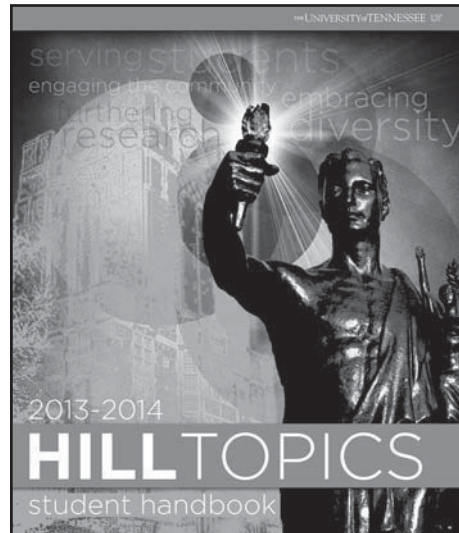


serving students
engaging the community
furthering research
embracing diversity

2013-2014

HILLTOPICS

student handbook



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*For up-to-date information, please refer
to individual departmental websites.*

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ACADEMIC CALENDAR 2013-2014

FALL SEMESTER, 2013

Classes Begin • August 21
Labor Day (no classes) • September 2
First Session Ends • October 9
Second Session Begins • October 0
Fall Break (no classes) • October 17-18
Thanksgiving Break • November 28-29
Classes End • December 3
Study Day • December 4
Final Exams • December 5, 6, 9, 10, 11, 12
Graduate Hooding Ceremony • December 12
Commencement Ceremony • December 13

SPRING SEMESTER, 2014

Classes Begin • January 8
MLK Holiday (no classes) • January 20
First Session Ends • February 26
Second Session Begins • February 27
Spring Recess (no classes) • March 22
Spring Break • March 17-21
Classes End • April 25
Study Day • April 28
Final Exams • April 29, 30, May 1, 2, 5, 6
Graduate Hooding Ceremony • May 8
University College Ceremonies • May 7-10

SUMMER TERM, 2014

Mini Session Begins • May 7
Memorial Day Holiday • May 26
Mini Session Ends • May 28
Full and First Session Begins • May 29
First Session Ends • July 2
Second Session Begins • July 3
Independence Day Holiday (no classes) • July 4
Full and Second Session Ends • August 8
*Summer Graduation Date • August 9

* There is no commencement ceremony in the summer.
This date is the official graduation date that will appear on
the transcript of graduating students.

HISTORICAL OVERVIEW

THE PAST

The University of Tennessee has grown from a small liberal arts college to its present status as the oldest and largest campus of the multi-campus state university and as a land-grant institution. Knoxville was the birth place of the university, and until early in the last century, the history of the Knoxville campus was the history of the University of Tennessee.

The 28th oldest institution of higher learning in the United States, the University of Tennessee traces its beginnings to the era when George Washington was President and Tennessee was still a territory. The original institution was Blount College, founded in 1794, two years before Tennessee attained statehood. Named for territorial governor, William Blount, the college was strictly nonsectarian. Early in the nineteenth century it was opened to women, a policy which was revoked after a few years, only to be revived on a permanent basis in 1893. In 1826, the college moved from its first location on Gay Street in downtown Knoxville to a 40-acre tract, named “Barbara Hill” in honor of Governor Blount’s daughter. Today this small tract, known to students and alumni as “The Hill,” is only a small part of the university’s campus.

The transformation of the institution into “East Tennessee College” in 1807 resulted from the receipt of a grant of public land from the state, as provided for in an 1806 act of the U.S. Congress. In 1840, the state legislature widened the scope of the institution by changing its name to East Tennessee University. Not until after the Civil War did the university begin to acquire its present character. In 1869, the legislature selected East Tennessee University as Tennessee’s Federal Land-Grant Institution. Funds from the federal government obtained from the sale of public land enabled the institution to broaden its offerings from a base of classical and scientific studies to include “the practical education of the industrial classes in the several pursuits and professions of life.”

Two years later, the legislature made this institution the state university and changed the name to The University of Tennessee, reflecting its status as the capstone of the state’s public education system. Since that time, the

university has grown steadily to become statewide in its physical location as well as its services. The establishment of campuses in other regions of the state began early in the Twentieth Century.

THE PRESENT

The University of Tennessee ranks among the nation’s top public research institutions. Since 1897, the university has been continuously accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Tennessee, Knoxville. The university has a total enrollment of approximately 29,000 and an annual research budget of nearly \$250 million.

The University of Tennessee’s land-grant mission is to discover and disseminate new knowledge through scholarship, teaching, and outreach. This mission is greatly enhanced by UT’s unique relationship with Oak Ridge National Laboratory, the nation’s largest federal research lab. The University and Battelle Memorial Institute of Columbus, Ohio, jointly manage the laboratory through UT-Battelle LLC.

Using a complex funding formula involving state funding, research contracts and grants, private gifts, partnerships with public and private organizations, and internal reallocation, the university continues to enhance its academic, research, and outreach programs. The overarching goal is to keep more of Tennessee’s finest students in the state, attract and retain outstanding teachers and researchers, and stimulate the economic development of Tennessee.

The Chancellor is the chief executive officer in Knoxville, reporting to the President of the University. The Vice Chancellor for Student Life and the Vice Chancellor for Finance and Administration have responsibility for activities and services beyond the classroom. Because of the importance of these functions to students’ lives on campus, these areas will be described in detail in the following sections of this publication.

INTRODUCTION

Students at the University of Tennessee at Knoxville 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 of Tennessee 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 Knoxville.

(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 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 three (3) 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, or University employment-related duties.

(10) The term “notice” means notice given in writing delivered by regular mail, courier service, or hand delivery to the address the University has on file for the student or student organization, or by e-mail to the student’s or student organization’s University-provided e-mail account.

PRINCIPLES OF CIVILITY AND COMMUNITY

In 2011, the university adopted the Principles of Civility and Community. They are designed to work in concert with all existing codes of conduct. The principles encourage all members of the campus community to foster a learning environment where the differences of our diverse culture are valued, respected and celebrated. Civility is an act of showing regard and respect for others including: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Ultimately, civility is treating others as we would like to be treated. Our community consists of students, faculty, staff, alumni, parents of UTK

students and campus visitors. Community members affect each others’ well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected.

By affirming the value of each member of the university community, the campus asks that all its members adhere by the following principles:

- **INCLUSIVITY** - We are welcoming to all and hostile to none. We foster an open community in which educational goals may be pursued.
- **DIVERSITY** - We respect the diverse backgrounds of all members of our community and welcome the opportunity for interpersonal and group interactions.
- **DIALOGUE** - We value and encourage, and facilitate free exchange of diverse ideas and points-of-view along with free speech and expression. However, we discourage uncivil speech or expression that infringes upon the ability of others to express themselves.
- **COLLEGIALITY** - We value an environment that facilitates collegial relationships, encourages mutual understanding among diverse individuals, and leads to addressing issues and differences in an atmosphere of mutual respect and civility.
- **RESPECT** - We believe that a person’s views, ideas, and behavior best reflect the goals of the academic community when the dignity of each individual is respected and when members of the community are considerate of the feelings, circumstances, and individuality of others.
- **KNOWLEDGE** - We encourage development of a civil community that values critical inquiry, debate, discovery, and innovation to better the world through teaching, research and service.
- **INTEGRITY** - We value academic honesty and integrity by all members of the academic community.
- **LEARNING** - We believe that learning is an interpersonal growth experience that fosters appreciation for diversity.
- **AWARENESS** - We believe it is important to recognize how others view and relate to the community and recognize that we are part of a larger community.
- **RESPONSIVENESS** - We encourage all community members to speak out against incidents involving bigotry and other types of incivility so the university can fulfill its responsibility of responding in a fair, timely and consistent fashion.

RESOURCES FOR STUDENT QUESTIONS AND CONCERNS

Students who have questions or concerns about any aspect of academic course work or campus life are encouraged to seek clarification and prompt assistance through appropriate university channels. The resources listed below are available to address student needs.

ACADEMIC COURSEWORK AND ADVISING

Questions or concerns related to grades or academic coursework should first be addressed with the course instructor. If the issue is not resolved, then the appropriate department head, and finally the dean of the college in which the course is offered should be consulted. If an appropriate solution cannot be reached through discussions with these individuals, the staff of the Student Success Center (for undergraduate students) or Graduate School (for graduate students) can offer assistance regarding the best process for resolution. Concerns related to academic advising should be addressed first with the advisor, then the director of the appropriate advising center, and finally the dean of the appropriate college.

CAMPUS LIFE

All questions or concerns related to campus life or student organizations should be directed to the Office of the Dean of Students. Staff in this office will provide information, assist in resolving a problem, or identify the appropriate channel of appeal.

CAMPUS RESOURCES

Students who are uncertain about how to initiate the process of resolving a question or concern may contact the Office of the Dean of Students (865-974-3179), the Student Success Center (865-974-6641), or Graduate School (865-974-2475) for assistance in determining the appropriate administrative channel of appeal.

Staff members in the following offices provide support and guidance for students who are seeking resolution of university-related concerns. Staff will explore issues expressed by individual students, inform them of appropriate administrative channels to use for proper resolution, and will work to address the broader issues and policies surrounding the issues addressed. Each office is open from 8:00 am-5:00 pm Monday through Friday. Students are encouraged to visit any of these offices in order to ask questions, share concerns, or ask for assistance.

Student Success Center

**821 Volunteer Boulevard, Greve Hall, Room 324
865-974-6641**

The Student Success Center (SSC) works collaboratively with students for academic success at UT Knoxville. The SSC educates students about an array of opportunities available to enhance their educational experiences. The center is directly responsible for the administration of UT LEAD, Supplemental Instruction, Tutoring Programs, and Academic Coaching. In addition, the Center works with the Undergraduate Council to assist in the administration of appeals for academic dismissals, grade appeals that have gone through the college dean's level, readmission of students who were academically dismissed after previous enrollment at UT, and retroactive withdrawal appeals for individual courses.

Graduate School

111 Student Services Building, 865-974-2475

This office is available to assist graduate students who experience difficulties or have concerns related to their graduate programs.

Office of the Dean of Students

413 Student Services Building, 865-974-3179

The Office of the Dean of Students sponsors and coordinates activities that focus on student growth and development. The office advocates on behalf of all students, supplements existing channels of appeal, and helps students resolve a variety of concerns. The Office of the Dean of Students is composed of: Center for Leadership and Service, Sorority and Fraternity Life, Student Activities, Disability Services, RecSports, Student Judicial Affairs and Student Publications.

Office of Equity and Diversity

1840 Melrose Avenue, 865-974-2498

The Office of Equity and Diversity (OED) serves the campus in two primary roles. First, OED provides leadership, resources, services and support to the university community for the enhancement of diversity programs campus-wide. Second, OED fulfills an important compliance function by working under the various legal mandates set out by state and federal law and university policies as they relate to civil rights, equal employment and affirmative action.

STUDENT RIGHTS AND RESPONSIBILITIES

Jurisdiction

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

(2) 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:

(a) 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;

(b) Involves another member of the University community; or

(c) 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.

(3) 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 Life, 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.

(4) 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.

(5) 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.

Fundamental Rights of the Accused

Students and student organizations charged with violating the Standards of Conduct are entitled to the following rights under the University of Tennessee at Knoxville's student judicial system:

(1) Notice of charge(s), account of the alleged misconduct, witnesses, and notice of the scheduled hearing delivered seventy-two (72) hours before the hearing. The student may request additional time by showing good cause.

(2) Notice of the maximum allowable penalty (i.e., permanent dismissal).

(3) The right to a hearing closed to the public.

(4) The right to: (i) a non-adversarial hearing before the Director of Student Judicial Affairs or his/her designee; or (ii) an adversarial hearing before a University hearing board with jurisdiction.

(5) The right to be assisted by a Student Judicial Advisor before a University hearing board. If an adversarial criminal proceeding has been initiated against a student (e.g., a criminal charge or indictment) arising out of the same conduct at issue in the disciplinary hearing, then the student also has a right to have an attorney present during the hearing before a University hearing board. The attorney's role shall be limited to advising the student about answering questions that may be self-incriminating.

(6) Testify or remain silent in a University hearing at his/her option. However, a University hearing board

is not prohibited from drawing an adverse inference against a student if the student remains silent or refuses to attend a disciplinary hearing or testify in response to evidence offered against him/her. A University hearing board shall not base its decision solely on a student's failure to attend a hearing or a student's refusal to testify or remain silent.

(7) Present the testimony of witnesses and other evidence.

(8) The presumption of innocence. The burden of proof rests with the University, such that the University must prove the student's guilt by a preponderance of the evidence.

(9) A written decision specifying the rule violated, penalty assessed, and right of appeal.

(10) Challenge the seating of any board member for good cause. The dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairperson. If the chairperson is challenged, he/she may be excused at the discretion of the majority of the hearing board.

(11) Have his/her case heard only on the misconduct specified in the written notice.

(12) Challenge the admissibility of evidence.

(13) Cross-examine all available adverse witnesses.

(14) Appeal the decision of a University disciplinary board in accordance with "Appeal and Scope of Review" as detailed herein.

In cases involving a complaint of sexual assault or misconduct, the alleged victim shall have the right to:

(1) Notice concerning the process by which the University will handle the complaint and an opportunity to ask questions about the process;

(2) A prompt, thorough, and impartial investigation of the complaint;

(3) The same opportunity as the accused student to present his/her explanation of the facts during the University's investigation;

(4) Have the investigation of the complaint concluded within sixty (60) days of the University's receipt of a complaint, unless circumstances make it impracticable

for the University to complete its investigation within that timeframe;

(5) Notice of the outcome of the University's investigation;

(6) Have a disciplinary hearing conducted within thirty (30) days of a University charge that the accused student committed sexual assault or misconduct, unless circumstances make it impracticable for the University to conduct a hearing within that timeframe;

(7) Notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good cause;

(8) The same access as the accused student to any information or documents that will be used by the University during the disciplinary hearing, unless prohibited by law;

(9) Challenge the seating of any disciplinary board member for good cause, which will be determined at the discretion of the chairperson of the hearing board, or, if the seating of the chairperson is challenged, then at the discretion of the majority of the hearing board;

(10) Be accompanied by a person, other than a Student Judicial Advisor, of his/her choosing during the University's investigation or a disciplinary hearing, but the person shall not be permitted to speak for the victim during a disciplinary hearing;

(11) The same opportunity as the accused student to be present during the hearing, present witnesses and other evidence through a Student Judicial Advisor, challenge the admissibility of evidence through a Student Judicial Advisor, and cross-examine adverse witnesses through a Student Judicial Advisor during the disciplinary hearing;

(12) Testify or remain silent in a hearing at his/her option;

(13) Not to be questioned directly by the accused student during the disciplinary hearing;

(14) Submit a written impact statement to the Student Disciplinary Board for consideration of the sanctioning phase of the disciplinary hearing, if the accused student is found guilty of the charges against him/her, or to the Office of Student Judicial Affairs for consideration during the sanctioning phase of the administrative

hearing, if the accused student pleads guilty to the charges against him/her;

(15) Notice of the decision of the Student Disciplinary Board or the outcome of an administrative hearing within three (3) business days of the hearing; and

(16) Appeal the decision of a University disciplinary board in accordance with “Appeal and Scope of Review” for sexual assault or misconduct cases as detailed herein.

