy/hr0280/](http://policy.tennessee.edu/hrpolicy/hr0280/)

With respect to the conduct of a student or other non-employee, Sexual Harassment is defined as unwelcome conduct of a sexual nature that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall the term "Sexual Harassment" be construed to prohibit speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech). Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and acts of Sexual Assault. *(This definition is based on Standard of Conduct Number 6 for students, which can be found at: <http://share.tn.gov/sos/rules/1720/1720-05/1720-05-01.20151213.pdf>.)*

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

Harassment on the basis of sex is prohibited by Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964.

Students who believe they have been Sexually Harassed are encouraged to report the matter to the Title IX Coordinator, Joe Henderson, [Office of Equity and Diversity](#), 731-881-3505. Section 3 of the Policy on [Sexual Misconduct, Relationship Violence, and Stalking](#), contains details about reporting options and what to expect after making a report of Sexual Harassment or other prohibited conduct.

Appropriate disciplinary action will be taken against individuals found to have engaged in Sexual Harassment.

## USE OF TOBACCO

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Smoking is prohibited in all buildings owned or operated by The University of Tennessee. This includes all hallways, classrooms, laboratories, seminar/meeting rooms, offices, dormitories and other University-owned housing, restrooms, indoor or open-air athletic facilities, performance halls, parking garages, and all other spaces in University-owned or operated buildings. Smoking is also prohibited in all vehicles owned, leased, or operated by the University.

Entrances to all University buildings are designated as smoke free. Unless otherwise posted, smoking is prohibited within twenty-five (25) feet of all doorways, windows, and ventilation systems of all University buildings. Smokers are responsible for ensuring that all smoking activity, including the lighting and discarding of cigarettes, takes place a sufficient distance away from the doorways, windows, and ventilation systems of University buildings to avoid infiltration of smoke into the buildings.

For purposes of University policy, smoking means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette), pipe, or other lighted tobacco product, in any manner or in any form.

Students may report violations of the University's Smoking Policy to the campus/institute human resources office or to the university-wide institutional compliance office (865-974-4438). Violations may be reported anonymously to the State Comptroller's Fraud Hotline (800-232-5454).

Any University student who is found to have violated this policy may be subject to discipline in accordance with campus procedures.

## INCLEMENT WEATHER

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The University of Tennessee at Martin and its five centers in Jackson, Parsons, Ripley, Selmer, and Somerville will remain open except in the most severe weather conditions. The Chancellor may officially close or suspend selected activities of the University due to extreme weather conditions. When a decision to close is made, the campus and appropriate radio and TV stations will be notified so that announcements may be made. Closing information will also be posted on the UT Martin home page at [www.utm.edu](http://www.utm.edu), social media, and through an optional text messaging system.

If the University is officially closed, certain essential activities such as food services, physical plant, public safety, computer services, and telephone services will continue to operate. Some facilities, such as the Paul Meek Library, Student Recreation Center, and Boling University Center, will, if possible, continue to function as a service to students and faculty. When the University is officially closed, the Days of Administrative Closing Policy will apply for staff exempt and staff non-exempt employees.

In the event of inclement weather when the University remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Employees will have the option of charging their time off to annual leave or leave without pay; or, with approval, they may make up their lost work hours.

Students will be responsible for any academic work that 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.

## SIGN POSTING PROCEDURES

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UT Martin wants to help students effectively promote their events, activities, and information. These procedures will assist students in accomplishing their goals while minimizing litter and campus clutter. Approval for posting does not represent University endorsement of the information posted or the actual function(s) advertised. The University reserves the right to make exceptions to or extend this policy in the interest of public safety or on the basis of appropriateness. More specific information can be found in other University publications, such as this document and the Faculty Handbook.

### Internal Signage Procedures

- Postings must be placed in approved designated locations in buildings regularly accessed by students and/or the general public. Buildings noted in the following section have spaces designated for posting information; some have space only for University-related announcements, while others have additional spaces that are approved for posting classified/community information. Contact the appropriate building manager for posting sites and procedures.
- All University-related postings shall reflect activities of recognized student organizations or University units.
- Postings or advertising that promote the use and/or sale of alcohol as the primary function of the event are prohibited.
- Posted materials must clearly promote the activity publicized and the sponsoring University organization or sponsor/partner as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier of a non-University affiliate appears on the posting, it must not appear as the dominant message.
- Individuals not affiliated with the University (for example: vendors, organizations, businesses, entities, etc.) are permitted to advertise on campus by either (1) purchasing an ad in The Pacer student newspaper or other official University media and/or (2) posting reasonable amounts of advertising items on designated bulletin boards.
- Postings may be placed only in designated areas; all other areas are prohibited. Prohibited areas include but are not limited to: exterior surfaces of any campus building, trees, lampposts, fences, rights of way adjacent to University academic, residential or support facilities, or on the windshields of cars. Postings on the inside or outside of glass doors and windows are also prohibited.
- Campaign signage for student elections is governed by Student Government Association election rules as noted in the SGA Constitution found at: [SGA Constitution](#)
- The Student Handbook governs signage for general elections of government officials under the section "Political Activities on Campus" found in the Student Reminders section.
- University organizations, divisions, departments and offices are responsible for litter generated by their



own handouts or handbills.

### Posting Content

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All postings should include, as appropriate, the following information:

- Who – Name of organization
- What – Name of event
- When – Date of event
- Where – Location for event
- Contact person
- Contact information
- University logo (as appropriate)

### Approval Process

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- As noted in “Posting Procedures,” postings must be placed in approved designated locations in buildings regularly accessed by students and/or the general public. Anyone wanting to post fliers/posters/materials must follow the approval process for each building/location and should contact the appropriate building manager for posting sites and procedures in that particular facility. A list of building managers can be found here: [Building Managers](#).
- The Office of Dining Services must approve table tents placed in Skyhawk Cafeteria and the Food Court.

### Compliance

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Violations of these procedures by students or student organizations are a violation of the Student Handbook and will be subject to the University student conduct process. Violations by other non-student University units will be addressed by the appropriate vice chancellor area consistent with University policy.

Violations involving external organizations will be addressed by the University’s Solicitation Policy found in the Student Handbook and UT Fiscal Policies (FI0325 Concessions and Solicitations on the University Campus) found at <http://www.utm.edu/departments/finadmin/> and select “Fiscal Policies.”

### External Signage Procedures

University student organizations and departments are permitted to use temporary outside signage and banners to promote University-approved activities and events; banners are not permitted in or on academic buildings. Signs should be placed no more than one (1) week before the event or activity and removed immediately following the event’s conclusion. The Office of the Physical Plant will remove signage not removed within 24 hours; the department, group or individual will then be billed for the expenses of the signage removal. Individual signs must be spaced a minimum of 50 yards apart. “Yard signs” constructed with firm backing and wire stands for easy set-up and removal are preferred. Lettering and graphics should be neatly and properly displayed. Paper signs are prohibited unless posted on a designated area (i.e., the kiosk located between Crisp Hall and the Meek Library). The Office of the Physical Plant must approve in advance, after other required approvals have been obtained, banners displayed at ground level for any

purpose. University groups are encouraged to use approved avenues to promote events such as the University Web Calendar, bulletin boards, sidewalk chalk, the kiosk, the electronic sign, and TV monitors located in campus buildings.

- Signage request forms will be stamped to show approval for posting prior to actual posting or display. The Division of Academic Affairs will approve signs for academic-sponsored events, and the Division of Student Affairs will approve signs for student-sponsored events.
- Posting restrictions required by the fire marshal will be followed as applicable.

### Portable Electronic Signage Guidelines

The use of electronic metal portable signs on campus will only be approved to promote University events. Use of electronic portable signs requires prior approval through the Division of Finance and Administration. Appropriate community events can be featured on the University's electronic sign.

### SIDEWALK CHALK ADVERTISING (BOLING UNIVERSITY CENTER)

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The use of sidewalk chalk is a very effective means of communicating information to our campus community and an innovative approach. The University Center administration supports this means of mass communication provided the following guidelines are followed.

- Be sure the product being used is a water soluble material that will dissipate when exposed to the elements.
- Please follow University guidelines regarding appropriate language use. Violation of student handbook rules and regulations can result in disciplinary action being imposed.
- Please do not place messages within 25 feet of building entrances. Messages placed close to entrances can result in chalk being tracked into the building discoloring floors and floor covering.
- Please do not place messages in areas protected from the elements, especially rain. The use of chalk requires rain to wash away the message when it is no longer relevant. Putting messages in covered areas prevents this from happening, and messages last longer than they are relevant.
- Please refrain from the use of tonight, tomorrow, or other vague date references. Should a message not be rained-on for several days, the message is confusing and inaccurate.
- Please do not place chalk messages on walls or other vertical surfaces. These do not receive adequate exposure to rain, which causes incomplete erasure of the message or running of the colors down the wall. Some people consider writing on walls to be vandalism, regardless of the message conveyed.

The University Center administration supports students' rights to communicate in creative and effective means. Please help us to maintain our facilities in an attractive and presentable condition. Student assistance is greatly appreciated.

Please contact the Office of Student Life for clarification.

### USE OF UNIVERSITY PROPERTY & USE OF UNIVERSITY PROPERTY FOR FREE EXPRESSION ACTIVITIES

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Certain rules on the use of University property, such as a rule on the use of University property for free expression activities, have been promulgated by the University in accordance with the rulemaking provisions of the Tennessee Uniform Administrative Procedures Act. Copies of those rules can be found at: <http://publications.tnsosfiles.com/rules/1720/1720-01/1720-01-02.20160504.pdf>.

## ACADEMIC POLICIES

### CLASS ATTENDANCE POLICY

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Classroom attendance is an integral part of the educational 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 the 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 semester.

Faculty will monitor class attendance and report to the Office of Financial Aid and Scholarships any student listed on the class roll who has not started attendance. Reports will be made at the end of the second week of classes. These reports will be used to determine changes in the level of enrollment (full-time, three-quarter-time, halftime, or less than half-time) for students receiving Federal Financial Assistance. Enrollment status for financial aid purposes is determined at the end of the drop/add period, which is the first week of classes during regular semesters. Thereafter, changes in enrollment status occur only for non-attendance as reported by the instructor.

### DROP, ADD, & WITHDRAWAL FROM THE UNIVERSITY

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#### Drop Policy

**Note:** Dropping course work may affect financial aid awards, including Lottery Scholarships, and in some cases the student may owe money back to the school. Please contact the [Office of Financial Aid and Scholarships](#) prior to dropping or withdrawing from classes.

#### Add Policy

Adding Courses With permission of the student's advisor, a full-term 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 website](#) for all partial-term 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 Office of Academic Records.

Within First Eight Weeks. Withdrawals executed during the first week of the Fall and Spring semesters will leave no record of the courses for which the student was enrolled. Withdrawals executed between the second and eighth week of the registered semester will result in a grade of W (withdrawal) in all courses for which the student was enrolled.

After First Eight Weeks. Withdrawals are not permitted after the first eight 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; or
3. Necessary change in work schedule which conflicts with the classes being dropped, as verified by the student's employer submitted in writing on company letterhead.

In the event of such certification, the student shall receive a W in all courses.

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

Under normal circumstances a student may not withdraw from the University after the last day of class or after administration of the final exam, whichever occurs first. Students should consult the summer term timetable for the appropriate summer deadlines.

Withdrawals executed during the first week of the Fall and Spring semesters will leave no record of the courses for which the student registered. Withdrawals executed after the first week of the semester will result in a grade of W in all courses for which the student signed. Students should consult the summer term timetable for the appropriate summer deadlines. Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.

*To initiate a withdrawal, log in to student account in Banner, Select "Student Services," select "Registration (add/drop, view schedule, etc)," select "Withdrawal Application..." from the menu. This will guide students through the process.*

## **DEGREE APPEALS (SPECIAL REQUESTS)**

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

This documentation should include:

1. description of course(s) taken, or to be taken, that is sufficient in fulfilling the degree requirement, as verified by the student's advisor, department and college;
2. letters from Student Health Services or private physician;

3. letters from employer on company letterhead; or
4. other written evidence which supports the student's request.

If the Undergraduate/Graduate Council denies the student's request, it may not be resubmitted to the council. Any appeal to the Vice Chancellor for Academic Affairs must be limited to an alleged procedural violation.

## ACADEMIC REGALIA

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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 mortar board, except as described below. 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. 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.

Students may elect to add items to their attire as follows: Student participating in the commencement ceremonies may elect to wear on the robes up to two (2) recognition or membership pins identifying their participation in recognized campus organizations or programs including, but not limited to, national or regional honorary, social, professional and service entities. These pins must be approved prior to commencement and may not take up more than seven square inches (the size of a standard business card) on the left breast of the commencement robe. For any that are not preapproved before the commencement rehearsal, students shall make known their intentions to wear a pin(s) by bringing the pin(s) to the rehearsal for review by representatives of the Division of Student Affairs. These representatives will determine the appropriateness of the pin(s) and proposed display. Preapproved organizational pins will be displayed on the Academic Record's Web page. Prior to the commencement procession, monitors from Student Life will walk the line of graduates checking for appropriate adornments. Variations from the approved attire will be noted and corrective actions taken. Graduates will be reminded that failure to comply is a violation of the Student Standards of Conduct. Any student who violates the policy during the ceremony will be referred to Student Affairs for appropriate disciplinary action as established in the Student Standards of Conduct and Student Handbook.

## ACADEMIC SERVICES

### THE PAUL MEEK LIBRARY

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The Paul Meek Library is an attractive 120,000 square-foot structure containing an all-night study room with a 24-hour computer lab, a coffee bar, a second-floor student computer lab, a leisure reading area complete with fireplace, a faculty technology lab, and a variety of group and individual study areas. The library collection contains over 500,000 volumes, over 2,000 DVDs, and about 1,000 print periodical

subscriptions. In addition, the library is a selective government documents depository and a Tennessee State Data Center affiliate featuring an extensive collection of both print and electronic materials from the state and federal governments.