As an alternative to the procedures described in the “Fundamental Rights of the Accused,” any student or student organization whose legal rights, duties or privileges are required by any statute or constitutional provision to be determined after an opportunity for a hearing shall be afforded that opportunity for hearing in accordance with the Tennessee Uniform Administrative Procedures Act, T.C.A. § 4-5-301, et seq. The University’s procedures for conducting contested case hearings under the Tennessee Uniform Administrative Procedures Act are contained in Chapter 1720-01-05 of the Rules of the University of Tennessee, and the University’s rules concerning waivers of contested case hearings are contained in Chapter 1720-01-03 of the Rules of the University of Tennessee.

Standards of Conduct

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 Statement.

(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, whether in print or electronic form.

(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 (including electronically) 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, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.

(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) Sexual assault or misconduct. “Sexual assault” is defined as any sexual act or attempt to engage in any sexual act with another person without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. “Sexual misconduct” is defined as any intimate touching of another person, or forcing a person to engage in intimate touching of another, without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. It is the responsibility of the person initiating sexual activity to ensure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of sexual activity.

(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" is defined as any intentional or reckless act, on or off University-controlled property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. "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, lewd, indecent, or obscene conduct. "Disorderly" conduct means fighting or other physically violent or 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. "Lewd, indecent, or obscene" conduct includes, but is not limited to, public exposure of one's sexual organs, public urinating, and public sexual acts.

(13) 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.

(14) 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.

(15) Possessing, using, or duplicating University keys, access cards, or identification cards without authorization; possessing, using, or entering University-controlled property without authorization.

(16) 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.

(17) 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.

(18) 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.

(19) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.

(20) Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.

(21) 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.

(22) Failing to pay a University bill, account, or other University financial obligation.

(23) 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.

(24) 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.

(25) Violating the terms of an interim suspension, a no-contact directive, or a disciplinary penalty imposed by the University.

(26) 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 on University-controlled property. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution.

(27) 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.

(28) Committing an act that is prohibited by local, state, or federal law.

(29) 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.

Honor Statement

An essential feature of the University of Tennessee at Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. *"As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."* A thorough understanding of the Honor Statement is essential to the success of the honor system. To facilitate implementation of the Honor Statement, the following avenues will be utilized:

(1) The Honor Statement, with its attendant pledge, will appear on applications for admission (undergraduate and graduate); and applicants to the University will be required to acknowledge their affirmation by signing the document in a designated location.

(2) Information regarding the Honor Statement will be included in the catalogs (undergraduate and graduate), Hilltopics, and in a brochure specifically addressing the Honor Statement.

(3) The Honor Statement will be discussed during freshman, transfer, graduate student, and international student orientation programs.

(4) A thorough discussion of the Honor Statement in freshmen English is encouraged.

(5) Implementation methods and alternatives will be discussed during faculty orientation programs.

(6) The Honor Statement is furthered by Standard of Conduct #1.

Prohibited Conduct

(1) The Honor Statement prohibits cheating, plagiarism, and any other type of academic dishonesty.

(2) Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university. Specific examples of plagiarism include, but are not limited to:

(a) Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;

(b) Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);

(c) Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);

(d) Collaborating on a graded assignment without the instructor's approval; and

(e) Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

3) Specific examples of other types of academic dishonesty include, but are not limited to:

(a) Providing or receiving unauthorized information during an examination or academic assignment, or the possession and/or use of unauthorized materials during an examination or academic assignment;

(b) Providing or receiving unauthorized assistance in connection with laboratory work, field work, scholarship, or another academic assignment;

(c) Falsifying, fabricating, or misrepresenting data, laboratory results, research results, citations, or other information in connection with an academic assignment;

(d) Serving as, or enlisting the assistance of, a substitute for a student in the taking of an examination or the performance of an academic assignment;

(e) Altering grades, answers, or marks in an effort to change the earned grade or credit;

(f) Submitting without authorization the same assignment for credit in more than one course;

(g) Forging the signature of another or allowing forgery by another on any class or University-related document such as a class roll or drop/add sheet;

(h) Failing to observe the expressed procedures or instructions relating to an exam or academic assignment; and

(i) Engaging in an activity that unfairly places another student at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system.

Responsibilities

(1) All groups within the University community have responsibilities associated with the Honor Statement. These responsibilities are unique to each sector of the University community.

(2) Student Responsibilities. Each student is responsible for his/her own personal integrity in academic life. While there is no affirmative duty to report the academic dishonesty of another, each student, given the dictates of his/her own conscience, may choose to act on any violation of the Honor Statement. Each student is responsible for knowing and adhering to the

terms and conditions of the Honor Statement and may acknowledge his/her adherence to the Honor Statement by writing "Pledged" and signing each graded class assignment and examination.

(3) Instructor Responsibilities. Regulation of academic dishonesty is the immediate responsibility of the instructor. However, students are not excused from complying with the Honor Statement because of an instructor's failure to prevent or discourage academic dishonesty.

Process

(1) When an act of alleged academic dishonesty is discovered by or brought to the attention of an instructor, the instructor shall inform the student orally or in writing about the alleged academic dishonesty, describe the evidence supporting the allegation, and give the student an informal opportunity to respond to the allegation(s) and evidence. The instructor may proceed with imposing an academic penalty for academic dishonesty if the student has not responded to the instructor's notice to the student concerning the alleged academic dishonesty.

(2) After giving the student notice and an informal opportunity to respond, if the instructor concludes that the student engaged in academic dishonesty, then the instructor may take any or all of the following actions:

(a) Impose an academic penalty of a failing or reduced grade in an academic exercise, assignment, examination, and/or course; loss of credit for the work involved; an assignment to repeat the work, to be graded on its merits; or an oral or written reprimand.

i. If the instructor decides to impose an academic penalty, then the instructor shall notify the student of the charges, evidence, findings, penalties imposed, and the procedures to appeal the findings and/or penalties. The notice should be countersigned by the department head.

ii. Copies of the notice to the student shall be submitted to the Office of Student Judicial Affairs, the administrative head of the instructor's academic unit, and, where different, the head of the academic unit in which the student is enrolled.

iii. After receiving notice from the instructor, the Office of Student Judicial Affairs shall provide the student with notice and information relating

to an appeal of the instructor's findings of academic dishonesty and/or academic penalties.

(b) Request that the Office of Student Judicial Affairs charge the student with violating Standard of Conduct #1, and impose one or more of the disciplinary penalties described in "Penalties" as detailed herein. The instructor is not required to notify a student that a request has been made to the Office of Student Judicial Affairs.

(3) The Office of Student Judicial Affairs is responsible for determining whether to charge a student with violating Standard of Conduct # 1. The decision of the Office of Student Judicial Affairs not to charge a student with violating Standard of Conduct # 1 may not be used by the student to support an appeal of an academic penalty imposed by the instructor. The Office of Student Judicial Affairs may charge a student with violating Standard of Conduct #1 regardless of the response of the instructor to the alleged academic dishonesty.

(4) If a student denies a charge of academic dishonesty made by an instructor and/or the Office of Student Judicial Affairs, and/or if the student does not accept the academic penalties imposed by the instructor and/or the penalties recommended by the Office of Student Judicial Affairs, then the student may appeal to the appropriate Academic Review Board within seven (7) days of the date of the notice of the academic penalty or disciplinary charge, whichever occurs later. If the student does not file a timely notice of appeal, then the determination of academic dishonesty and the recommended academic penalty and/or disciplinary penalty become final.

The University of Tennessee College of Law has adopted and promulgated its own Code of Academic Conduct, contained in the Rules of the University of Tennessee, which governs academic dishonesty by students enrolled in the College of Law and controls in the event of a conflict between this section and the relevant section contained in the Rules of the University of Tennessee.

Penalties

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, 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.

Student Penalties

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.

(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 Life 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 Reprimand.** A disciplinary reprimand is used for minor violations of the Standards of Conduct. A reprimand indicates that further violations will result in more severe disciplinary actions.

(6) **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. Probation may be for a defined or indefinite period. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirement or restriction.

(7) 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 period of designated suspension does not exceed one (1) calendar year. Upon return to the University following a suspension for a specific period of time, the student may be placed on indefinite disciplinary probation.

(8) 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 Student Life Council to lift the suspension. The student will be expected to meet regularly with the Dean of Students, or his/her designee, throughout the period of indefinite suspension. At a minimum, the student is expected to contact and begin meeting regularly with the Dean of Students, or his/her designee, at least fifteen (15) weeks prior to the semester for which the student desires to be readmitted to the University. Upon return to the University following an indefinite suspension, the student shall be placed on indefinite disciplinary probation.

(9) Permanent Dismissal. Permanent dismissal means that a student is permanently barred from matriculating as a student at the University of Tennessee at Knoxville. This penalty is used when the violation of one (1) or more of the 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. If a disciplinary hearing board desires to impose permanent dismissal, then the board shall communicate a recommendation of permanent dismissal to the Vice Chancellor for Student Life. In the event a recommendation of permanent dismissal is not approved by the Vice Chancellor for Student Life, he/

she may substitute any less severe penalty; if probation is substituted, it may be for a greater period than the period specified for suspension. The Vice Chancellor for Student Life shall notify the Director of Student Judicial Affairs when a recommendation for permanent dismissal is not approved.

(10) Revocation of Degree. Revocation of a degree means revoking a degree already awarded to a student by the University. If a disciplinary hearing board desires to revoke a degree, then the board shall communicate the recommendation to the Vice Chancellor for Student Life, who shall either accept or reject the recommendation. Revocation of a degree shall be approved by the University of Tennessee Board of Trustees.

The following penalties, by themselves, do not create a disciplinary record for a student in the Office of Student Judicial Affairs for purposes of reporting a student's conduct history: (a) warning; (b) loss of privilege; (c) education; and (d) restitution. However, those penalties may be considered as part of a student's conduct history for purposes of determining what penalty should be imposed for a future disciplinary offense.

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.

Student Organization Penalties

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.

(2) Education. Student organizations 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 Life or his/her designee.

(3) 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.

(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. Social probation 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, All Sing, Carnicus, intramurals). Any exceptions to social probation must be approved, in advance, by the Vice Chancellor for Student Life 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 or repeated 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.

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.

Intoxication or impairment because of alcohol, drugs,

chemicals, or other substances does not diminish or excuse a violation of the Standards of Conduct.

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 Life, 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 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 that other similar options exist and can be obtained from law enforcement and civil and criminal courts.

Interim Suspension

When the Vice Chancellor for Student Life 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 Life 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 notice to the student or student organization 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.

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 Life or his/her designee in order to discuss the following issues only: (i) the reliability of the information concerning the student's or student organization'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 Life 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 Life or his/her designee.

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

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 illness or condition, he/she may be withdrawn or temporarily suspended from the University as hereinafter provided.

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 Life. 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 Life, who will notify the student in writing of his/her decision. A student withdrawn under this procedure shall not be readmitted to the University without the approval of the Vice Chancellor for Student Life.

Temporary Suspension. Whenever a student, because of his/her mental or physical condition constitutes an apparent 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 Life or the Dean of Students. 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.

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.

The Hearing Boards

Greek Judicial Board

(1) This board has original jurisdiction in cases in which a Greek student organization has allegedly violated the InterFraternity Council (IFC), Panhellenic, or National Pan-Hellenic Council (NPHC) Rules, Constitution, or By-Laws, or University Standards of Conduct. Hearing procedures shall afford student organizations all of the rights set forth in "Fundamental Rights of the Accused" as detailed herein and be similar to the procedures used by the Student Disciplinary Board. Following a hearing, the board shall determine guilt or innocence and decide upon an appropriate penalty. Appeals from these decisions are to the Student Tribunal in accordance with "Appeal and Scope of Review" as detailed herein.

(2) An individual(s) member of a Greek student organization alleged to have violated a University Standard of Conduct will be referred to the Office of Student Judicial Affairs for appropriate action. The Director of Student Judicial Affairs, who will decide all jurisdictional questions, may assign jurisdiction over cases of individual discipline to the Greek Judicial Board, except for cases involving allegations of sexual harassment, sexual assault, or sexual misconduct. In such cases the Greek Judicial Board will operate under the procedures established for the Student Disciplinary Board. Appeals from these decisions are to Student Disciplinary Board and must be filed with the Office of Student Judicial Affairs in accordance with "Appeal and Scope of Review" as detailed herein.

(3) Students serving as members of the Greek Judicial Board must be active members of a Greek organization

and in good standing during their terms of office. Guidelines for appointing, replacing and removing board members will be suggested by the Greek Council to the Office of Student Judicial Affairs for approval. Members of the Greek Judicial Board will be required to participate in training seminars scheduled by the Office of Student Judicial Affairs.

Student Disciplinary Board

(1) Jurisdiction. The Student Disciplinary Board has the following responsibilities:

- (a) To hear allegations of student misconduct involving violations of the Standards of Conduct;
- (b) To determine the innocence or guilt of the student charged and establish an appropriate penalty in cases where the student is found guilty; and
- (c) To hear individual discipline cases appealed from the Greek Judicial Board and to make decisions appropriate with appellate responsibility.

(2) Membership. Members of the Student Disciplinary Board must be sophomores or above. Undergraduate and law students must have at least a 2.0 overall grade point average. Graduate students must have at least a 3.0 grade point average in all graduate work attempted. Members shall be screened and selected by a committee that consists of Office of Student Judicial Affairs staff. A member may be removed from office, for cause, by the Student Life Council following notice and a hearing.

(3) Hearing Procedures.

(a) For each hearing, three (3) to seven (7) student board members will be selected from a pool of members. A quorum of three (3) board members must be present in order to hear a case. A majority vote of the members present is required for all decisions of the board. The chairperson votes in all cases.

(b) Any board member who cannot hear the evidence fairly and objectively for any reason shall dismiss himself/herself from the case.

(c) The Director of Student Judicial Affairs shall appoint a chairperson prior to the start of each hearing. The chairperson shall conduct the hearing and rule on all motions, objections, and other procedural issues. The chairperson shall ascertain that the accused has been advised of his/her rights and shall then read the statement of charges. A student who fails to appear

before the Student Disciplinary Board in accordance with proper notification 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 Judicial Affairs good cause for granting a continuance of the hearing.

(d) The accused shall enter a plea of guilty or not guilty. If a guilty plea is entered, he/she shall be advised of the maximum penalty.

(e) The chairperson is responsible for maintaining an orderly discussion throughout the hearing. Proceedings should be conducted with fitting dignity and should reflect the importance and seriousness of the hearings. Any person who fails to follow the instructions of the chairperson, after a warning, shall be referred to the Director of Student Judicial Affairs for appropriate disciplinary action.

(f) In the event that the accused pleads guilty, the board shall review the circumstances of the case and make appropriate decisions or recommendations regarding the penalty.

(g) If accused's attorney is present, the accused's attorney shall not question any individual, introduce evidence, raise objections, present arguments, or otherwise participate in the hearing. The failure of an accused's attorney to attend the hearing shall not be grounds for delaying the proceeding or challenging the validity of the proceeding.

(h) The Student Judicial Advisor, on behalf of the University, shall present such evidence as he/she has at the hearing, including any witnesses. He/she shall not present written statements as evidence, unless circumstances make such presentation necessary and unavoidable. Under similar restrictions the accused may present written statements in his/her defense. Unsigned statements shall not be admitted as evidence. However, a statement submitted via electronic mail may be admitted if party against whom the statement is offered does not object to its admission or the chairperson determines that the statement's authenticity and validity has been verified. Hearsay evidence is, however, admissible.