Electronic resources include a host of index and reference databases for use by the University community. Library users have access to full-text magazine journals articles. Other electronic offerings include JSTOR Arts and Sciences database; CINAHL, a key online index for nursing; as well as other electronic databases supporting the University's various academic specialties. Students taking classes both on and off campus also enjoy computerized access to an Online Reserve System in addition to the approximately 48,000 electronic books.

The Steven Rogers Media Services Department houses a variety of non-print media including microform, compact discs, DVDs and an Ellison Die Collection. The department offers two fully equipped media classrooms for use by classes, along with individual multi-media workstations for students who wish to produce, view, or listen to material on their own. This area also provides downlink support for campus teleconferences.

The Alliene and Jimmie Corbitt Special Collections area supports a non-circulating collection of Tennessee regional history and genealogy. This department also houses the J. Houston Gordon Museum, maintains the library's exhibit areas, administers the rare book and manuscript collection, and serves as the archival repository for the campus. Major manuscript collections include the Wintfred L. Smith Reelfoot Lake collections, the papers of Congressman Ed Jones and legislative papers of Governor Ned Ray McWherter, as well as on-site replicas of Jones' and McWherter's offices.

The library offers regular orientation classes for all freshmen, and additional library instruction is available to classes and to individuals. Library instruction programs include tours, lectures, printed guides, and online tutorials explaining the use of the library catalog and major databases. A bibliographic instruction room is available for teaching students about accessing, understanding and using library services and collections and information literacy initiatives.

Books acquired by the library each year are usually made available within a few days after being received, with rapid processing made possible by the automated acquisition and cataloging system. This system also enhances interlibrary loan service by providing fast access to collections in other libraries. In addition, the library utilizes online circulation and periodical control functions linked to the overall automation system.

Whether in person, by telephone or electronically, students and other library users can find help with their research needs at the Reference Desk, which is staffed by qualified librarians. The library has an automated phone system that will route patrons dialing 731-881-7060 to any public service area in the building. Also visit the University's website at [www.utm.edu/](http://www.utm.edu/) for a closer look at the campus and the [library](#).

## ACADEMIC RECORDS

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The Office of Academic Records is primarily responsible for registration, maintenance of student academic records, issuance of transcripts (copies of records), certification of students' eligibility to receive their degrees, and community/junior college relations.

Class schedules for the upcoming semester are available via the Web. The Office of Academic Records is located in the Administration Building.

## ACADEMIC ADVISING

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UT Martin provides academic advisement to all regularly enrolled students. See the section on the Student Services and Success Mentoring Center for the special academic support services offered.

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; and
5. To make students aware of the range of services and educational opportunities pertinent to their educational objectives of the University.

The Vice Chancellor for Academic Affairs is responsible for the academic advisement program that is based upon a system of policies, procedures, publications, personnel and services that are adopted on a University-wide basis. The deans of the individual colleges are accountable to the Vice Chancellor for Academic Affairs for the effectiveness of the advisement programs within each college.

Deans of each college are responsible for implementing the academic advising system which is determined as being most effective in meeting the advising needs of the students within each college. Academic deans are responsible for ensuring that advisors have accurate information for each new advisee assigned. Advising records available to all advisors should include the following: ACT and/or SAT student profile reports, campus placement scores, TOEFL scores (if appropriate), admission confirmation, academic planning worksheet, academic progress information, record of referrals to other student services, and academic advising agreement.

Academic deans are also responsible for seeing that files are promptly forwarded to the appropriate office or advisor when students change colleges, majors or advisors.

In support of the academic advising program, the University shall:

1. Provide advisors with current and accurate information related to student educational preparations and progress;
2. Provide advisors with updated information related to policies, procedures, programs, and services;
3. Provide advisors with appropriate training in academic advising;
4. Periodically evaluate the effectiveness of the advisement program;

5. Consider academic advising in tenure, promotion, and merit decisions;
6. Inform students of the advising and counseling services at UT Martin and stress the importance of academic advising.

### STUDENT SUCCESS CENTER (SSC)

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UT Martin coordinates its learning support activities through the Student Success Center centrally located in Clement Hall. The SSC offers assistance in the areas of success counseling services, disabilities advocacy and procedures, and various academic testing services. The UT Martin SSC staff and services are prepared to help all students reach their full academic potential. The full range of academic support services may be viewed at: <http://www.utm.edu/departments/success>.

Our team is trained to work with conditional admission and academically eligible-warning students, and non-traditional students, in addition to the general student population. Our staff offers a wide variety of services, such as study skills classes, time management, problem solving, walk-in math assistance and supplemental instruction. To learn more about tutoring labs, success courses, and the supplemental instruction services UT Martin offers, students may inquire at the Student Success Center, 256 Clement Hall, or may call 731-881-7744. Students may also find assistance online at <http://www.utm.edu/departments/success/> or by emailing the staff at [success@utm.edu](mailto:success@utm.edu).

In addition to success counseling, the SSC also offers CLEP (College-Level Examination Program), DANTES (Defense Activity for Nontraditional Education Support), ACT Residual, and Post Comp/Major Field Exams. Students seeking to further their education beyond their undergraduate degree may also elect to take various graduate aptitude tests such as the GMAT, GRE, IT Testing, Kaplan, NCEES, PRAXIS, and MAT, as well as other tests, through the UT Martin Testing Center. For more testing information, contact the SSC Testing Office, 211 Clement Hall, or call 731-881-7727.

### COOPERATIVE EDUCATION PROGRAM

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Cooperative Education is the integration of classroom theory with practical experience by means of alternating specific periods of attendance at the University with specific periods of employment.

The following factors are used to adhere to this definition:

1. The student's work should be related to his/her field of study and individual interests within the field;
2. The employment must be considered to be regular, continuing and an essential element in the educational process;
3. The working experience will ideally increase in difficulty and responsibility as the student progresses through the academic curriculum.

Any UT Martin instructional unit that develops an academic program which permits students to rotate the semesters at the University and the periods of employment may participate.



## TRAVEL STUDY PROGRAMS

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Get the edge on adventure and advancement by traveling with UT Martin Travel Study programs. Experienced faculty leaders provide global learning opportunities ready for students. Most of our travel comes complete with exciting activities and course credit. For additional information and current course/travel opportunities, refer to the website: <http://www.utm.edu/departments/globalstudies/tstudies.php>

## SERVICES FOR STUDENTS WITH DISABILITIES

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The University of Tennessee provides reasonable accommodations (academic adjustments and auxiliary aids) to ensure equal access to educational content and university programs for students with disabilities. Students who are eligible for and who request accommodations through the Disability Services office must provide instructors with a letter of accommodation. The Disability Services office is located in the Student Success Center, 209 Clement Hall, 731.881.7605.

# STUDENT SERVICES

## DIVISION OF STUDENT AFFAIRS

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As the primary advocate for students, the staff commits to facilitating opportunities for growth and development in civility and humanity. The Division of Student Affairs is responsive to the needs of all students. It embraces traditions as well as creates opportunities for new programs and services. Collectively, the offices ensure that students experience a vibrant, living/learning campus community.

The Division consists of 9 functional areas that include:

- university center
- campus recreation and intramural sports
- career planning and development
- dining services
- housing and residential life
- minority affairs
- student conduct
- student health and counseling services
- student life

**The Boling University Center (UC)** is the student service and activity center for the campus community. These services include: Welcome Center, computer store, game room, automated teller machines, Sodexo dining services, and University Bookstore. Offices within the UC include Student Government Association, Black Student Association, Career Planning and Development, Student Activities Council, Student Life, and Student Conduct.

The Boling University Center also has multi-purpose meeting facilities that can accommodate meetings of groups from six to 600. Special meeting spaces include a 500-seat auditorium/theater, 70-seat tiered “classroom,” and a ballroom. All spaces feature access to wireless data service. Catering is available from Sodexo dining services (the University’s food service provider).

The Boling University Center is located in the center of campus in close proximity to the residential and academic areas of campus and is available for use by students and the campus community.

[The Office of Campus Recreation](#) provides program opportunities for the entire University community to maintain a healthier lifestyle. Our mission is to enhance learning and promote the development of a healthy lifestyle through quality facilities, programs, and services for the campus community. Primary goals include: providing participation in a variety of activities; helping students, faculty, and staff; coordinating use of recreational facilities with various administrative units; providing extracurricular education opportunities that promote leadership positions; and contributing positively to institutional relations through high-quality recreational sports programming. The 96,000 square foot Student Recreation Center, located near the fitness trail, offers an attractive environment for students to congregate, exercise, and play sports while simultaneously providing a wonderful sense of community.

Recreational and Leisure Opportunities include:

- Intramural sports
- Informal recreation
- Fitness
- Aquatics
- Special events
- Outdoor and indoor recreation
- Sports clubs
- Parlor games

For details go to [www.utm.edu/departments/campusrec/](http://www.utm.edu/departments/campusrec/)

[The Office of Career Planning and Development \(CPAD\)](#) is committed to the career development of every UT Martin student. The CPAD team provides a wide range of individual and group services: career exploration and preparation workshops, outreach activities, career counseling/coaching, job and internship opportunities, industry specific information, networking avenues, and assistance with graduate or professional school. In addition, our counselors assist students with resume and cover letter development, mock interviews, and all aspects of the job search process. The full range of services may be viewed at <http://www.utm.edu/careers>.

Students who are undecided on a major, exploring options or considering changing their major can receive the tools for self-exploration and career paths from our career counselors. CPAD offers TypeFocus, a career assessment, at no cost for students trying to find the best major or career fit for their values, interests and

personality. In addition, we also offer the Myers-Briggs Type Indicator and Strong Interest Inventory assessments at a small fee for a more in-depth assessment of personality and interests including individual interpretation of results by qualified counselors. Students may schedule appointments with CPAD staff to talk about any phase of career exploration and development. Appointments can be made through [Handshake](#), in person or by calling. To learn more about CPAD services, students may stop by our office at 210 Boling University Center from 8 a.m. – 5 p.m., Mon – Fri, or call 731-881-7712.

[Dining Services-Sodexo](#) is located in the Boling University Center. All incoming freshmen with 30 earned hours or less who are living in University residential housing are required to purchase a meal plan for each of their first two (2) semesters. Transfer students with fewer than 30 earned credit hours are also required to purchase a meal plan for two (2) semesters. Students with 30 earned hours or less may choose from the Carte Blanche, 15 Meals per Week, 10 Meals per Week, 5 Meals per week, and the 70-Block meal plans. Additional meal plans are offered for upperclassmen and commuter students. Contact Customer Service for more information, 731-881-7770 or [custserv@utm.edu](mailto:custserv@utm.edu).

- The [Skyhawk Dining Hall](#) provides daily meal service. Our Executive Chef and trained team of culinarians prepare fresh food daily at each of our numerous stations. Students may choose from wholesome classics on our Entrée line, or they can choose their favorites from the Grill and Pizza lines. Delicious dishes from around the world are featured on the Pasta, International, and Showcase stations, and students can watch as the dishes are prepared. The deli and salad bar rival those seen in favorite restaurants.
- [The Food Court](#) offers an array of on-the-go dining options, featuring retail brands such as Chick-fil-A, Sandella's Flatbread Cafe, and Mein Bowl Asian Cuisine. Also available are Simply•To•Go items that are prepared fresh daily—sandwiches, salads, desserts, sweets, yogurt parfaits, fresh fruit cups, veggie cups and much more.
- [On The Fly Market](#) is UTM's convenience store located in the University Center. "The Market" offers groceries, beverages, snack items, candies, ice cream treats and much more. Also available are Simply•To•Go items (sandwiches, salads, desserts, sweets, yogurt parfaits, fresh fruit cups, veggie cups and much more) that are prepared fresh daily.
- [Simply•To•Go](#), located in Gooch Hall, is a satellite operation made for those who do not have time to stop by the Skyhawk Dining Hall or Food Court. It offers Chick-fil-A, a variety of gourmet sandwiches, salads, bakery items, yogurt parfaits, vegetable cups, hot chili and soups, and much more; all are prepared fresh daily. There is also an assortment of chips, beverages, and desserts to choose from, including Aspetto coffee.
- [Captain's Coffee](#), located in the Paul Meek Library, is a full service espresso bar featuring Seattle's Best coffee and Tazo teas. Each drink is available either hot or cold. In addition, there is a large selection of pastries from the Sodexo bakery made fresh daily. Captain's Coffee also serves Island Oasis Smoothies featuring PowerBlendz. Captain's Coffee also features Simply•To•Go items—sandwiches, salads, desserts, sweets, yogurt parfaits, fresh fruit cups and much more.
- [UT Martin Dining Services Catering](#) From casual to elegant, parties and banquets to wedding receptions, the catering department will accommodate needs for special events both on and off campus. 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 Sodexo Dining Services, 130 Boling University Center, 731- 881-7994.

**[Housing and Residence Life](#)** The residence life experience is designed to support you through your academic career as you learn about yourself and about living in a community with others. This is a valuable part of your educational experience, and our staff work hard to maintain an environment that fosters social inclusiveness, responsibility, self-governance and accountability, academic achievement, community development, and personal fulfillment.

Much of the learning that happens at UTM takes place outside of the classroom, and residence life is a large part of that. Your stay on campus will be one of the most rewarding aspects of your time at UTM.

### Living on Campus

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University Village Phase I is an upperclassmen community. Suites are apartment style, complete with a kitchen, with each room having a private bathroom.

University Village Phase II is a freshmen preference community. Suites are apartment style, complete with a kitchen, with two bathrooms per suite.

Residence Halls. Ellington and Browning Halls are traditional residence halls for both freshmen and upperclassmen, with males and females living on separate floors. Each complex is designed with a bathroom located between two rooms.

Cooper Hall is our Living Learning Community Building. Suites contain a living area and a shared bathroom. A Living Learning Community is an environment where students with shared academic majors or lifestyle interests can live together and collaborate. Living Learning Communities have access to community rooms equipped with the latest technologies, study rooms, and a break room.

Traditional Apartments. Grove and University Courts, offers a variety of 1, 2, and 3-bedroom apartments for faculty, staff, and students. Each apartment has a kitchen, living area, and bathroom.