(i) After the presentation of evidence by the Judicial Advisor, the accused shall be allowed to present all relevant evidence. If a not guilty plea has been entered, evidence in mitigation of the alleged offense shall be presented only after the board has determined the issue of innocence or guilt.

(j) 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 on innocence or guilt of the student's previous disciplinary record, unless appropriate as rebuttal to character evidence introduced by the accused.

(k) After a determination of guilt by the board, the Student Judicial Advisor, on behalf of the University, shall present the previous disciplinary record of the accused, if any, and evidence of any other aggravating circumstances, to the board together with the recommendation of the Director of Student Judicial Affairs as to an appropriate penalty.

(l) After presentation of evidence by the Judicial Advisor, the accused shall be allowed to present character evidence, evidence of mitigating circumstances, and an alternative penalty recommendation.

(m) After the board determines the penalty, the accused shall be advised in writing of its decision.

(n) The results of the board's decision shall be kept on official University judicial forms. If a verbatim record of the hearing is prepared, it shall be retained in the custody of the Office of Student Judicial Affairs and considered a confidential disciplinary record. If necessary for adjudication of an appeal, the Director of Student Judicial Affairs may prepare a summary, certified by the chairperson of the Student Disciplinary Board, or provide that portion of the record that has been designated by the Student Tribunal or Student Life Council as material to the appeal.

(o) A board member shall not discuss cases prior to or after the hearing. The information received by members of the board during a case is considered strictly confidential. Violations of this confidence by any board member could result in disciplinary action.

(p) 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 "Fundamental Rights of the Accused" regarding sexual assault or misconduct as detailed herein

The board may consider evidence presented by the victim as part of the University's proof.

(4) Appeals. Appeals from decisions of the Student Disciplinary Board may be made to the Student Tribunal in accordance with "Appeal and Scope of Review" as detailed herein.

Academic Review Boards

(1) Jurisdiction. Academic Review Boards have original jurisdiction over cases of alleged academic dishonesty (i.e., violations of Standard of Conduct #1) that arise out of a course or program offered by the college or a student's appeal of an academic penalty imposed as a result of alleged academic dishonesty relating to a course or program offered by the college. Jurisdiction may include cases of academic dishonesty which involve violations of other Standards of Conduct, but such cases shall initially be referred to the Office of Student Judicial Affairs for determination of appropriate jurisdiction.

(2) Membership. The Academic Review Board of each college shall consist of an ad hoc group of three (3) faculty members and three (3) students selected from the college's membership by the administrative head of the college. Alternative methods of selection of the three faculty members and the three students may be adopted by an individual college with the approval of the administrative head of the college. Also, under extenuating circumstances, a college may recommend, for approval by the Student Life Council, a board composition which differs from that prescribed above.

(3) Hearing Procedures.

(a) A quorum shall consist of four (4) members. The college shall make provision for alternates to insure the availability of a quorum.

(b) In order to establish continuity among the various Academic Review Boards and to ensure the maintenance of procedural due process, a member of the Vice Chancellor's for Student Life staff shall serve as the non-voting chairperson of each Academic Review Board. His/her responsibilities shall include the scheduling of meetings, notification of parties and witnesses, and other duties as needed to ensure due process is afforded.

(c) Hearing procedures shall be established by the Office of Student Judicial Affairs. Hearing procedures shall afford students all of the rights set forth in "Fundamental Rights of the Accused" as detailed

herein and be similar to the procedures used by the Student Disciplinary Board. All decisions shall be by a majority vote.

(4) Appeals.

(a) Appeal of Decision Concerning Academic Dishonesty.

i. Student Appeal. A student may appeal a decision of the Academic Review Board that a student is guilty of academic dishonesty to the Student Life Council in accordance with “Appeal and Scope of Review” as detailed herein.

ii. University Appeal. The University may appeal a decision of the Academic Review Board that a student is not guilty of academic dishonesty to the Student Life Council in accordance with “Appeal and Scope of Review” as detailed herein. The administrative head of the college involved makes the decision whether to appeal.

(b) Appeal of Decision Concerning Academic Penalty.

i. A student may appeal a decision of the Academic Review Board concerning an academic penalty to the Student Life Council in accordance with “Appeal and Scope of Review” as detailed herein.

ii. If the Academic Review Board recommends that the instructor change the academic penalty proposed by the instructor, the Office of Student Judicial Affairs shall notify the instructor of the Academic Review Board’s recommendation. The instructor may either accept or reject the Academic Review Board’s recommendation to change an academic penalty, and the instructor or the administrative head of the college involved shall notify the Office of Student Judicial Affairs of the decision to accept or reject the Academic Review Board’s recommendation within seven (7) days of the Academic Review Board’s recommendation. If the instructor rejects the Academic Review Board’s recommendation, then the Office of Student Judicial Affairs shall notify the student of the student’s right to appeal the instructor’s academic penalty in accordance with “Appeal and Scope of Review” as detailed herein, in which case the student shall submit the request for appeal within seven (7) calendar days of the notice of the instructor’s decision to reject the Academic Review Board’s recommendation.

iii. In the event the instructor rejects the recommendation of the Student Life Council following an appeal by the student of an academic penalty, then the student may appeal to the Chancellor, who, in consultation with the Provost, shall be the final decision maker concerning changes to student’s grades on the student’s official University academic record. The student must file a request for appeal within seven (7) calendar days of the notice to the student concerning the instructor’s rejection of the recommendation of the Student Life Council.

Student Tribunal

(1) Original Jurisdiction. The Student Tribunal has original jurisdiction in cases of conflicts between (non-Greek) student organizations, conflicts between individuals and student organizations, cases which involve allegations that a student organization has violated the Standards of Conduct, cases which involve interpretation of the Student Government Constitution, cases of challenge to results of Student Government elections, and discipline cases involving charges of dishonesty in these elections.

(2) Appellate Jurisdiction. The Student Tribunal has appellate jurisdiction to review decisions of the Student Disciplinary Board and the Greek Judicial Board. Any other jurisdiction may be assigned by the Director of Student Judicial Affairs. The forms to be used on appeal and other procedural requirements shall be established by the Office of Student Judicial Affairs.

(3) Membership. The Student Tribunal consists of three (3) to seven (7) members, selected by the Director of Student Judicial Affairs or designee from the Student Disciplinary Board.

(4) Hearing Procedures. A quorum of three (3) members is required for a hearing before the Student Tribunal, and a majority vote of the members present is required for all decisions. Other hearing procedures shall be established by the Office of Student Judicial Affairs. In cases of original jurisdiction, the hearing procedures shall afford students all of the rights set forth in “Fundamental Rights of the Accused” as detailed herein and be consistent with the procedures used by the Student Disciplinary Board.

(5) Appeals. Appeals from decisions of the Student Tribunal may be made to the Student Life Council in accordance with “Appeal and Scope of Review” as detailed herein.

Student Life Council

(1) **Jurisdiction.** The Student Life Council is the hearing board for appeals from decisions of the Student Tribunal, Academic Review Boards, and for appeals filed by the Vice Chancellor for Student Life or his/her designee. It is the final decision making board in the judicial system. The Council also hears petitions to lift the disciplinary penalty of indefinite suspension. The Council may periodically review the status of student conduct and the judicial system and make appropriate recommendations.

(2) **Membership.** The Student Life Council is composed of the following members:

(a) The Vice Chancellor for Student Life, who serves as the chairperson;

(b) All the Deans of the University of Tennessee at Knoxville;

(c) Three (3) faculty members, associate professor or above, appointed by the Faculty Senate (the initial appointments shall be staggered in terms so that one (1) new faculty member is appointed each year after the initial appointment); and

(d) Eight (8) student members (one of whom shall be a graduate student), appointed by the Student Government Association, for a period of one (1) year.

(3) Except for appeals from the Student Tribunal, a majority of the Student Life Council shall constitute a quorum for the conducting of all business, and a majority vote of the members present is required for all decisions.

(4) **Appeals from the Student Tribunal.** A subgroup of eleven (11) members of the Student Life Council, four (4) of whom shall be students, shall hear appeals from the Student Tribunal or an Academic Review Board. The Vice Chancellor for Student Life or his/her designee shall serve as the chairperson of the subgroup and shall select the ten (10) other members of the subgroup from the general membership of the Student Life Council. The Student Life Council will hear appeals on the record, unless it elects by a majority vote of members present to hear the case de novo.

Appeal and Scope of Review

(1) **Appeal.** The disciplinary action of any board may be appealed to the next higher board.

(a) In all cases the request for appeal must be

submitted in writing to the Office of Student Judicial Affairs within seven (7) calendar days of written notice of the board decision. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.

(b) If written briefs are submitted or if required by the appellate board's bylaws, they must be submitted within fourteen (14) calendar days of submission of the request for appeal. Under normal circumstances appeals will be heard within seven (7) days after written briefs have been submitted.

(c) All appeals (except those to the Student Life Council, which may elect to hear the case de novo) must be taken upon the record made before the original board.

(d) Pending the outcome of an appeal, the penalty specified in the original decision shall not be imposed.

(2) **Scope of Review.** The appellate board will review the request for appeal together with any written briefs or other supporting documents to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:

(a) **Appropriateness of the Penalty.** In cases appealing the appropriateness of the penalty, the appeal board shall uphold the penalty unless the penalty is shown to be clearly unreasonable (i.e., that which has been clearly and fully proven to have no sound basis or justification in reason).

(b) **New Evidence.** In cases appealed on grounds of new evidence, the moving party must show that such evidence is material to the decision of the board on the issue of innocence or guilt, and that said evidence could not have been discovered by due diligence prior to the original hearing.

(c) **Due Process.** In cases appealed on the grounds of denial of due process, the moving party must show that the adjudicatory process of the initial hearing was not conducted in conformity with properly prescribed procedures. The moving party must also show that the alleged discrepancy was materially adverse to the moving party's interest. Nothing contained in the foregoing shall be construed as limiting the right of the Vice Chancellor for Student Life to request the Student Life Council to review the decision of any judicial board.

(3) In cases of involving a finding that a student

is guilty of sexual assault or misconduct, the alleged victim shall have the right to appeal the decision of a University disciplinary board to the next higher board. The appellate board will review the request for appeal together with any written briefs or other supporting documents to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:

(a) Appropriateness of the Penalty. In cases appealing the appropriateness of the penalty, the appeal board shall uphold the penalty unless the penalty is shown to be clearly unreasonable (i.e., that which has been clearly and fully proven to have no sound basis or justification in reason).

(b) New Evidence. An alleged victim may appeal a decision by showing that there is new evidence material to the decision of the board on the issue of innocence or guilt, and that the evidence could not have been discovered by the exercise of due diligence prior to the original disciplinary hearing.

The decision of any board or administrative officer of the University of Tennessee at Knoxville is subject to review by the Chancellor and the President pursuant to the University of Tennessee Bylaws, Article V, Section 7.

Inspection and Search Policy

(1) Entry by University authorities into occupied rooms in residence halls, fraternity houses, or sorority houses on University-controlled property 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.

(a) 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.

(b) Search: On-campus authorities will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Students, the Vice Chancellor for Student Life, or a designee of Dean of Students or Vice Chancellor for Student Life, unless in compliance with federal or state law.

(c) Procedure for Search in Residence Hall Rooms: A request for permission to search may be made by the Hall Director, Assistant Hall Director, or their superiors when reasonable cause exists to suspect that a violation is occurring or has occurred. If permission to search is verbally authorized, it must be verified in writing to the occupant(s) of the facility searched by the hall staff members requesting the search. A copy of the authorization form is presented to the occupant(s) or left in the room if the occupant(s) is absent. The authorization form shall contain the following:

1. Description of the place to be searched;
2. Name of the person authorizing the search;
3. Description of the item(s) sought; and
4. Name of the person requesting the search authorization.

(d) Procedure for Search in Fraternity or Sorority Houses: For purposes of search, the fraternity or sorority house will be divided into open and closed areas. The closed areas will be the dorm section and chapter room. University authorities may enter the open areas for purpose of inspection or search without permission, but there will be no search of personal belongings or closed areas of the house. University authorities will not enter the closed areas without the written permission of the Dean of Students, the Vice Chancellor for Student Life, or their designees, or in compliance with federal or state laws.

(e) Resident Complaint: Should a resident believe that a University staff member has misused or abused his/her authority to inspect his/her room, the resident should file a complaint. He/she may prepare a written statement for review by the Office of Student Judicial Affairs. Or, if he/she prefers, the resident may state his/her complaint to an Area Coordinator or to a staff member of the Office of Student Judicial Affairs. The complaint will then be investigated, appropriate action will be taken, and the student will be informed in writing of the results of the investigation.

Administrative Procedures

(1) Residence Hall Regulations. Initially, violations of residence hall regulations will be handled by the Hall Director of the appropriate residence hall. Based upon the nature of the alleged violations and the past conduct of the accused, the Hall Director shall determine if the Hall Director Option is appropriate or refer the case to the Office of Student Judicial Affairs. If the Hall Director Option is deemed appropriate, it will be administered as follows:

- (a) The accused student will be notified:
 - i. That he/she is suspected of an alleged violation;
 - ii. Of circumstances of the violation;
 - iii. Of his/her rights under the judicial system;
 - iv. Of his/her rights to have his/her case heard by a student disciplinary board;
 - v. That the Hall Director Option does not include imposition of a penalty; and
 - vi. That acceptance of the Hall Director Option constitutes an admission of guilt which may be introduced at any subsequent disciplinary hearing.
- (b) If the student accepts the Hall Director Option he/she shall reply, in writing:
 - i. Acknowledging his/her participation in the alleged violation;
 - ii. Waiving his/her right to a hearing before the Student Disciplinary Board; and
 - iii. Waiving a right to appeal the administrative decision.

(c) If the student rejects the Hall Director Option, his/her case will be forwarded to the Office of Student Judicial Affairs for action in accordance with violations of Standards of Conduct.

(2) Standards of Conduct. When allegations of individual misconduct are referred to the Office of Student Judicial Affairs, the case will be adjudicated in accordance with procedures governing alleged violations of Standards of Conduct.

Emergency Powers

When, in the judgment of the Student Life Council of the University of Tennessee, conditions are such that it is impractical for the Student Disciplinary Boards to function, the Vice Chancellor for Student Life may suspend these procedural regulations and appoint an ad hoc committee to hear disciplinary matters. Any such ad hoc committee shall follow procedures that will insure the protection of the rights of the students involved, as stated herein. Any decisions by the ad hoc committee may be appealed to the Student Life Council.

Termination of Student Employees

(1) General:

(a) The provisions of this policy statement apply to all student employees except those on college work-study (see policy statement on termination of financial assistance).

(b) The purpose of this statement is to provide procedures for the termination of student employees.

(2) Definitions:

(a) Student Employee. An employee who is classified as a "student employee" by the payroll section of the Office of the Treasurer, University of Tennessee.

(b) Contract Employee. A student employee who has a written contract with the University providing employment for a specified period of time.

(c) Non-Contract Employee. A student not employed for a specified period of time, whose employment is terminable at the will of the University irrespective of the quality of the performance of the student.