### Living off Campus

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All students with less than 24 credit hours are required to live on campus. Recent research of college students across the nation indicates that students who live on campus are more satisfied with their college experience, earn higher grade point averages, and are more likely to graduate. If you feel you have a reason to be exempt from living on campus, please contact Teresa Hibbard in the Office of Housing at (731) 881-7737.

**[The Office of Minority Affairs](#)** provides support to students of color at the University. The staff seeks to identify the academic, cultural, economic, and social needs of multicultural students. The staff seeks 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 staff members are committed to serving the UTM community as a

multicultural resource by seeking to provide educational opportunities that assist the majority and minority students in identifying commonalities while recognizing, understanding, accepting, respecting, and valuing their differences. The office of Multicultural Affairs supports student philanthropy, community service, and outreach programs both on campus and within the global community. For assistance and/or more information telephone 731-881-7755.

**The Office of Student Conduct** strives to provide an educational, fair, and unbiased student conduct program by focusing on the development of well-rounded students who understand the connection between personal, university, and community responsibilities. Our mission is to reinforce the importance of accepting responsibility for one's actions by consistent application of well-established processes grounded in student learning outcomes, which foster personal development, social responsibility, interpersonal competence, and advance the cognitive and practical skills necessary to create a life-long commitment to ethics and integrity.

The Office of Student Conduct is located in the Boling University Center, room 212, and is open Monday to Friday from 8:00 am to 5:00 pm. Policies and procedures governing the student body and student organizations are located in the beginning of the Student Handbook and found at the student conduct website: <http://www.utm.edu/departments/conduct/>. University email is an official means of communication established by UT Martin. Should you receive an email requesting a response, please call our office 731-881-7703.

**Student Health and Counseling Services (SHCS)** is committed to delivering professional mental and physical health services to a diverse student body. Our mission is to assist students in achieving and maintaining wellness by providing medical and counseling services that address the unique needs of college students.

The office is located behind Cooper Hall and across from University Village Phase 1 and is staffed by board certified family nurse practitioners, licensed practical nurses, licensed clinical social workers and administrative professionals. SHCS is open Monday to Friday and does not provide after-hours emergency or urgent care coverage.

To be eligible for services, students must be enrolled in classes at the time services are sought. Health-related services include treatment for minor injuries and acute illnesses, allergy shot administration, medication management, and preventive health services including well women exams/pap smears, contraception services, STD screening, and limited vaccine administration. Counseling services include crisis intervention, partners counseling and personal counseling. Students seek counseling for a variety of reasons including relationship or family problems, academic concerns, depression, anxiety, stress management, and communication difficulties.

There is no charge for an office visit, women's health services, STD services, or counseling sessions. Minimal fees are applied for medications, supplies, and necessary lab work. SHCS does not file any insurance claims, but we strongly recommend insurance coverage for students in case services are rendered

from an off-campus provider. The University of Tennessee offers a student accident and sickness insurance plan underwritten by UnitedHealthcare. More information can be found at: <https://www.studenthealthprograms.com/>.

*The General Assembly of Tennessee requires entering students to complete an immunization compliance process.* Entering students must provide proof of immunity or immunization for measles, mumps, rubella (MMR) and Varicella (Chicken Pox). Entering students who will be living on campus, have not previously attended a university or college, and are under 22 years old must provide proof of adequate vaccination against meningococcal disease. State law also mandates that students acknowledge they have been informed of the risk factors and dangers of hepatitis b and meningococcal disease. Please visit <http://www.utm.edu/departments/shcs/compliance.php>, for complete policy information.

**The Office of Student Life** provides oversight for student organizations, fraternities, sororities, and student involvement. The staffs of each area are responsible for enhancing student involvement through providing social activities, leadership development, support services, minority programming, community service opportunities, and educational programs that contribute to a robust and vibrant campus life.

## **FINANCIAL AID/SCHOLARSHIPS**

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The University of Tennessee at Martin offers financial assistance to students based on need and academic achievement. To determine student need, the University utilizes the Free Application for Federal Student Aid (FAFSA), which takes into consideration certain factors relating to family financial status.

Three basic types of financial aid are made available by the University:

1. Scholarships/grants
2. Loans
3. Part-time employment.

Some funds for grants and loans are provided through programs sponsored by the federal and state governments. To receive federal and/or state financial assistance, students must be admitted as a regular student seeking a degree and maintaining satisfactory academic progress. Students are strongly encouraged to visit the financial aid homepage at [utm.edu/departments/finaid/](http://utm.edu/departments/finaid/) to review the Satisfactory Academic Progress policy and other rules and regulations regarding financial aid.

Application for financial assistance, should be made as early as possible after January 1 of the upcoming academic year in which the student plans to attend academic year by completing an Application for Admission and a FAFSA. The FAFSA is completed online (recommended) at [www.fafsa.gov](http://www.fafsa.gov). A paper FAFSA may be requested by calling 1-800-4-FED-AID (1-800-433-3243) if you are hearing impaired, contact TYY line at 1-800-730-8913. The school code for UT Martin is 003531. To receive priority consideration for the coming year, the FAFSA should be processed by February 15.

The Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) program is reserved for undergraduate students seeking their first bachelor's degree. Students who have completed undergraduate degree requirements must not accept Pell Grant and/or FSEOG funds. Failure to begin attendance in one or more classes may cause a reduction in financial aid which could result in the student owing money back to the university. Students who have completed the requirements for a bachelor's degree are no longer eligible to receive federal or state grants.

**Student Employment Services** The Student Employment Program is an opportunity for students to find part-time and temporary on- and off-campus employment while enrolled at UT Martin. Students are allowed to participate free of charge and regardless of their financial needs. The office is located in the Office of Financial Aid and Scholarships.

**Tennessee Education Lottery HOPE Scholarship (TLS)** The Hope Lottery Scholarship is available to Tennessee residents graduating from an eligible Tennessee high school. Students must be admitted to and enroll at least half-time in an eligible Tennessee postsecondary institution no later than 16 months following graduation from high school, home school, or GED program. Students must have a minimum 3.0 final weighted high school GPA or a 21 ACT, home-schooled students must have a minimum 21 ACT and must have been enrolled in a homeschool for at least 1 academic year immediately preceding completion, GED/HiSet students must a minimum 21 ACT and qualifying score on the GED of 170 or HiSet of 15. ACT scores are from National or State Test dates and must be attained before the student enrolls in postsecondary education. The FAFSA is required each year for the Hope Lottery Scholarship and must be completed by Sept. 1 for the Fall term or Feb. 1 for the Spring and Summer terms. Students are encouraged to apply as early as possible after October 1 of each year. In addition to the Hope Scholarship those students who have a minimum 3.75 weighted GPA and a 29 ACT can qualify for the General Assembly Merit Scholarship (TLSM). This is a supplement to the Hope Scholarship and students must meet the regular Hope requirements to be eligible. Those students who meet certain income requirements as determined by the FAFSA may qualify for the Aspire Award (TLSN). Students can receive either the Merit Award or the Aspire but not both. For additional information regarding Tennessee Lottery Scholarship requirements, visit [www.tn.gov/collegepays](http://www.tn.gov/collegepays).