(d) Gross Misconduct. Theft or dishonesty, gross insubordination, destruction of University property, falsification of records, acts of moral turpitude, reporting to duty under the influence of intoxicants, using or selling illicit drugs on University premises, disorderly conduct, provoking a fight, and such other similar acts involving intolerable behavior by the employee.

(e) Grounds for Termination of Contract Employees. A contract employee may be terminated during the term of his or her employment for gross misconduct or inadequate job performance.

(3) Notice:

(a) Non-Contract Employee. Whenever, in the opinion of the supervisor, a non-contract employee should be terminated, he/she shall be notified in writing setting forth the date of termination. If the reason for termination involves gross misconduct, the supervisor will, prior to termination, consult with the Vice Chancellor having administrative responsibility for the employee.

(b) Contract Employee. Whenever a supervisor is of the opinion that a contract employee should be terminated, he/she shall notify the appropriate Vice Chancellor. The Vice Chancellor shall notify the employee in writing of the reasons for his/her immediate termination or suspension, as appropriate, and of his/her right to request a hearing in accordance with the Administrative Procedures Act (T.C.A. § 4-5-301, et seq.) or as hereinafter provided.

(4) Request for a Hearing:

(a) Contract Employee. The request of a contract employee for a hearing together with his/her election of an Administrative Procedures Act hearing or one under this policy statement shall be forwarded in writing within five (5) business days of the notice of termination to the Vice Chancellor having administrative responsibility for the employee.

i. If the employee elects a hearing under the provisions of the Administrative Procedures Act, the Vice Chancellor shall forward the file to the Chancellor for the appointment of a hearing officer.

ii. If the employee elects a hearing under this policy statement, the Vice Chancellor shall immediately thereafter establish a three member hearing committee.

(b) Non-Contract Employee. A non-contract employee may appeal his or her termination through the appropriate Dean/Director and Vice Chancellor to the Chancellor. No right to a hearing accompanies this right of appeal.

(5) Responsibility of the Hearing Committee: It shall be the responsibility of the hearing committee to:

(a) Conduct a hearing within ten (10) business days of the employee's request for said hearing;

(b) Make findings of fact and recommendations to the appropriate Vice Chancellor;

(c) Notify the employee within five (5) business days after the hearing of the committee's findings and recommendations; and

(d) Prepare and forward as soon as it is practicable a written report of the hearing to the appropriate Vice Chancellor.

(6) Hearing Procedures: Employees who are entitled to a hearing as provided above are entitled to the following procedural rights:

(a) A written account of the alleged misconduct or grounds for inadequate work performance;

(b) Reasonable notice of the time and place of the requested hearing;

(c) The assistance of a representative of his/her choice; if the employee requesting a hearing desires to be represented by an attorney, the appropriate Vice Chancellor must be notified by the employee at least three (3) days prior to the scheduled hearing;

(d) To present all pertinent evidence including witnesses; and

(e) To confront and cross-examine all adverse witnesses.

(7) Decision and Appeal:

(a) Hearing Committee. The appropriate Vice Chancellor shall within five (5) business days after receipt of findings and recommendations of the hearing committee notify the employee in writing of his/her decision and of the employee's right to appeal as provided by Article 5, Section 7 of the University By-Laws. An employee's appeal must be submitted in writing to the Chancellor within ten (10) business days after receipt of the decision.

(b) Administrative Procedures Act. The decision of the Chancellor is final in all cases heard under the contested case provision of the Administrative Procedures Act. Further appeal shall be in accordance with the provisions of that Act.

Termination of Financial Assistance

(1) General:

(a) Coverage: The provisions of this policy apply to student financial assistance except graduate

assistantships and fellowships.

(b) Purpose: The purpose of this policy is to provide procedures for the termination of student financial assistance.

(2) Definitions:

(a) Athletic Grant-in-aid: A contract for financial assistance which has been approved by the Advisory Committee on Student Financial Aid and awarded in accordance with the provisions of the Constitution and By-Laws of the Southeastern Conference and the National Collegiate Athletic Association.

(b) Financial Aid: Assistance awarded to a student in one (1) of the following categories: college work-study, scholarships (including graduate), loans, and grants.

(3) Notice:

(a) Athletic Grant-in-Aid

i. Whenever the Athletic Department proposes that a student's financial assistance be terminated within the contract period, the student shall be notified in writing by the Director of Financial Aid of the proposed termination. The notice shall contain the reasons for termination, the student's right to a hearing in accordance with the contested case provision of the Administrative Procedures Act or in accordance with the provisions hereinafter provided.

ii. Whenever athletic financial aid is not to be renewed at the end of the contract period, the student shall be notified of his/her right to a hearing, in accordance with the requirements of the Constitution of the National Collegiate Athletic Association, before the Advisory Committee on Student Financial Aid.

(b) Financial Aid. Whenever financial aid is to be modified or terminated, the student shall be notified of the reasons for the proposed modification or termination and of the right to appeal by contacting the Director of Financial Aid. If the Director of Financial Aid is unable to amiably resolve the student's appeal, it shall proceed as follows:

i. If the appeal concerns interpretation of policy, the student shall be afforded the right of further appeal through the Dean of Admissions and Records and the Vice Chancellor for Academic Affairs to the Chancellor.

ii. If the appeal concerns a disputed question of fact, the student shall be advised of the right to a hearing before the Advisory Committee on Student Financial Aid or in accordance with the Administrative Procedures Act.

(4) Request for a Hearing: The request for a hearing together with his/her election of an Administrative Procedures hearing or one under this policy shall be made in writing to the Director of Financial Aid within five (5) calendar days of receipt of the notice of proposed termination.

(a) If the student elects a hearing under the provision of the Administrative Procedures Act, the Director of Financial Aid shall forward the file to the Provost for the appointment of a hearing officer.

(b) If the student elects a hearing under this policy statement, the Director of Financial Aid shall immediately forward the request for a hearing together with a copy of the complete file to the Chairperson of the Advisory Committee on Student Financial Aid.

(5) Hearing Committee. At the beginning of each semester, the Chairperson of the Advisory Committee on Student Financial Aid shall appoint a hearing subcommittee of not less than three (3) persons who shall be charged with the responsibility of hearing all appeals during that semester.

(6) Responsibility of the Hearing Committee: It shall be the responsibility of the hearing committee to:

(a) Conduct a hearing within ten (10) business days of the student's request for said hearing. When the University is not in session, the hearing shall be held as soon as reasonably possible.

(b) Make findings of fact and a determination as to the termination of financial aid.

(c) Notify the student as soon as possible of the committee's decision.

(d) Notify the student of his/her right to appeal, as indicated below.

(7) Hearing Procedures: Students who are entitled to a hearing as above provided are entitled to the following procedural rights:

(a) A written notice of the alleged grounds for termination of financial assistance.

(b) To reasonable notice of the time and place of the requested hearing.

(c) The assistance of a representative of his/her choice. If the student requesting a hearing desires to be represented by an attorney, the University must be notified by the student at least three (3) days prior to the scheduled hearing.

(d) To present the testimony of witnesses and other evidence.

(e) To confront and cross-examine all adverse witnesses.

(8) Appeal:

(a) Hearing Committee Decision. The student may appeal the decision of the hearing committee in accordance with Article V, Section 7 of the University By-Laws. An appeal must be submitted in writing to the Chancellor within five (5) business days.

(b) Administrative Procedures Act. The decision of the Chancellor is final in all cases heard under the contested case provision of the Administrative Procedures Act. Further appeal shall be in accordance with the provisions of that Act.

GENERAL CAMPUS POLICIES AND PROCEDURES

ARRESTS

Arrests of students on campus may be made by police officers. Violations of the law, including alleged thefts in the University Bookstore and alleged thefts, assaults, or use of drugs in university housing have led to arrests by police officers or referral by appropriate administrators for arrest. The Dean of Students or his/her designee is notified of the arrest and prepares on-campus charges when appropriate. The student who may have violated a criminal law and a university Standard of Conduct is subject to rulings by both jurisdictions.

A student arrested in the course of an infraction of the law will be informed of his/her rights, which are:

- He/she may remain silent;
- Any statement he/she makes may be used against him/her in further disciplinary or legal proceedings;

- He/she may have the assistance of counsel during questioning;

- Counsel will be provided before questioning if the student cannot afford to hire counsel.

Before interrogating a student, the police must obtain a written waiver from the student stating that he/she understands his/her rights but wishes to answer questions without the assistance of counsel. No form of intimidation or harassment will be used by university police to obtain the waiver or to coerce an admission of guilt. If he/she waives his/her right to have counsel, the student may still stop answering questions or request an attorney at any time. A student will not be deprived of his/her liberty without arrest.

UNIFORM ADMINISTRATIVE PROCEDURES ACT

The university, with the assistance and advice of students, employees and other members of the university community, has developed procedures for handling a variety of situations involving student rights and privileges. Examples of these procedures, including opportunities for a hearing, are included in this student handbook. The university believes that these procedures well serve the interests of students in obtaining full and fair hearings with minimum expense, complexity, and inconvenience. An alternative to these procedures, however, is the Uniform Administrative Procedures Act (Public Acts, 1974, Ch. 725 Tennessee Code Annotated §4-5-101 et seq.). This act provides that any party whose legal rights, duties or privileges are required by any statute or constitutional provision to be determined after an opportunity for a hearing, shall be afforded an opportunity for such a hearing in accordance with the provisions of Tenn. Code Ann. §4-5- 301 et seq.

Whenever a student requests a hearing to which he/she is legally entitled by virtue of the Uniform Administrative Procedures Act, that hearing will be conducted in accordance with the provisions of the "contested cases" section of the Uniform Administrative Procedures Act (Tenn. Code Ann. §4-5- 301 et seq.), unless the student executes a waiver of his/her right to proceed under the Act and elects to follow the procedures set forth in the student handbook. If a student elects to invoke the hearing procedures of the Act, no right exists to pursue the university's procedures herein stated, or to appeal through the Chancellor and to the President, since the Act provides a method of review of agency action. Appropriate waiver forms are available to students desiring to proceed under the

university's procedures. Contact the Office of Student Judicial Affairs, 409 Student Services Building.

ACCESS TO CAMPUS

The university's campuses and facilities shall be restricted to students, faculty, staff, administrators, guest-visitors and invitees except on such occasions when all or part of the campuses, buildings, stadia, and other facilities are open to the general public. On occasions when public events are held on campus, e.g., intercollegiate athletic contests, concerts, lectures, etc., the university shall be considered open to all persons desirous of attending such events.

The terms guest-visitor and invitee are defined by the University as follows:

Guest-Visitor- A person invited by a university student or employee to visit the campus at a specific time, place, and occasion. A person making repeated use of university facilities and/or grounds shall not be considered a guest. 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.

Invitee: A person who has official business at the university, e.g., delivery person, construction worker, patient, client, student's parent or guardian, etc.

All university personnel (students, faculty, administration and staff) shall provide acceptable identification (I.D. card, fee receipt, etc.) when requested to do so by police officers or by other university officials. University personnel who refuse to give acceptable identification shall be subject to appropriate university action.

Guests, visitors, and invitees of the University of Tennessee shall honor university rules and regulations concerning the use of and conduct in university facilities or grounds. Violation of rules and regulations may result in lawful removal from campus, prosecution, and withdrawal of visitation privileges. Invitees, and guest-visitors, shall provide identification and/or qualifications if requested to do so by police officers or other university officials. Persons who are unable or unwilling to give acceptable identification and/or qualifications shall be requested to leave the campus, and if they refuse, shall be subject to lawful removal and prosecution including, but not limited to, the injunctive process.

FACILITIES AND GROUNDS USAGE

Guidelines to be followed in implementing university policies concerning the use of facilities and grounds shall

include, but not be restricted to, the following procedures:

1. Campus streets and adjoining sidewalks maintained by the City of Knoxville shall not be deemed university grounds for purpose of these policy statements.

2. Signs bearing the message "Use of This Facility Restricted to Students, university Employees and Guests," shall be placed at the entrances to all facilities used primarily for student activities.

3. Persons in charge of the University Center and RecSports Facilities shall make, in cooperation with the University Police Department, regular and mandatory identification checks of persons using these facilities.

4. Campus service and RecSports Facilities shall be restricted to university personnel and bona fide guest-visitors and invitees. Persons in charge of these facilities shall make regular and mandatory checks for identification or qualification.

5. Generally, programs and activities of student organizations and groups shall be restricted to members, guest-visitors and university personnel. Student organizations and groups desiring to have programs and activities open to the public shall have such events approved in advance by the Dean of Students.

6. The Vice Chancellor for Student Life or other authorized university official shall require, if deemed advisable, acceptable identification for admission to university events or programs not open to the public. Implementation of this requirement shall be accomplished in cooperation with the sponsoring university organization or group.

7. Written reports of identification checks and incidents germane to these policies shall be submitted to the Vice Chancellor for Student Life or a designee.

Please refer to the university's Facilities Services Guide (<http://www.pp.utk.edu/servicesguide.pdf>).

FREEDOM OF ASSEMBLY AND DEMONSTRATION

Because free inquiry and free expression are indispensable to the attainment of the goals of a university, the University of Tennessee encourages

students to develop the capacity for critical judgment and to engage in an independent search for truth. The institution supports the rights of students and other members of the University of Tennessee community to express freely their views for or against actions and opinions with which they agree or disagree.

The University of Tennessee also recognizes a concurrent obligation to develop policies and procedures which safeguard this freedom of expression but which, at the same time, will maintain an atmosphere on the campus conducive to academic work, and will preserve the dignity and seriousness of university ceremonies and public exercises, and will respect the private rights of all individuals. The right of peaceable assembly is a guaranteed constitutional right and one which this institution does not intend to abrogate. Students, faculty and staff are encouraged to report violations of policies associated with freedom of assembly and/or expression to the Office of Student Judicial Affairs or the Office of the Dean of Students. The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

1. Student gatherings may be conducted in areas which are generally available to the public, provided such gatherings:

- A. Are conducted in an orderly and peaceful manner.
- B. In no way obstruct vehicular or pedestrian traffic.
- C. Do not interfere with classes, scheduled meetings, events and ceremonies or with other essential processes of the university.
- D. If inside a building, are held in an assigned meeting room.

2. Only meetings which have been approved in advance by the proper office may be held:

- A. Within university buildings.
- B. Within university stadia.
- C. Adjacent to residential or academic facilities of the campus.

3. Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.

Violations of the above university policy will result in appropriate disciplinary action.

FREEDOM OF EXPRESSION AND SPEECH

The University of Tennessee considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, to exchange thoughts and opinions, and speak freely on any subject in accord with the guarantees of our state and national constitutions. Additionally, the university endeavors to develop in students a realization that citizens not only have the right but the obligation to inform themselves regarding issues and problems of the day, to formulate stands regarding these issues and problems, and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the university, to the state, and to the nation. The University of Tennessee takes pride in the fact that its campus is open to free discussion and examination of views, with the condition that such discussion be accompanied by peaceful methods and under peaceful conditions consistent with the scholarly nature of an academic community.

To these ends, registered student organizations on campus may freely select, without prior restraints, persons they wish to invite as guest speakers. There are no restrictions to control the point of view expressed by speakers other than those imposed by local, state, and federal laws. Any person sponsored by a registered campus organization is free to speak. This openness of forum does not release speakers and sponsors from accountability to campus and civil authorities under university regulations, local, state, and federal laws; and it does not countenance disruption of the university, injury to persons or property, obscene or indecent behavior, or incitement to riot as defined by these regulations.

The sponsoring organization shall be responsible for informing its guest speakers of these restrictions and advising them that violation of the law may result in arrest and prosecution by appropriate authorities (and violation of university regulations may result in termination of the program). Granting of an invitation to a speaker does not imply approval or sponsoring of the speaker's views by the university.

Any student group inviting a speaker must register the name of the speaker, the date and time of the appearance, and such pertinent information as will facilitate adequate physical preparations and adequate publicity for the event with the Office of the Dean of Students. Officers and program chairpersons of all registered organizations are advised that reasonable notice will be necessary to handle requests for facilities

and security. The criterion for a negative decision will be a demonstrable inability to make such physical arrangements. The events scheduling procedure will not be used as a device for a prior restraint of speakers. When a negative decision on a particular speaker must be made, the sponsoring organization is free to seek a more suitable date. It shall be the responsibility of the Dean of Students to consider and dispose of procedural complaints.

The representative of the organization inviting the speaker shall, at the time of the invitation, provide the speaker with a copy of the university speaker policy and campus regulations. In a situation attended by strong emotional feeling, or where there is a past history of obscenity or indecency associated with a speaker selected by a registered student organization, the Dean of Students, after finding that such a situation or history exists, shall prescribe conditions for the orderly and scholarly conduct of the speaking event. The conditions may include limiting the audience to the inviting organization's membership or to members of the university's academic community, appointing an experienced senior professor to preside over the meeting, requiring a statement from the offices of the sponsoring organization certifying that they have discussed the appearance of the speaker with the Vice Chancellor for Student Life, and authorizing a search of all persons entering the arena of the speech and such other conditions as the agency deems advisable.

If there appears to be a reasonable possibility that a speaker may violate the law during his/her presentation, or if a situation is attended by a strong emotional feeling, a ranking Student Affairs Officer should attend the meeting and direct action in the event a violation occurs. The university's General Counsel or Associate General Counsel should be consulted to render legal advice to the Student Affairs Officer.

It is recognized that in the area of speaker policy, as in other areas, the administration has no legal power to delegate its basic authority and control over the university to any other person or group. In that connection, it is possible that a situation may arise in which the above described speaker policy might have to be suspended and replaced with such action as seems needed and in accordance with state and federal constitutional principles as applied to the concrete situation presented. Students representing various points of views, when exercising the privilege to invite outside speakers to the campus, are expected to act as a responsible part of the university community and to exercise this privilege with discretion. In that connection,

the university speaker policy is not to be interpreted to concede any absolute autonomy to the student sector if a tense situation arises which clearly involves matters of proper concern to the academic community as a whole.

LITERATURE DISTRIBUTION

The distribution of leaflets and handbills and the circulation of petitions on campus shall be free and unhindered. Any material to be distributed should be in accordance with the applicable local, state, and federal laws.

Special racks and bulletin boards are provided at numerous places on the campus and may be used by members of the university community. Litter produced by an individual and/or group as a result of leafleteering is the responsibility of the individual or group. Continued littering will result in appropriate judicial action. Traffic and specialized usage of certain facilities dictate the following specialized guidelines:

- **IN THE CLASSROOM** - generally not permitted; special requests should be presented to the professor using the classroom.
- **IN ACADEMIC BUILDINGS** - requests should be presented to the academic officer in charge of the facility.
- **IN THE UNIVERSITY CENTER** - booths are provided for organizations in the lobby of the first floor; bulletin boards and literature distribution racks are numerous. Traffic usually precludes wholesale distribution in other areas. Consult the Director of the University Center in special cases.
- **IN RECSports FACILITIES** - requests should be presented to the Administrative Office (upper level) in the TRECS facility for approval by RecSports administration. Requests for the TRECS, Student Aquatic Center, Bubble, Intramural Field, HPER Building, and surrounding grounds must be submitted to this location for approval.
- **IN RESIDENCE HALLS** - distribution is limited to the main bulletin board and/or literature distribution racks in the main lobby. Distribution may not take place in the living areas of the residence hall. Postal boxes may not be used unless the material is considered U.S. Mail. For special pamphlet/leaflet distribution in lobby areas, approval of the hall student government and the Hall Director is required.
- **IN CAMPUS OUTDOOR AREAS** - posting of information is only allowed on general bulletin boards. For a complete list of board locations visit the

Facilities Services website. Posting of any item on painted surfaces, doors, or windows is prohibited. Items posted in violation of this policy will be removed, and the individual posting them will be assessed any costs of removal or repair of damage.

POLITICAL ACTIVITY

The University of Tennessee recognizes and appreciates the growing interest of students in the political processes related to local, state, and federal governments. Student participation in political campaigns is a natural and desirable result of the enfranchisement of all students. Accordingly, 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 political activity of students on UT campuses:

Registered student organizations may invite candidates for public office to speak on or in university property facilities so long as reasonably equal speaking opportunities are available to all other candidates for the same political office. Scheduling of politically related activities shall be handled in accordance with applicable university regulations.

SOLICITATION

Both commercial and non-commercial solicitations are prohibited in non-public areas of the university. Solicitations and sales in public areas of the university are restricted to invitees and registered organizations, faculty, staff, and students of the university and are subject to reasonable restrictions as to time, place, and manner.

As it pertains to student organizations, “solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members, including the procurement of supplies and other forms of support and the selling and distribution of items, materials, or products and services. Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.

Requests for approval of any form of solicitation must be made online at <http://go.utk.edu/events> no later than seven working days preceding the date of the proposed date of the activity. Prior to approval by the Office

of the Dean of Students, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval for the project is not a guarantee of the availability of the space. The Office of the Dean of Students will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the residence halls will not be used for purposes of solicitation.

PARENTAL NOTIFICATION POLICY

In accordance with state law, the University of Tennessee will notify the parent or legal guardian of any student under the age of 21 who is found to be in violation of federal, state, or local law or university policy related to the use, possession or distribution of drugs and/or alcohol.

ALCOHOL ON CAMPUS

University regulations prohibit all student organizations 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 affair are responsible for its general decorum.

POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

In support of the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) and the Drug-Free Schools and Communities Act of 1989, the University of Tennessee is required to notify all students, faculty, and staff of the following university policy approved by the UT Board of Trustees on June 21, 1990:

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on university property or during university activities.

Violation of this policy is grounds for disciplinary action up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and

imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-17-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from any university policy considerations, the use of illicit drugs and/or the abuse of alcohol may be harmful to your health. Some of the health risks associated with such use/abuse are described below.

As a condition of employment individuals who are paid by the University of Tennessee from federal grants or contracts must abide by the terms of this policy and notify the university in writing of any criminal drug statute conviction, which includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body for a violation occurring in the workplace within five (5) days after such conviction. The university is in turn required to inform the granting or contracting agency of the conviction within ten (10) days of the university's receipt of actual notice of the conviction.

Employees and their families needing treatment information should call their local Human Resources Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (1-800-308-4934). Students needing treatment information should contact their campus Student Affairs Office, student health center, or counseling center.

ALCOHOL ABUSE HEALTH RISKS

- Liver damage—cirrhosis, alcoholic hepatitis
- Heart disease—enlarged heart, congestive heart failure
- Ulcers and gastritis
- Malnutrition
- Cancer—of the mouth, esophagus, stomach, liver
- Brain damage—memory loss, hallucinations, psychosis
- Damage to fetus if pregnant mother drinks
- Death —50% of fatal auto accidents involve alcohol
- 31% of suicides are of alcoholics

DRUG USE HEALTH RISKS

- Overdosing — psychosis, convulsions, coma, death
- Long term use — organ damage, mental illness, malnutrition, death

- Casual use — heart attack, stroke, brain damage, death
- Needles — infections, hepatitis, AIDS, death
- If a pregnant mother uses drugs, her baby can be born addicted or dead.

ELECTRONIC MAIL POLICY

All students are provided with a university email account. The University of Tennessee uses the university-supplied email account as an official means of communication with all students. Official communication can include, but is not limited to, information and notices about financial obligations, course schedules, cancelled courses, and financial aid. Students are responsible for activating, maintaining and checking their university-supplied account and for all official university communication sent to that account. For more information about student email accounts and responsibilities, go to: <http://oit.utk.edu>
To set up your UT email account, visit <http://tmail.utk.edu/initialsetup/>

INCIDENTS OF BIAS

The Office of the Dean of Students, in conjunction with other offices on campus, assists students and student groups to resolve incidents of bias according to the procedures described below.

Definitions:

Bias Incident – Any act of bigotry, harassment, intimidation, coercion, or damage to property by known or unknown perpetrators that occurs on UT's campus or within an area that impacts the UT community and that one could reasonably conclude is directed at a member or a group of the UT community because of that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.

Bias/Hate Crime – Is defined as any criminal offense or attempted criminal offense that one could reasonably and prudently conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, height, immigration or citizenship status, marital status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, or weight.

Procedure for Reporting Incidents of Bias:

The University of Tennessee, Knoxville encourages all members of the campus community who believe they are victims of a bias motivated incident or crime, or who have witnessed such an incident or crime, to follow the protocol below:

Student Related Incidents

A student who has experienced or witnessed a bias incident or hate crime should:

- Call 911 if s/he feels threatened or in immediate danger.
- If the threat is not immediate, please help us respond and help those who are targeted by reporting incidents to 865-974-3179 and/or submit a Bias Incident Reporting Form Online at <http://bias.utk.edu/>
- Complaints involving allegations of discrimination and/or harassment that occur within the classroom or in the student-faculty context should be directed to the Office of Equity and Diversity (865-974-2498), or contact the academic dean in the appropriate college.
- While it is recommended that the individual follow the procedures outlined above, s/he may contact a person of authority with whom s/he feels most comfortable, i.e., hall director, professor, etc.

Faculty and Staff Related Incidents

A faculty or staff member who has experienced or witnessed a bias incident or hate crime should:

- Call 911 if s/he feels threatened or in immediate danger.
- If the threat is not immediate initiate a complaint through the Department of Human Resources 865-946-8847; the Office of Equity and Diversity 865-974-2498; or the academic dean of the appropriate college. The individual may also consult her/his immediate supervisor or another person in authority within the department.

Complaints lodged in any of these offices will be referred for further investigation, and as appropriate, to the University of Tennessee Police Department. We also encourage you to submit a Bias Incident Reporting Form Online at <http://bias.utk.edu/>

Visitor Related Incidents

A visitor to the University of Tennessee campus who has experienced or witnessed a bias incident or hate crime should:

- Call 911 if s/he feels threatened or in immediate danger.
- If the threat is not immediate initiate a complaint

through the University of Tennessee Police Department (UTPD), 974-3114 and/or submit a Bias Incident Reporting Form Online at <http://bias.utk.edu/>

Procedure for Responding to Bias Incidents:

The University's response to bias incidents is as follows:

Critical Response Subcommittee

The Critical Response Subcommittee of the Council for Diversity and Interculturalism (CDI) monitors implementation of the University's response to bias incident reports. The subcommittee members include the Vice Chancellor for Communications, the Human Resources Representative on the CDI, the Director of the Office of Equity and Diversity, the Chief of UT Police, the Dean of Students, the Chair of the Commission for Women, the Chair of the LGBT Commission, the Chair of the Commission for Blacks, and a student representative.

Bias Response Team

The Bias Response Team includes appropriate members from the Critical Response Subcommittee and is responsible for the determination and implementation of responses to bias incidents. Members of the Bias Response Team will include: the Executive Director of Human Resources; the Director of the Office of Equity and Diversity; the Vice Chancellor for Communication; the Chief of Police, and the Dean of Students or their designees. Procedures for addressing complaints involving bias incidents include: timely communication and referral of incidents. The Bias Response Team's responsibilities are as follows: 1) Collect verifiable information and engage UTPD in the investigation of the incident; 2) Develop a plan of action to address the incident; 3) Meet with affected students, faculty, staff or visitors to facilitate services such as counseling, health services, or other services as needed to ensure safety and to give assistance and comfort to the victim(s) or others in the campus community; 4) Develop an appropriate plan to initiate communication with the broader community; 5) Make appropriate referrals to the Office of Student Judicial Affairs, Office of the Dean of Students, or the Office of Equity and Diversity; and 6) Document bias incidents.

Any student found to be responsible for an act of bias, which violates university Standards of Conduct, will be subject to disciplinary sanctions up to and including permanent dismissal from the university. Similarly, any faculty or staff member found to be responsible for an act of bias, which violates university policy, will be subject to disciplinary action up to and including termination from the university.

HAZING

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

CAMPUS EMERGENCY NOTIFICATION

The university employs a variety of methods to notify the campus community of dangerous situations and major interruptions in campus operations. The goal is to inform our community of an imminent threat so that students, faculty, and staff are able to take appropriate action for their specific situation. The campus community is asked to spread UTAAlerts to others who may not be aware of the threat. Additional information about UTAAlert can be found at utk.edu/alert.

UTAlert text messages and emails are the most commonly employed method. Texts are character limited; therefore, they are very general and recipients must use judgment in choosing the appropriate action based on the information available. In general, be aware of your surroundings and know how to evacuate and shelter in buildings you frequent. Signs are posted in the buildings and guidance for specific emergencies is available at safety.utk.edu. UTAAlert emails will contain more guidance on how to respond.

Emergency Blue Phones and Neyland Stadium outdoor speakers are used for voice announcements in some emergencies. Twitter is used to repost critical emergency information @UTKnoxville. Local media and the National Weather Service are good sources of certain types of emergency information.

UTAlerts are issued early in the emergency, often before details are available. Updates to the situation will be posted on the campus main webpage at utk.edu when available.

All UTAAlert activations are followed by an “all clear” message letting you know the situation has been stabilized. Protective actions should continue until the all clear is issued.

When an emergency significantly disrupts campus operations and schedules, inclement weather procedures apply and changes to campus schedules will be posted at utk.edu. Faculty are encouraged to review the Faculty Emergency Guide at <https://tiny.utk.edu/facultyguide>.

INCLEMENT WEATHER

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

The Chancellor (or appointed representative) may officially close or suspend selected activities of the university because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified and a UTAAlert will be issued. The notice will also be posted on the front page at www.utk.edu

If the university is officially closed, certain essential activities such as Dining Services, Facilities Services, police, steam plant, and Telephone Services will continue to operate. Some facilities such as the Library and University Center will, if possible, continue to function as a service to students and faculty. When the university is officially closed, its policy of Days of Administrative Closing will apply for staff exempt and staff nonexempt 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 work at all should notify their immediate supervisors. Employees 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.

In the event of a delayed opening, the Chancellor (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through the local media and via the front page of www.utk.edu

All faculty and staff are expected to report to their specific work location by the set opening time. Students are expected to report to their regularly scheduled class only if there are 30 or more minutes remaining in the session. For example, if a delayed opening is set for 10:00 a.m., students who have classes from 9:40 a.m. to 10:55 a.m. should report to that class at 10:00 a.m. Students who have classes from 8:15 a.m. to 9:45 a.m. should not report to class. In a delayed opening, all classes scheduled prior to the set time of opening and those that have less than 30 minutes remaining after the set opening time are cancelled for the day.

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

Faculty members have discretion in determining whether an additional session will be added for the class or if additional work is assigned due to the closure or delayed opening.