## **BOOKSTORE**

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Housed in the Boling University Center, the University Bookstore provides a convenient place for the purchase of books, emblematic apparel and gifts, and other supplies students might need. Specialty art supplies are also available. There are several options for textbooks: new, used, rental, and digital. The store is modern and completely self-service. Students can sell used textbooks back to the bookstore. For specific repurchase guidelines, contact the bookstore. The POD, a convenient study lounge is also available for use during business hours. The POD is home to a conference table and chairs, a dry erase wall, two cable TVs and additional seating space. Hours of store operation are from 7:30 a.m. to 4:30 p.m., Monday through Friday, and from 9 a.m. to noon on Saturdays (not open on Saturdays during the summer). Extended hours are available for the first and last weeks of classes as well as special events.

## ADMISSIONS

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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. The Office of Admissions is located in the Administration Building Room 200, phone 881-7020. Procedures and requirements can be found at: <http://www.utm.edu/catalog>

## INTERNATIONAL PROGRAMS AND INTERNATIONAL ADMISSIONS

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The Office of International Programs and International 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 Tennessee Intensive English Program, which provides instruction in English as a Second Language. This program offers courses at the beginning, intermediate, and advanced levels. The Institutional TOEFL (Test of English as a Foreign Language) is offered each term for all international students. The Office of International Programs and International Admissions is located in Gooch Hall, room 144.

## VETERAN SERVICES

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The University of Tennessee at Martin offers several resources and programs to assist veterans as they transition from the military to a higher education setting. The University offers a veterans' lounge, jobs and career information workshops, student veteran organization, mentorship program, scholarship opportunities, and a full-time veteran services coordinator. For more information contact Johnny Dyer at [jdyer@utm.edu](mailto:jdyer@utm.edu) or 731-881-1689.

The University of Tennessee at Martin is fully approved by the State Approving Agency to provide training under the Vocational Rehabilitation and War Orphans' Assistance programs, the Veterans Readjustment Benefits Act of 1966 and the Veterans Educational Assistance Program.

Financial Aid assistance for veterans is available at the Office of Financial Aid and Scholarships in 205 Hall-Moody Administration Building. 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.

## ID CARDS

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Every student is required to obtain and carry an official UT Martin identification card, the Skyhawk Card. Skyhawk Cards are made at the Business Affairs Office. The initial card is provided at no additional charge, but a replacement card costs \$15. The Skyhawk Card is used for checking out books from the library, Sodexo meal plans, store purchases (Skyhawk Silver), event admission, vending, acquiring campus services, and gaining entrance to University facilities. Discounts may be available from certain local businesses. 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.



## MARGARET N. PERRY CHILDREN'S CENTER

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The Margaret N. Perry Children's Center provides quality care for children of UT Martin students, faculty and staff, and community members. Student-parents are given first priority and children with special needs are included at the center. The state-of-the-art facility is licensed and provides part-day and full-day care for children six weeks to 12 years of age.

The children's center also serves as a lab setting for students in many of UT Martin's academic departments, including family and consumer sciences and educational studies. Students observe children's behavior and gain practical experience in the planning and implementation of activities. Professional staff supervise these students as they plan developmentally appropriate activities and curricula. The academic components are supervised by the director in cooperation with other UT Martin faculty. The children's center is administered through the Department of Family and Consumer Sciences. Information about fees and services may be obtained by calling the director, 731-881-7715

## STUDENT ADVISORY BOARDS

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

### STUDENT ADVISORY GROUPS

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

**Interfraternity Council (IFC)** IFC shall be the supervisory and governing body of all North-American Interfraternity Council (NIC) 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, 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, pledge-ship, 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 representatives from each of the fraternities.

**National Pan-Hellenic Council (NPHC)** The National Pan-Hellenic Council is composed of nine historically African American 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. At UTM, NPHC establishes a standard of excellence and leadership in the African American community as well as the community beyond. NPHC emphasizes academic achievement, social events, and professional activity. NPHC works mutually with their national, regional, 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 action plans are put into effect.

**National Panhellenic Council (NPC)** NPC is the governing body for social National Panhellenic Conference 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 executive board of NPC includes two representatives from each of the four national affiliated NPC sororities at UTM. There is also one representative of each sorority that constitute the organization's voting delegate. The council members pride themselves with helping to improve the lives of all Greek women. *For further information on Greeklife visit <http://www.utm.edu/departments/greeklife/>*

**Student Activities Council (SAC)** - 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, Game Room, Film and Video, Recreation and Travel, and Publicity. These committees provide the students and the University community with quality programming in the Game Room in the University Center, Comedy Series, Sunday movies, outdoor recreation, travel activities, and special athletic promotions.

**Student Government Association** 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. The SGA is organized into four bodies:

The Executive Branch is comprised of the President, Vice President, and Secretary General. These elected officials comprise the senior leadership of the student body and make recommendations regarding activities undertaken by SGA and serve as a liaison between the students and the administration.

The Legislative Branch is comprised of senators elected from the five academic colleges who serve as representatives of the students within their individual college and the campus centers. 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 improvements, recycling and sustainability, campus safety, and cultural diversity.

The Judicial Branch consists 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.

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, special projects for the freshmen class, and various campus events and activities.

*The SGA Offices are located at 245 Boling University Center.*

*Visit the website: <http://www.utm.edu/departments/sga/> or e-mail at [sga1@utm.edu](mailto:sga1@utm.edu).*

**Undergraduate Alumni Council (UAC)** The Undergraduate Alumni Council (UAC) at the University of Tennessee at Martin was established in 1973 as the undergraduate arm of the Office of

Alumni Relations and Annual Giving. The purpose of UAC is to be of service to potential students, fellow undergraduates, and UT Martin faculty and staff in the promotion of the University. Through service, the UAC is designed to help in the development of a better student-alumni relationship and consequently a more interested and active alumni base. The main activities supported by and run through UAC include Homecoming Week in the fall and I Heart UTM week in the spring. For additional information, visit the website: <http://utmforever.com/s/1341/utm/index.aspx?sid=1341&gid=5&pgid=489>

## STUDENT ORGANIZATIONS & GOVERNING

### STUDENT ORGANIZATION POLICIES

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The University encourages students to participate in a variety of co-curricular activities and organizations. A complete listing of registered student organizations is maintained in the Student Organization System (OrgSync). Registered Student Organizations (RSO) and Social Greek Letter Organizations (fraternities and sororities) are supervised by the Division of Student Affairs in the area of Student Life.

### 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.

#### Continuing Registered Student Organizations (RSO)

Any group of at least 10 students meeting the requirements contained herein whose purpose for existing is presumed to endure beyond a given academic semester is considered a Continuing Registered Student Organization.

#### Temporary Registered Student Organizations

Any group of at least 10 students meeting the requirements contained herein whose purpose for existing is presumed to be less than 90 days is considered to be a Temporary Registered Student Organization.

#### Inactive Student Organizations

Any organizations which have discontinued activity or failed to complete the required annual update. 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.

## Sorority and Fraternity Policies & Regulations

Any group seeking to establish a social fraternal organization on campus must contact the Office of Student Life for procedures and policies relative to this action. Registration is granted by the University Council on the recommendation of the Student Life staff. Withdrawal of registration of social fraternal organizations may be initiated by the University administration or the respective governing body with the final decision being the responsibility of the University administration. Social fraternities and sororities shall not be required to reveal their secret rituals provided these rituals do not conflict with local, state, or federal law or with University regulations.