MEDICAL EXCUSE

While the responsibility for class attendance and achievement rests with the student, it is recognized that there are occasions in which the student is unable, because of health reasons, to attend scheduled classes. The policy of the Student Health Service is that medical excuses will not be written. Explanations of absence and satisfactory arrangements for academic makeup can be accomplished through communication between the student and the professor.

NON-DISCRIMINATION

(EEO/ Title IX/Section 504 Statement/ADA)

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations.

In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University.

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (dial 711 for telecommunications relay services) or 865-974-2440.

Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

SAFETY

Anyone who observes a safety or health concern or a near miss should contact campus Environmental Health and Safety. Accidents involving visitors or students should be documented using an incident report form that is available from the Risk Management Office. Environmental Health and Safety can be contacted by telephone at 865-974-5084, by email at safety@tennessee.edu or in writing at Environmental Health and Safety, 916 22nd St., Knoxville, TN 37996-3503. Questions related to safety policies, procedures and plans should be directed to Environmental Health and Safety at the addresses listed above.

SECURITY INFORMATION

In accordance with The Tennessee College and University Security Information Act of 1989 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the University of Tennessee has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. The UT Security Brochure for the Knoxville campus is available on the Office of the Dean of Students web page at <http://dos.utk.edu> where you may print the entire document for your use. Additionally, a free, printed copy of this report may be obtained by any student employee, or applicant for admission or employment from the Office of the Dean of Students, 413 Student Services Building.

SEXUAL HARASSMENT

The University of Tennessee is committed to providing an environment free of sexual harassment, including sexual assault and other sexual misconduct. Sexual harassment is a violation of law, including Title IX of the Education Amendments of 1972, and University policy. The University will not tolerate sexual harassment. More information about sexual harassment and resources for victims of sexual harassment can be found below.

TITLE IX

The University of Tennessee is a recipient of federal financial assistance for education activities, and in accordance with the provisions of the Education Amendments Act of 1972, all of its education programs and activities are subject to the prohibition against discrimination on the basis of sex. University policy

prohibits discrimination on the basis of sex in any education program or activity.

The University's Title IX Coordinator monitors the University's compliance with Title IX. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance with Title IX, may contact the University's Title IX Coordinator, Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996, Phone: 865-974-2498, Fax: 865-974-0943

More information about Title IX and the University's policy against sex discrimination can be found by visiting the website of the Office of Equity and Diversity, <http://oed.utk.edu>.

Examples of Standards of Conduct for Students Relating to Sexual Harassment

The following is a non-exhaustive list of the University's Standards of Conduct (pg. 14) that relate to sexual harassment:

5. Causing physical harm to any person; endangering the health or safety of any person; engaging in conduct that causes a reasonable person to fear harm to his/her health or safety; or making an oral or written statement (including electronically) 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, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.

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. Sexual assault or misconduct. "Sexual assault" is defined as any sexual act or attempt to engage in any sexual act with another person without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. "Sexual misconduct" is defined as any intimate touching of another person, or forcing a person to engage in intimate touching of another, without the consent of the other

person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. It is the responsibility of the person initiating sexual activity to ensure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of sexual activity.

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.

27. Violation of a University policy, such as the prohibition on discrimination on the basis of sex in any education program or activity.

28. Committing an act that is prohibited by local, state, or federal law. This Standard of Conduct would include but not be limited to Tennessee criminal law relating to sexual offenses (T.C.A. § 39-13-501 et seq.) and Title IX).

How to File a Complaint Against a Student

In addition to or in lieu of initiating criminal prosecution, a student who feels he/she has been the victim of sexual harassment, including sexual assault, has the right to file a complaint with the University. Conduct may violate the University's Standards of Conduct or Title IX even if the police conclude they do not have sufficient evidence of a criminal violation. Penalties for sexual harassment could include suspension or permanent dismissal from the University.

A complaint of sexual harassment against another student will be treated as a complaint of sex discrimination in violation of Title IX and may be filed with the Office of Student Judicial Affairs, 409 Student Services Building, 974-3171 or the University's Title IX Coordinator, Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996, Phone: 865-974-2498, Fax: 865-974-0943. The Title IX Coordinator and/or an employee in the Office of Student Judicial Affairs will meet with the complainant,

explain the University's grievance procedures, listen to the complainant's allegations, provide the complainant with an opportunity to ask questions, and refer the complainant to the Case Management Specialist or to the Office of the Dean of Students, who can assist the complainant with obtaining medical and/or psychological care, reporting the incident to the police, and exploring interim and remedial measures.

Following the initial meeting with the complainant, the Office of Student Judicial Affairs will investigate the complaint to determine if the University's Standards of Conduct have been violated. Investigations usually will include interviews of the complainant, the student against whom the complaint was filed, and other witnesses, as well as an analysis of documents and other relevant information. University investigations of sexual harassment complaints will be prompt, thorough, impartial, and independent of any criminal investigation or case that may be ongoing. The Office of Student Judicial Affairs uses a "preponderance of the evidence" standard in reaching its conclusions. If the Office of Student Judicial Affairs determines that a Standard of Conduct has been violated, then the case will be processed in accordance with the University's student disciplinary regulations and procedures, which can be found on pp. 12-27 of this handbook. The Office of Equity and Diversity may participate in an investigation involving students. In a case involving a complaint against another student of sexual harassment, the alleged victim shall have the rights described on p. 13 of this handbook.

Mediation will not be used to resolve complaints of sexual harassment.

Standards of Conduct for University Employees

Federal regulations define sexual harassment in employment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. The University's sexual harassment policy relating to employment, including student employees, can be found at <http://hr.utk.edu/policies> or <http://oed.utk.edu>.

The University's policy on consenting romantic or sexual relationships between faculty and students can be found in Appendix 7 of the UTK Faculty Handbook, which can be found at <http://provost.utk.edu>.

How to File a Complaint against a University Employee

A complaint of sexual harassment against a University employee, including a student employee, or a third party unaffiliated with the University should be filed with University's Title IX Coordinator, Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996, Phone: 865-974-2498, Fax: 865-974-0943, and will be handled in accordance with the University's discrimination complaint procedures, which can be found at <http://oed.utk.edu/complaints/>.

How to Initiate Criminal Prosecution

Victims of sexual assault or misconduct have the right to initiate criminal prosecution by contacting the University of Tennessee Police Department, 1101 Cumberland Avenue, 974-3114, or the Knoxville Police Department, 800 Howard Baker Jr. Avenue, 215-7000. Victims may file a criminal complaint before, during, or after the University's investigation of sexual assault or misconduct.

Confidentiality

University employees other than licensed psychologists (e.g., licensed psychologists in the Student Counseling Center) and licensed psychiatrists (e.g., licensed psychiatrists in the Student Health Clinic) cannot guarantee confidentiality, although the University attempts to protect the identity of a student who reports sexual harassment to the maximum extent possible under the circumstances. Information about the report may need to be disclosed to other University officials who have a need to know the information. An individual's request regarding the confidentiality of a report of sexual harassment will be considered in light of the University's legal obligation to the campus community to investigate complaints of sexual harassment and the due process rights of an accused student or employee to be informed of the allegations and their source. A request that the victim's identity not be disclosed to the alleged harasser may limit the University's ability to respond fully to a report of harassment.

The University is required by federal law to report the occurrence on campus of certain crimes, including sex offenses, in an annual report of crime statistics, but the report does not contain any personally identifiable information. The University also is required by federal law to issue a timely warning for certain crimes that

represent a serious or continuing threat to the safety of students or employees, but such a warning would not contain any personally identifiable information.

Incident reports prepared by law enforcement for a law enforcement purpose generally are considered public records under the Tennessee Public Records Act and are not protected by the Family Educational Rights and Privacy Act of 1974, which means they would be made available to any Tennessee citizen upon request.

Retaliation

Retaliation against anyone who files a complaint of sex discrimination or participates in an investigation of sex discrimination is strictly prohibited by University policy and federal law. Anyone responsible for retaliation will be subject to disciplinary action by the University. Students who are subject to retaliation should contact the University's Title IX Coordinator, Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996, Phone: 865-974-2498, Fax: 865-974-0943, E-mail: jrichter@utk.edu.

No Contact Directives

In cases involving allegations of sexual harassment, the Vice Chancellor for Student Life, or his/her designee, may require that a student accused of harassing another student not have verbal, physical, or written contact with the alleged victim for a definite or indefinite period of time. The accused student will receive written notice of the no contact directive. In addition to an internal University no contact directive, victims are advised that other similar options exist and can be obtained from law enforcement and civil and criminal courts.

WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL ASSAULT

1. Go to a safe place.
2. Talk to someone you trust. As soon as you are in a safe place, tell someone you can trust about the incident - a roommate, friend, resident advisor or resident director, minister, or counselor - someone who can provide emotional support and objectively help you to make a plan.
3. Preserve all physical evidence. Do not change your clothing, bathe, shower, douche, use the bathroom, brush your teeth, drink liquids, wash your hands, or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.

4. Seek medical attention. You may seek medical care at any time after unwanted sexual activity without reporting a crime or notifying the police. If you think you might want to prosecute, you are strongly encouraged to have a medical examination for the collection of evidence within 72 hours. A medical professional will examine you, provide appropriate medical treatment, and talk with you about prevention of venereal disease and pregnancy. UT Police are available to take you to the hospital or the Sexual Assault Center of East Tennessee for a medical examination. Receiving a medical examination does not mean that you must make a formal report to the University or law enforcement.

The University encourages you to seek medical attention by contacting one of the following:

- Emergency - 911
- UT Police Department - 865-974-3114
- Sexual Assault Center of East Tennessee
24 Hour Hotline - 865-522-7273
- Student Health Center - 865-974-3155
- Student Counseling Center - 865-974-2196

5. Seek counseling. Victims who wish to speak confidentially with someone about the incident may call a licensed psychologist in the Student Counseling Center at 865-974-2196, any time during business hours on a normal weekday; a licensed psychiatrist in the Student Health Service at 865-974-2251, any time during business hours on a normal weekday; or the Sexual Assault Center of East Tennessee's 24 Hour Hotline at 865-522-7273. A licensed University counselor or Sexual Assault Center staff member can help a victim explore options, provide information, and provide emotional support. Whether you seek immediate assistance or choose to wait for a period of time after the assault, counseling can help you deal with the psychological residue and begin the healing process.

6. Report the incident. The University strongly encourages individuals to report sexual assault to appropriate officials because it is the only way that action can be taken against an alleged violator of law and University policy. Timely reporting and a medical examination within 72 hours are critical in preserving evidence and responding effectively, but an individual may report an incident at any time. Reporting an incident to the University allows the University to take steps to prevent the recurrence of harassment and correct its discriminatory effects, if appropriate. You may report the incident to the University regardless of whether you choose to press formal criminal charges.

There are multiple ways to report an incident to an appropriate University official:

a. Report to the Office of the Dean of Students or the Office of Student Judicial Affairs. The Office of the Dean of Students, 865-974-3179, and the Office of Student Judicial Affairs, 865-974-3171, can assist you in:

- Obtaining medical and/or psychological care;
- Reporting the incident to the police;
- Contacting off-campus resources such as rape crisis centers or support groups;
- Addressing academic concerns; and
- Exploring interim and remedial measures, such as obtaining a no-contact directive, making alternative housing arrangements, modifying academic schedules, and addressing other academic concerns such as absences, missed assignments, grades, incompletes, and withdrawals.

b. Report to the University's Title IX Coordinator. You may report the incident to the University's Title IX Coordinator, Office of Equity and Diversity, 1840 Melrose Avenue, Knoxville, TN 37996, Phone: 865-974-2498, Fax: 865-974-0943

c. Report to the University of Tennessee Police Department (UTPD). You may report the incident to the UTPD by calling 974-3111. If the incident occurred off campus, then call 911.

Reporting an incident to UTPD helps:

- apprehend the alleged assailant;
- preserve future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator; and
- protect you and others from future sexual assaults or misconduct by the same person.

When an incident is reported to UTPD, a UTPD officer will inform you about University and external resources that are available to you, including information concerning the preservation of evidence, obtaining medical care, and contacting the University's Title IX Coordinator, the Office of the Dean of Students, and/or the Office of Student Judicial Affairs. The officer will also complete an incident report. Primary responsibility for the investigation of sexual offense cases rests with UTPD. UTPD will make arrangements for a victim to meet with an officer for the City of Knoxville, who will prepare a written report. The report will be important to you in case you wish to bring charges, immediately or at a later date. You may be asked questions about the

scene of the crime, witnesses, and what happened before and after the incident. It is always your option whether to notify UTPD or the City of Knoxville Police (865-215-7000).

Campus Safety and Security Report

The University of Tennessee Police Department prepares an annual report of crime statistics and campus safety and security policies to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can be found at http://web.utk.edu/~utpolice/Crime_Statistics.html.

Other Points of Contact and Support

- **Sexual Assault Center of East Tennessee**, 6215 Kingston Pike, Suite A, 865-558-9040, <http://www.safehavencenter.org/>
- **Student Counseling Center**, 900 Volunteer Blvd., 865-974-2196, <http://counselingcenter.utk.edu/>
- **Student Health Service** (Monday-Friday, 1818 Andy Holt Avenue, 865-974-3135, <http://studenthealth.utk.edu/>)
- **UT Commission for Women**, 1840 Melrose Avenue, 865-974-2498, <http://cfw.utk.edu/>

REQUESTS TO REPORT TO AN ADMINISTRATIVE OFFICE

Such requests, including a summons to any judicial hearing, must be promptly carried out. When the request to report at a specific date conflicts with a student's schedule, notification of class absence for such person will be issued by the Dean of Students or his/her designee.

SMOKING

Smoking is prohibited in all buildings owned or operated by The University of Tennessee. 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. Any University student who is found to have violated the University's policy on smoking may be subject to discipline in accordance with campus procedures.

A complete version of the University's smoking policy can be found here:

https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=SA0900

SOCIAL ACTIVITIES

A university social activity is defined as any social function planned and/or attended by students. The best guide for planning social activities is common sense and mature judgment. Student organizations sponsoring a social function are responsible for the conduct of members as well as nonmembers. Student organization officers are encouraged to call upon advisors and members of the university staff for assistance in planning and operating their activities.

STUDENT RECORDS AND DATA/FERPA

A student record is defined as information or data maintained in university, college, school, or departmental files which relates to a personally identifiable prospective, current, or former student. Excluded from this definition of a student record are records of individual university personnel, law enforcement records as maintained by The University of Tennessee Police Department, medical and psychological records as maintained by Student Health Services and the Counseling Center, and employment records as maintained by the Office of Human Resource Management and university units which employ students (provided such records are used solely for employment purposes).

Academic and disciplinary records are kept separately at the university. Academic records are maintained by the Office of the University Registrar. Confidential records of all misconduct reports, investigations, and disciplinary actions are maintained by the Office of Student Judicial Affairs.

Family Educational Rights and Privacy Act (FERPA)

The university's policy regarding the use and release of student records is governed by Public Law 93-380, the Family Educational Rights and Privacy Act, (FERPA, "the Act"), and the Tennessee Public Records Act. Under the terms of those laws, the university and its employees are charged with protecting the confidentiality of the educational records of its prospective, current, and former students.