## Registration Policy

Although the primary purpose of the University is academic, voluntary associations of students are an important part of the educational process. The University has a positive 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.

## Student Organization Review Board

The Office of Student Life shall utilize an advisory committee for new organization registrations called the Student Organization Review Board (SORB). The review board will consist of the following: the Student Life Coordinators, the University Center Director, a representative from the Office of Public Safety, a Student Government Association representative, a current Student Organization President, and a current Student Organization Advisor. The SORB will review all registration documentation and will render a decision to either “recommend” or “not recommend” the petitioning for approval to the University Council.

## New Organization Registration

Any student group may apply for registration by submitting an application packet to the Office of Student Life. All registration forms can be obtained in the Office of Student Life.

Application packets for new organizations may be turned in throughout the academic year. Application packets will be reviewed by the Student Organization Review Board (SORB) once each semester. Packets are due the Friday prior to fall break or spring break. The SORB will meet around fall break during the fall

semester and around spring break in the spring semester. Recommendations from the SORB are forwarded to the University Council for action and then to the Vice Chancellor for Student Affairs for disposition.

## Registration Process

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### Step 1:

New organizations begin the process by submitting an Intent to Develop a Student Organization Form via OrgSync to the Office of Student Life. The form identifies the interest of forming a new student organization and prompts the Student Life Coordinators to schedule a meeting with the interested students. The purpose of the meeting is to fully inform students of the University policies and procedures pertaining to student organizations, as well as to discuss the registration and approval process.

### Step 2:

New organizations are required to prepare an application packet, which must consist of the following:

1. Student Organization Information Sheet and Petition
2. Constitution

Other information may be required if determined to be necessary by the University Council or the Office of Student Life to facilitate the registration process. More information on these requirements can be found by accessing <http://thehub.orgsync.com> or contacting the Office of Student Life.

### Step 3:

New organizations submit their application packet to the Office of Student Life. The deadline in the fall is the Friday prior to fall break; the deadline in the spring is the Friday before spring break. The packet is reviewed by the Student Life Coordinators. The Coordinators will work directly with the petitioning organization to correct any documentation issues prior to submission to the SORB.

### Step 4:

The application packet is reviewed by the SORB. A meeting will be scheduled between the petitioning organizations and the SORB. The petitioning organization will have the opportunity to directly answer any questions presented by the SORB. The Student Life Coordinators will communicate the date, time, and location of the meeting to the SORB and the petitioning organization's members.

After review of the organization packet and the student presentation, the SORB will deliberate and issue either a "recommended for approval" or "not recommended for approval" decision.

### Step 5:

The petitioning organization packet and the results of the SORB review are forwarded to the University Council for a final decision. The decision, whether denial or approval, will be communicated in writing to the organizations by the Student Life Coordinators. If denied, a rationale will be provided.

### Step 6:

After approval by the University Council, the Student Life Coordinators will schedule a training session with the leadership of the new organization(s).

- Upon approval, an OrgSync Portal will be created for the student organization(s).

- Organizations will not be allowed to begin functioning or use University facilities until the training session has been completed.
- Upon completion of the training session, the Student Life Coordinators will inform the campus facility managers of the newly approved Student Organization.

### Denial of Registration

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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.

### Appeals

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Any decision refusing to register an organization may be appealed to the Vice Chancellor for Student Affairs in writing by the affected organization. When a decision by the University Council is appealed, the Vice Chancellor for Student Affairs shall abide by the following procedures in hearing the appeal:

1. The University Council has the burden of proving the charges against the organization, including the presentation of a detailed statement of why the organization should be denied registration or registration should be withdrawn under the University's policy governing student organizations.
2. The organization may be represented by an advisor of its choice.
3. The organization may present a defense against the charges. A copy of the charges must have been provided to the organization a reasonable time in advance of the hearing, along with all information available to the University Council in rendering their denial.

It is recognized that the By-Laws of The University of Tennessee as adopted by the Board of Trustees require the approval of the Chancellor on any action of the University Council.

## STUDENT ORGANIZATION POLICIES

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### OrgSync

The University provides an online management system for all organizations called OrgSync. OrgSync can be accessed via the UT Martin portal. OrgSync provides a wide range of management tools to assist organizations in their operations. OrgSync is the official method in which student organizations will update their information with the Office of Student Life.

At a minimum, all student organizations will be required to maintain the following information in OrgSync:

1. The organization mission, basic contact information, and organization constitution.
2. The organization profile must be updated each year between January 1 and the last day of classes of the spring semester to continue active status.
3. Organizations are required to input their meetings and programming via the Event Request Process available in OrgSync via the organizations OrgSync portal, located under the events tool.
4. The current organization membership (roster) **must** be maintained in OrgSync.

OrgSync offers many more applications and benefits to assist student organizations. Please contact the Office of Student Life to learn about the many other features of OrgSync.

### Terms of Registration

Organizations must update their information in OrgSync each year between January 1 and last day of spring semester classes to continue their status as a registered organization. Failing to update information with the Office of Student Life may result in a student organization losing its active status and all rights and privileges such status entails. A student organization may be removed from the list of registered student organizations if:

1. The organization does not show a reasonable amount of activity in promoting the ends and purposes specified in its constitution, as evidenced by membership meetings and other activities. Student organizations are expected to comply when requested to provide a brief report on their year's activities.
2. The organization violates University regulations, including those governing student organizations, or local, state, or federal laws.

### Student Eligibility:

Students must maintain a minimum 2.0 GPA to participate in the activities of student organizations. Individual organizations may require stricter GPA requirements if stated in their constitution.

### Student Organization Programming:

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. All student organization programming/events should be registered via the Event Registration Form available in OrgSync via the organizations OrgSync portal. Activities should not be scheduled during final examination week.

### Requirement of an Advisor:

All student organizations must have at least one qualified faculty/staff advisor. Except for local chapters of national social fraternities and sororities, which may have alumni advisors, the advisor shall be a fulltime faculty or staff member. 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.

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. Advisors may counsel their organization in the exercise of responsibility, but they do not have the authority to control the policy of the organization. The officers of the organization are responsible for keeping their advisors aware of the policies and actions of their organization. Financial records must be available to the organization's advisors at all times.

#### Non-University Employee Advisors:

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Non-University employees with special interests or talents are permitted to serve as additional advisors to various student organizations with the approval of the Office of Student Life. These individuals will be required to register as a Volunteer/Friend of the University.

#### Change of Advisor:

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Organizations should notify the Office of Student Life immediately upon the changing of an organization advisor.

#### *Transition of Organizations' Officers:*

Organizations must notify the Office of Student Life within two weeks of new officers being elected. New organization presidents will be ***required to complete an online training course within two weeks*** of the notification of their election.

#### Affiliations

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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. Affiliation with an extramural organization does not of itself affect the right of a student organization to operate on the campus. When seeking registration, the student organization must make clear those obligations imposed on the local chapter by extramural affiliation.



- 4) When there is a conflict between the policies and procedures of the extramural organization and those of the University (e.g., policies pertaining to membership eligibility or voting privileges), the obligation of the student organization is to the University and its policies.