The university will disclose educational records to individuals other than the student in accordance with the limited exceptions set forth under federal and state law. All exceptions to this policy, including disclosure to non-university persons or agencies, shall be administered by the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Life, the Dean of Students, the Assistant Provost and Director of

Enrollment Services, or the University Registrar. The student has the right to file complaints concerning alleged failures of the university's compliance with the Act or the regulations. Such complaints may be filed with SEPPA, U.S. Department of Education, Rm. 5411, Switzer Building, 400 Maryland Avenue, SW, Washington, D.C. 20202. Phone 202-245-0233.

For complete FERPA policy and procedures go to: <http://ferpa.utk.edu>

TERMINATION OF STUDENT HOUSING CONTRACT

The university may cancel a student's housing contract as set forth in the "Student Housing and Dining Contract." Cancellation of the contract may result in the eviction of the student upon five (5) days notice, except where the university determines that the continued residence of the student would pose a danger to the life, limb, health, or general well-being of other members of the residential community, in which case the student may be evicted upon twenty-four (24) hours notice.

The procedures followed by the university in terminating a housing contract and evicting a student from the residence hall are as follows:

1. An Assistant Director or Hall Director may recommend the termination of a housing contract. If an investigation indicates that a student has violated university or residence hall regulations which would justify the termination of the housing contract, the appropriate staff member shall forward a written recommendation of termination together with the findings of the investigation supporting that recommendation to the Executive Director of University Housing or his/her designee.

2. If the Executive Director of University Housing (or designee) determines that the alleged misconduct would indicate that the continued residency of a student would pose a danger to the life, limb, health, or general well-being of other members of the residential community, the Executive Director (or designee) will advise the student in writing that his/her housing contract will be terminated twenty-four (24) hours from the date of the receipt of the notice, the specific reasons for this action, and the time and place of the preliminary hearing. The Executive Director of University Housing (or designee) will schedule a preliminary hearing prior to the twenty-four (24) hour termination date, the purpose of which will be to determine if sufficient grounds exist to support eviction upon twenty-four (24) hours notice as provided

in the housing contract. At the conclusion of the preliminary hearing the student will be advised of the decision of the Executive Director (or designee), and if immediate eviction is upheld, of the student's right to a full evidentiary hearing, as provided in paragraph three (3) below, as soon as practicable. If the student does not attend the preliminary hearing, the termination and eviction will become effective as set forth in the original letter of notification.

3. If the Executive Director of University Housing (or designee) determines that the alleged misconduct of the student would justify termination of the housing contract after five (5) days notice, he/she shall notify the student in writing of the date of the proposed termination, the reasons therefore, and the student's right to an evidentiary hearing in accordance with the "contested case" section of the Administrative Procedures Act, Tenn. Code Ann. §4-5-301-323, or by the Executive Director of University Housing or his/her designated representative.

a. If the student elects a hearing under the provisions of the Administrative Procedures Act, the Executive Director of University Housing (or designee) shall forward the file to the Chancellor of the university for the appointment of a hearing officer.

b. If the student elects a hearing by the Executive Director of University Housing, or his/her designated representative, he/she shall schedule a hearing prior to the effective date of the termination and notify the student in writing as follows:

- 1) The date and time of the hearing;
- 2) That the hearing will consider the allegations of misconduct contained in the original letter of notification;
- 3) That at the hearing the student will have the right to make a personal appearance, to call witnesses, to present evidence, and to have a representative of his/her choice;
- 4) That the Executive Director of University Housing will notify the student in writing of his/her decision prior to the effective date of the termination.

4. The student shall have the right of appeal as hereinafter provided:

a. The student may appeal the decision of the Executive Director of University Housing (or designee)

to the Vice Chancellor for Student Life by notifying him/her in writing within forty-eight (48) hours of receipt of the Executive Director's written decision. In the event of an appeal, the eviction will not become final until acted upon by the Vice Chancellor for Student Life. Article V, Section 7 of the University By-Laws allows further appeal through the Chancellor to the President.

b. The decision of the Chancellor or President is final in all cases heard under the contested cases provision of the Administrative Procedures Act. Further appeal shall be in accordance with the provision of that act.

VOLCARD

Each student at the university is required to obtain and carry at all times the official university identification card. This card is used in nearly all aspects of campus life to obtain services including access to University Housing meals, attending sporting events, checking out library books, admission to events sponsored by the university or student organizations, and much more. The card is non-transferable and may not be duplicated. Students are responsible for the safekeeping of this card and must immediately report it lost or stolen if the card is not in their possession. It must be shown when requested by any university official.

WEAPONS

In accordance with applicable state law, the possession or carrying of any weapon on university property is strictly prohibited.

ACADEMIC POLICIES AND PROCEDURES

GUIDELINES FOR STUDENTS

The following general guidelines and observations on the teaching/learning process should prove helpful to all students, especially new students, both freshmen and transfers.

Adequate Preparation

With regard to learning in his or her respective courses, the student has the responsibility to seek information (which should be readily available from the instructor) as to necessary preparation for participation in the classroom activity. The instructor should provide specific information about the course objectives, nature of testing, and course requirements. The learning and integration of the course material is the student's responsibility. Accordingly, the student should accept responsibility for adequate preparation for each class meeting, arriving for class able and willing to interact through classroom participation, testing, writing, in-class

exercises, and other methods provided by the teacher. Basic to these activities is the need for the student to employ appropriate resources, as assigned by the instructor, such as textbooks, other supplies, and outside reading materials.

Academic Integrity

Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work. (See Standards of Conduct Honor Statement. Additional resources are available at <http://www.lib.utk.edu/instruction/plagiarism/>)

Observation of Deadlines

It is the responsibility of the student to use guidelines and schedules provided by the instructor in an efficient manner. Papers and other outside assignments should be presented on time. When a student is necessarily absent from class, including laboratory, it is the responsibility of the student to secure material he or she may have missed. When a student is absent from a test, he or she should contact the instructor immediately to see if a substitution for that test can be arranged.

Class Attendance and Eligibility

Only students who are properly registered for a course may attend it on a regular basis. Any other person in the classroom for special reasons must obtain the consent of the instructor.

Academic success is built upon regular class attendance. At the University of Tennessee, students are expected to attend all of their scheduled classes. Research shows a strong correlation between attendance and participation in class and improved student learning. A student who finds it necessary to miss class assumes responsibility for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. It is the prerogative of the individual instructor to set the attendance requirements for a particular class. This means, for example, that an instructor in first year composition may state in a syllabus how many absences are allowed before a student receives a grade of No Credit.

Class Attendance Guidelines for Extenuating Circumstances

In rare cases, students may have extenuating

circumstances that make it impossible for them to attend all sessions of a class. These include military orders, court-imposed legal obligations, religious observances, extended illness, and participation in university, college or unit sponsored activities that lead to clear experiential and educational outcomes. On the first day of class each term, or immediately after the student knows of the need to miss class because of one of these extenuating circumstances, the student should share with the instructor a document detailing the extenuating circumstance. The document should outline the dates on which classes will be missed. Students with documented extenuating circumstances should be allowed to make up missed examinations. Instructors have discretion to determine what course work, beyond examinations, is available for make-up credit. Instructors who feel the required time away from class may be too much to allow a student to do well should consult with the student to determine whether, through extra effort and tutoring, the student may be able to achieve the learning outcomes of the class. If not, the instructor should recommend that the student withdraw from the course. If at all possible, the recommendation to withdraw from the class should occur before the end of the add/drop period. Students should consult with an academic advisor as soon as they know that a class must be dropped.

UNIVERSAL TRACKING (uTrack)

Universal Tracking (uTrack) is an academic monitoring system designed to help students stay on track for timely graduation. uTrack requirements only affect first-time, first-year, full-time, degree-seeking students entering fall 2013.

1. Students must declare a major or exploratory track at the time they are admitted to the university. Some majors have a competitive admission process.
2. All first-time, first-year UT Knoxville students must transition out of exploratory tracks into a major no later than the end of the fourth tracking semester at UT Knoxville.
3. Students who are off track must develop an advisor-approved plan for getting back on track before they will be allowed to register for future tracking semesters.
4. Students who are off track for two consecutive semesters will be placed on hold and required to select a new major that is better aligned with their abilities.

Exploratory Tracks

- Students who are deciding among one or more majors that are all offered by the same college follow an exploratory track for that college (e.g., Arts and Sciences Exploratory, Business Exploratory, etc.)

- Students who have no clear idea of which major to pursue and/or those who are trying to decide among majors that are not in a single college follow the University Exploratory track.

Milestones

- In order to remain on track for a major or exploratory area, students must complete minimum requirements for each tracking semester known as milestones. Milestones may include successful completion of specified courses and/or attainment of a minimum GPA.

Tracking Semesters

- Only fall and spring semesters are tracking semesters. Mini and summer semesters are not; they provide an opportunity for students to catch up on unmet milestones. Study abroad and co-op semesters are not tracking semesters. Students participating in study abroad and co-op are not required to complete milestones while they are away from campus.

Tracking Audit

- Tracking audits help students identify their milestone progress; audits are tied to a catalog year. Tracking audits are used to notify students when they are off track.

Off Track Status

- Students who are off track at the end of a tracking semester must meet with an advisor as soon as possible, but no later than the end of the next tracking semester to develop a plan for getting back on track. Students who do not have an advisor-approved plan for getting back on track will not be allowed to register for future tracking semesters.
- Students who are off track for two consecutive semesters will have a hold placed on their registration and must meet with a new advisor in one of the advising centers no later than the end of the “add” period of the next tracking term to select a new major that is better aligned with the student’s abilities.

Academic Advising

<http://www.utk.edu/advising/>

The University of Tennessee recognizes academic advising to be a critical component of the educational experience and student success. Faculty, administrators, and professional staff promote academic advising as a shared responsibility with students. Academic advising serves to develop and enrich students’ educational plans in ways that are consistent with their personal

values, goals, and career plans, preparing them for a life of learning in a global society. More information is available at: <http://www.utk.edu/advising/>.

Students are assigned to advisors based on their major or exploratory track. Advising centers and designated offices in each college advise most freshmen and sophomores. Faculty advisors, working closely with the advising centers, guide most advanced students. At all levels, campus-wide guidelines for good advising are supplemented by specific college standards, guidelines, and evaluation.

Prior to enrolling for the first time at the university, all degree-seeking first-year students and transfer students are required to meet with an academic advisor. Readmitted students must also meet with an academic advisor prior to reenrolling. The following groups of students are required to meet with an advisor during each tracking semester (fall and spring):

- All students with fewer than 30 hours at UT Knoxville.
- Students following exploratory tracks.
- Students identified as “off track” by uTrack.
- Students on Academic Probation.

All other students are required to consult with an advisor for a substantial conference during a designated semester each year.

- Students whose ID numbers end in an even digit are required to meet with an advisor during fall semester.
- Students whose ID numbers end in an odd digit are required to meet with an advisor during spring semester.

All students at the university should review carefully the prescribed curricula of the respective degree-granting units and should choose courses in accordance with the exploratory or major track that they are pursuing. More information is available at: <http://www.utk.edu/academics/programs/>. The student, not the advisor, bears the ultimate responsibility for educational planning, selecting courses, meeting course prerequisites, and adhering to policies and procedures. Assistance to students with academic problems or questions is provided by professors, advisors, department heads, and college deans or advising centers. Numerous other sources of academic, career, and personal counseling exist on the UT Knoxville campus and are available to admitted students. These are described in the Undergraduate Catalog under Academic Services and Student Affairs and detailed information is available on the Academic Advising website at <http://www.utk.edu/advising/>.

Observation of University Deadlines

It is the student's responsibility to be aware of and follow the enrollment and registration procedures provided by the university. A student is well advised to take advantage of preregistration. If it becomes necessary to drop a course, a student should seek advice, inform the instructor, and then drop the course before the drop deadline. It is the student's responsibility to file forms for graduation based on information provided by the Degree Audit Report System and to observe other university and college deadlines.

Student/Faculty Relationships

Freedom of Expression

Free and pertinent discussion is welcome at the university. Students should feel free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.

Academic Evaluation

Students may expect their performance to be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. Students are responsible for each course in which they are enrolled. A student alleging unfair evaluation should appeal first to the teacher, then to the department head, and, if necessary, to the dean of the college in which the department is located. To pursue an appeal further, the student should submit a written request to the Undergraduate Council. Teachers are expected to make honest, professional judgments on the academic performance of students and to make clear to them the basis for academic evaluation used in their classes.

Academic Integrity

The university expects that all academic work will provide an honest reflection of the knowledge and abilities of both students and faculty. Cheating, plagiarism, fabrication of data, providing unauthorized help, and other acts of academic dishonesty are abhorrent to the purposes for which the university exists. In support of its commitment to academic integrity, the university has adopted an Honor Statement (see page 16).

GUIDELINES FOR FACULTY

The brief statement that follows is intended to provide some guidelines for faculty members (all members of the university's academic teaching staff) with regard to the teaching/learning process. The guidelines are offered in the form of advice and counsel; they are

not so comprehensive as to cover every possible eventuality in the teaching/learning experience. There are other equally good ways of handling some of the circumstances mentioned here.

These guidelines are mainly a reminder of some of the principal aspects of the teaching/learning process which should be observed by the university teacher. For further information, please consult the Faculty Handbook and the Teaching Guide published by the Office of the Provost and located on the Provost's web site.

Course Organization

It is the instructor's responsibility to organize class material as effectively as possible at the beginning of each term of instruction. At the beginning of the semester, faculty members will distribute to students a syllabus, which makes explicit such matters as learning outcomes, class attendance policy, required readings, the approximate number of tests, and the basis for the final grade with regard to the value to be placed on class recitation, major tests, minor tests, research papers, etc. The syllabus should also state the time and location of the faculty member's office hours. Once such basic principles for the conduct of the course have been announced, faculty should make changes only after careful consideration and consultation with the students.

Likewise, the value assigned to tests and research papers should not be changed, unless the faculty member finds that his or her earlier expectations were unreasonable and that, for example, the number of tests should be reduced because of the exigencies of time or a shortage of library resources. Faculty members should take great care to ensure that book orders are turned in on time so that sufficient copies of text materials are available at the beginning of the term. The syllabus should distinguish designate the books and materials required for the course and those that are merely recommended. The faculty member should also be concerned that the university libraries are appropriately notified about reserve materials.

Conducting the Course

The faculty member should set an example for students in being faithful in attendance and punctual in starting and ending classes. Students should be informed of all planned absences as early as possible. When a faculty member must miss class for any reason, he or she should arrange for a substitute instructor, arrange a substitute class session or substitute an assignment, in consultation with the class. In the event of an emergency that prevents the faculty member from meeting her

or his class, the faculty member should have the class notified through the departmental office that he or she is compelled to be absent.

In presenting course content, the faculty member should endeavor at all times to adhere to his or her subject; the classroom should not be used as a theatre for expression of personal views that are not germane to the course. The faculty member should take care that the tests and all other devices for student evaluation are appropriate instruments for measuring student mastery of the course content. Ideally, the test will reflect the goals of the course and should serve the function of measuring the students' course progress as clearly as possible. An instructor should be willing to discuss with a student his or her academic standing at any time during the term.