### Disciplinary Actions and Penalties

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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, social misconduct, and/or improper discrimination.

### *Change or Amendment Affecting the Nature or Purpose of an Organization*

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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.

Organizations wanting to change the organization name only (purpose and function must remain the same), can do so by submitting an updated constitution to the Office of Student Life through their OrgSync portal.

### Alcoholic Beverages

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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 violations of the UTM Standards of Conduct ***whether the behavior occurs on or off campus***.

### **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

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First-Year students may pledge and be initiated under the following conditions:

1. ***A first-year 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. First-Year students 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

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1. All candidates must have at least a 2.00 cumulative grade point average before initiation into a fraternity or sorority.

2. When an IFC, 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 Student Life Coordinators or until such time that the semester GPA rises to a 2.00 or better.

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 Student Life Coordinators.

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 or students, that endangers the mental or physical health or safety of that student(s), 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. In addition, all new members must participate in an anti-hazing education program as instructed by the Student Life Coordinators prior to their initiation.

## INTERCOLLEGIATE ATHLETICS

The UT Martin Intercollegiate Athletics program consists of 17 sports. The NCAA men's sports are: football, basketball, baseball, golf, rifle, and cross-country. The NCAA women's sports are: basketball, volleyball, softball, tennis, cross-country, soccer, rifle, and equestrian. Non-NCAA sports include: men's & women's rodeo and cheerleading.

The UT Martin Skyhawks participate in Division I of the NCAA and are members of the Ohio Valley Conference. The rodeo team competes in the Ozark Region of the National Intercollegiate Rodeo Association.

For more information, visit the official website for UT Martin Athletics, [www.utmsports.com](http://www.utmsports.com).

## OPPORTUNITIES IN ROTC

Cadet Professional Development Training (CPDT) Annually, the Department of Military Science and Leadership coordinates training opportunities for cadets to attend Airborne, Air Assault or Mountain Warfare School. Given the difficulty and physical rigor associated with these Army schools, opportunities are limited to cadets who are physically fit and capable of executing all course tasks. Course graduates obtain a training diploma and are eligible to wear the associated skill badge on their uniform. For more information, refer to the [ROTC website](#).

Cadet Troop Leadership Training (CTLT) CTLT is an internship program which attaches individual cadets to an active Army unit for a period up to three weeks. In addition to exposing cadets to the Army, they also become familiar with the duties and responsibilities of junior officers. Cadets must complete Advanced Camp at Fort Knox, KY, as a prerequisite to this internship.

Cultural Understanding & Language (CULP) CULP is an immersion into foreign cultures that exposes Cadets to the realities that other countries have vastly different lifestyles, economic standing, and world perspectives. Cadets travel in small groups led by senior leader cadre. Trips typically incorporate approximately 11 Cadets and a cadre member traveling in conjunction with a civilian agency or non-governmental agency. The trips last approximately one month, which encompasses the deployment as well as a five-day Soldier readiness process. CULP slots are awarded on a competitive basis and take into account several factors, such as GPA, physical fitness, language ability, and other pertinent selection criteria.

UT Martin Rangers The Rangers are a highly trained, elite and motivated organization under the direction of advanced-course ROTC students and are supervised by the Department of Military Science and Leadership cadre. 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 2.0 or higher.

ROTC Color Guard The Color Guard presents the national colors, state flag and University flag at intercollegiate athletic, University and community events.

## FINE AND PERFORMING ARTS OPPORTUNITIES

Accompanying offers opportunities for performance with vocal and instrumental soloists, as well as with instrumental ensembles. One credit hour. Opportunity to accompany on a non-credit basis is also available.

Contemporary Music Group (CMG) is home to the most experimental and cutting-edge sounds and musicians in our department. Commissions and collaborations with new composers are a credo of this ensemble as they present multiple concerts each semester both on and off campus. A featured composer is brought to campus for our Contemporary Music Festival each year, which also includes a night of select student compositions.

[Jazz Band/Jazz Combos](#) 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. One credit hour.

[Dance Ensemble](#) is an auditioned group that performs a variety of dance styles. Student productions in the [fall and] spring semester[s] provide opportunities for dancing, choreography, stage-managing, lighting and designing sets and costumes for dance. Two credit hours.

[Lyric Opera Theatre](#) 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. One credit hour.

[Music Recitals](#) Faculty recitals are presented each year by the Department of Music. Junior and senior recitals are given by music majors, and students perform in weekly recitals on Wednesday afternoons. All recitals are open to the public.

[New Pacer Singers](#) is an auditioned chamber choir of students chosen for their singing ability. One credit hour. New Pacer Singers scholarships are available by audition.

[Pep Band](#) is organized to perform for basketball games and pep rallies. Scholarships are available by audition.

[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.

[Small Bands/Studio and Mixed Chamber Ensembles](#) include voice, brass, piano, woodwind and percussion ensembles and are open to all students by audition. Brazilian Choro Ensemble, Piano Ensemble, and new bands awaiting your input, influence, and talents are just a few examples of new mixed ensembles offered each semester. These groups perform concerts on campus and also for hire in the community. One credit hour each.

[Skyhawk Marching Band](#) is organized fall semester and is open to University students who have a background in marching band. The band performs for football games, parades and exhibition performances at area marching band contests. Band camp is held for one week before fall semester. Marching band carries one credit hour. Scholarships are available by audition.

[University Singers](#) is an auditioned choir of 40 to 50 voices that performs both sacred and secular music from all periods of history. The choir meets three times each week. One credit hour.

[Vanguard Theatre](#) presents two or three major theatrical productions and a series of one-act plays during the 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 is 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.

Wind Ensemble and Concert Band are open to all students with instrumental music experience. These bands perform a variety of wind band repertoire during the spring semester. Band scholarships are available by audition. One credit hour each.

World Percussion Ensemble is a part of the UTM Percussion Ensemble, but offers large group world music opportunities for non-music majors with lower time commitment in terms of rehearsals and performances. Styles include (but are not limited to) Brazilian, West African, Caribbean, Zimbabwean, Columbian, Middle Eastern, Indian, and more.

## AREA CHURCHES

A complete listing of area churches is available in the Frontier Weakley County and Ken-Tenn regional 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

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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. They are associated with the University through a University-registered and sanctioned faith-based student organization.
- b. Their principal mission is ministry to and with the University community.
- c. They are organized and authorized under the auspices of a nationally recognized religious body.
- d. 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

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

**First Assembly of God**, 201 Mt. Pelia Rd; 587-6349.

**First Pentecostal Church**, 2501 W. Main Street, Union City, 884-0097

**Wesley Foundation**, a ministry of the First United Methodist Church is located at 312 Lovelace Ave.; 587-2603.

**St. James Episcopal Church**, Union City, 731-886-0465

**St. Jude Catholic Church**, 104 Hannings Lane; 588-5675.

**Trinity Presbyterian and Campus Ministries**, 145 Hannings Lane; 587-9718.

**CRASH College Ministry**, Central Baptist Church, 801 Harrison Road, 587-5311.

For a complete listing of faith-based student organizations, please refer to the following University website:  
<http://thehub.orgsync.com/search>

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