Atmosphere for Teaching and Learning

It is very important that the faculty member create from the beginning, and preserve throughout the course, an atmosphere conducive to learning. Both teacher and student should feel that they have come together in the common cause of the pursuit of learning. In such a pursuit, the faculty member must be continually sensitive to students' needs, desires, and expectations and should exercise the kinds of judgments that demonstrate this kind of sensitivity. This does not mean that the faculty member is subject to the wills and whims of students enrolled in his or her course, but with such faculty awareness, unreasonable confrontations may be avoided. It is in the atmosphere of friendly and serious scholarship that the cause of learning can be most appropriately advanced. All faculty members, especially those who are official advisors, should observe regularly scheduled office hours each term for consultation with students. Faculty members who supervise graduate teaching assistants should ensure that the teaching assistant has an appropriate level of competency in the classroom.

PROBLEM RESOLUTION FOR ISSUES RELATED TO ACADEMIC COURSEWORK

Issues related to grades or academic coursework should first be addressed with the course instructor, then the appropriate department head, and finally the dean of the college in which the course is offered. If an appropriate solution cannot be reached through discussions with these individuals, the Director of the Student Success Center (for undergraduate students) or the staff of the Office of Graduate Student Services (for graduate students) can offer assistance regarding the best "next steps" for problem resolution. Issues related to academic advising should be addressed first with the advisor, then the director of the appropriate advising center, then

the dean of the appropriate college, and finally with the Assistant Provost for Student Success.

UNDERGRADUATE GRADE APPEAL PROCESS

Appeals to the Undergraduate Council

The Undergraduate Council hears appeals concerning grades only after grievances have been duly processed, without resolution, through appropriate procedures at the department and college levels. The Council does not review grievances concerning allegations of misconduct or academic dishonesty. Procedures for consideration of such matters are published in Hilltopics under "Student Rights and Responsibilities."

Students should begin the appeal process as soon as possible. No appeal may be filed later than 90 days after the final grade has been issued.

Grounds for Appeal

Students may appeal grades on the basis of one or more of four allowable grounds.

1. A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness or accident).
2. Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper, examinations, or class attendance).
3. Inability of instructor to deal with course responsibilities.
4. An exam setting which makes concentration extremely difficult.

The Appeals Procedure

• **Instructor Level:** The student should first consult with the instructor and if agreement cannot be reached, the student may appeal to the department head. If the student believes the grade assignment was based on criteria other than academic, such as race, gender, religious beliefs, national origin, age or handicap, then the student should make an appeal in writing to the Office of Equity and Diversity with a copy to the department head.

• **Departmental Level:** If the student appeals to the department head after attempts to resolve the matter with the instructor have failed, it is the responsibility of the department head to determine the circumstances surrounding the assignment of the grade. If the department head has reason to believe that none of the four academic conditions specified above apply, then the department head should encourage the

student to accept the assigned grade. If the student wishes to pursue the appeal further, he or she may appeal in writing to the dean of the college in which the department is located.

If the department head has reason to believe that any of the four conditions do apply, then the instructor should be encouraged by the department head to reconsider the grade. If the instructor elects not to change the grade, then the department head will appoint a committee of at least three faculty members to review the matter. Such committee will be charged with making a timely recommendation to the department head concerning the student's grade. The student must submit a written appeal for the committee's consideration or for any appeal made beyond the departmental level. If the departmental committee's recommendation is that the student's grade should be higher than the one assigned and the instructor still elects not to assign the recommended higher grade, the department head will assign the grade of pass, or, at the student's option, he/she may accept the existing grade. In such a case, all other restrictions to use the grade of pass to satisfy graduation requirements are waived. If the departmental committee's recommendation is that the student's grade should not be higher than the one assigned, the department head will inform the student that the appeal has been denied.

- **College Level:** If the student wishes to pursue the appeal further, he or she may appeal in writing to the dean of the college in which the department is located. It is the responsibility of the dean to determine the circumstances surrounding the assignment of the grade. After reviewing the appeal, the dean may grant the appeal, deny the appeal, or appoint a committee to review the appeal similar to the process outlined on the departmental level. If the Dean grants the appeal, a grade of pass will be assigned, or, at the student's option, he/she may accept the existing grade. In such a case, all other restrictions to use of the grade of pass to satisfy graduation requirements are waived. If the Dean determines that the student's grade should not be higher than the one assigned, the Dean will inform the student that the appeal has been denied.

- **Undergraduate Council Level:** The student may forward to the Assistant Provost for Student Success and the Chair of the Undergraduate Council a statement requesting a review of the student's complaint concerning his or her grade. The appeal must be written and must be based upon one or more of the four allowable grounds, explaining in detail why the appeal is based upon these grounds. No appeals will be accepted via fax or e-mail. The appeal must be sent via mail or

hand delivered and include a signature. Appeals can be mailed to the Assistant Provost for Student Success, 1817 Melrose Ave.; University of Tennessee; Knoxville, TN 37996-3707.

The Assistant Provost for Student Success, after consulting with the student and the college office to determine that the appeal does in fact fall under the jurisdiction of the Undergraduate Council and has been brought forward in the proper form, will, first, forward the appeal to the Appeals Committee of the Undergraduate Council for review and, second, notify the dean, the department head, the course instructor, and the student that the Appeals Committee has the case under review. Upon receipt of the appeal, the chairperson of the Appeals Committee will call a special meeting of the committee for purposes of hearing the appeal. The chair will invite the student, the instructor, and the department head to appear in person if they choose or to supply a written statement (in the student's case this statement will already have been provided). The committee will maintain minutes of the hearing. After hearing the appeal, the Appeals Committee will vote as to whether the grade should be overturned. A majority vote will constitute the decision of the committee. A tie vote will be decided by the chair. The decision of the Appeals Committee will be relayed by the chair of the committee in writing to the principals. If the appeal has been denied by the Appeals Committee, the student may appeal to the full Undergraduate Council. If the council denies the appeal, the grade stands. If the student's appeal is upheld by the Appeals Committee, the instructor may appeal to the full Undergraduate Council. If the council holds for the instructor, the grade stands. If the student's appeal is upheld by the Appeals Committee and there is no appeal by the instructor to the full Undergraduate Council, or if the instructor does appeal to the full Undergraduate Council and the council holds for the student, the instructor may either elect to change the grade to a higher grade or refuse to do so. If the instructor refuses to change the grade, the chancellor will instruct the university registrar to change the course grade to Pass.

In all cases of appeal to the full Undergraduate Council, the chairperson of the Undergraduate Council will notify the student or instructor, in writing, of the council's decision and if applicable, of the right to further appeal in accordance with Article 5, Section 7, of the University Bylaws: Officers, faculty and staff members, students, employees, alumni, and all other officers who feel that they may have a grievance against the university shall have the right of appeal through the chancellor or vice-president to the president of the university.

An appeal to the chancellor must be filed within 60 days of the Undergraduate Council decision.

REPEATING COURSES

General Repeat Policy

Students who are struggling with a class should talk with their advisor before deciding whether to withdraw from and/or plan to repeat a class.

- Courses may be repeated twice, for a total of three attempts per course.
- A grade of W does not count as one of the three attempts.
- Grades of C-, D+, D, D-, F, I, NC, WP, and WF are counted as one of the available attempts.
- No course may be repeated in which a grade of C or better has already been earned.
- Each repeated course is counted only once in determining credit hours presented for graduation
- With limited exceptions (see Grade Replacement Policy), all grades earned in repeated courses will count in calculating the GPA.
- Exceptions to the number of times a course may be repeated will be allowed only with prior written permission from the head of the department where the course is being offered and the student's college dean or designee.

Grade Replacement Policy for Three Lower Division (100-200 Level) Courses

- The first three lower-division (100-200 level) course grades may be replaced when a course is repeated. All other grades will be included in computing the cumulative grade point average.
- If the same course is repeated more than once, the additional repeats will count towards the grade replacement total.
- Repeating a course in which an NC or a W grade has been earned does not count as one of the three grade replacements.
- The grade earned during the final attempt will be used in computing the cumulative GPA.
- All grades for all courses remain on the transcript.
- Transfer course grades cannot be replaced (see Transfer Admission policy).

DROPPING, ADDING, WITHDRAWING FROM CLASSES

Adds, Drops, Withdrawals

Undergraduate students may add courses through the tenth calendar day counted from the beginning of classes fall and spring terms. Because of the nature of some courses, permission of the department head may be

required to add a course after classes begin. Students may also, as departmental policies permit, change a section of a course through the add deadline.

Students may drop courses until the 10th calendar day from the start of classes with no notation on the academic record for full term courses in fall and spring.

From the 11th day until the 84th calendar day, students may drop individual courses and will receive the notation of W (Withdrawn) for full term courses in fall and spring. Following are additional regulations related to dropping classes after the 10th day:

- Students are allowed four drops during their academic career (until a bachelor's degree is earned).
- Students holding a bachelor's degree who return to pursue a second bachelor's degree are allowed four additional drops.
- Students pursuing more than one major or degree simultaneously are not allowed additional drops beyond the four available drops.
- After the 84th day, no individual course drops are permitted. From the 85th day to the last day of classes, students still have the option of withdrawing from the university (dropping all courses).
- Withdrawing from the University (dropping all courses) does not impact a student's four allotted drops. More information on withdrawals is provided in the catalog section, Total Withdrawal from the University.
- The W grade is not computed in the grade point average.
- Courses may be dropped on the web (<https://myutk.utk.edu/>).
- Failure to attend a course is not an official withdrawal and will result in the assignment of an F grade.

The periods for add, drop, change of grading for sessions within the full term, summer, and mini-term are determined based on a percentage of the equivalent deadline for the full term. See Timetable of Classes each term for exact dates on the MyUTK website (<https://myutk.utk.edu/>). Deadline dates may be adjusted if the deadline falls on a holiday, weekend day or spring recess.

ACADEMIC STANDING, PROBATION AND DISMISSAL

The University of Tennessee, Knoxville, expects all students who enroll to make progress toward graduation. To graduate from UT Knoxville, a student must earn a minimum cumulative grade point average (GPA) of 2.00. The university reviews students'

academic records at the end of each term to determine academic standing. The undergraduate catalog contains additional requirements for specific programs.

Academic Standing

GOOD ACADEMIC STANDING - A student is in good academic standing when both the student's term and cumulative GPA's are 2.00 or higher or, if after two consecutive terms, the student's cumulative GPA is 2.00 or higher and at least one term GPA is also 2.00 or higher.

Academic Probation

A student will be placed on Academic Probation when (1) his/her cumulative GPA falls below the minimum acceptable level of 2.0 for one semester or (2) the semester GPA falls below the minimum acceptable level of 2.0 two consecutive terms of enrollment. During the semester that a student is placed on Academic Probation, and any other semesters in Academic Probation, a student must participate in a special directive advising program to help the student address concerns that are impacting his/her academic performance, and to outline a plan for achieving academic success. This model of early intervention is designed to help students regroup and position themselves for academic success. Students on Academic Probation status during a term will automatically be dismissed at the end of that term if both:

- The cumulative GPA is below a 2.0, and
- The term GPA is below a 2.00
- For first-time, first-year, and transfer students, the summer term prior to their first fall term will not be included in the dismissal decision.

A student will no longer be on academic probation when his or her cumulative grade point average is 2.0 or higher and the term grade point average is 2.0 or higher. This policy is in place in recognition of the University of Tennessee, Knoxville's minimum grade point average of 2.0 for graduation.

Academic Dismissal

Academic dismissal is the end result of a pattern of receiving grades that are below the university's standards for good academic standing (GPA of 2.0 or better). Students who have been academically dismissed are not eligible to enroll in classes, either full-time or part-time at the University of Tennessee (including correspondence and on-line courses). Academically dismissed students are not permitted to live in university housing and no longer have the privileges provided through the UT student identification card (VolCard).

Academically dismissed students must remain away from the university for a mandatory absence and should use the period of dismissal to reflect on and address the factors that led to poor performance.

- **First Academic Dismissal** - A student dismissed for the first time may not be readmitted until after a full semester (not including summer) has elapsed.
- **Second Academic Dismissal** - A student dismissed for the second time may be readmitted after one calendar year has elapsed and after completing a minimum of 12 semester credits of academic course work with at least a 2.5 cumulative grade point average from accredited institution(s) of higher education. Students who have been dismissed twice are required to meet with the Undergraduate Council Appeals Committee. Students may be readmitted only when they present evidence that they are capable of performing at the level required to meet university academic standards and completing all degree requirements within a reasonable length of time.
- **Third Academic Dismissal** - After a third dismissal, a student is ineligible to attend the university and may not apply for readmission.

Students who have been academically dismissed and who are readmitted will be dismissed again if they fail to earn a 2.0 minimum term GPA at the end of the first semester after readmission and every term thereafter until the cumulative GPA reaches a 2.0. For further information on readmission after academic dismissal, see Readmission to the university under the Admission to the university section of the catalog.

ACADEMIC SECOND OPPORTUNITY

Academic Second Opportunity is designed to assist the student who was not successful in progressing toward a degree during a previous attendance at UT, Knoxville, but is now performing satisfactory work. Granting it is an acknowledgement by the university that the student's earlier work is not consistent with his or her academic potential, but that the work earned since return is. This policy is not intended to allow students to progress directly into a major. Exceptions to progression standards must be made at the college level.

An undergraduate student may petition for Academic Second Opportunity upon meeting the following requirements: the student has re-enrolled following an absence from UT Knoxville of at least three full calendar years; the student's previous academic record at the university was unsatisfactory (normally, below a C average); since readmission, the student has completed 15 or more graded hours (correspondence coursework

may not be included in the 15 hours), earning a 2.5 GPA or above.

Decisions on granting Academic Second Opportunity are made by committee. If the student's petition is approved, all previous academic work will remain on the permanent record, but the grades for such work will not be used in computing the grade point average or in determining academic standing. Previous credits earned with a grade of C or better will continue to meet major, distribution, and graduation requirements.

To graduate, a student granted Academic Second Opportunity must complete at least 30 hours at UT, Knoxville, following readmission. To meet minimum qualifications for graduation with honors, the student must earn at least 60 semester hours of letter grades (A-F) following readmission. Academic second Opportunity may be granted only once. If hours earned during the previous attendance have already been applied toward the completion of an awarded degree from a four-year institution, Academic Second Opportunity will not be granted. Registration at another college or university since the previous UT Knoxville enrollment will not prevent a student from qualifying.

Petition must be made no later than the academic term prior to the one when the degree will be granted. Students should consult the Office of the University Registrar's Web site (<http://registrar.tennessee.edu/>) or contact their college for deadlines for specific terms. To initiate the petitioning process, students should meet with designated advisors in their colleges.

WITHDRAWAL FROM THE UNIVERSITY

Undergraduate students who need to drop all of their courses before a term is finished may withdraw by the deadline on the web (www.myutk.utk.edu/). The word "withdrawn" will be posted on the transcript.

- Three total withdrawals from the university are allowed. Fall and spring semesters will be included in the three total withdrawals; mini and summer will not be included.

- After three total withdrawals from the university, a student must sit out for both a fall and spring semester. After sitting out a student may apply for readmission. If readmission is granted, no additional total withdrawals will be allowed and earned grades will stand for all future terms.

- A total withdrawal from the university does not impact a student's four allotted "course drops with a W" over his/her undergraduate career. More information on dropping a single course with a W is provided above

under Dropping, Adding, and Withdrawing from Classes, and in the catalog section, Adds, Drops, and Withdrawals.

- It is the responsibility of a student who has registered for classes to attend them or, if that is impossible, to apply for withdrawal. A student will receive final grades unless the student follows procedures for withdrawal from the university.

- A student who simply stops participating in classes, or fails to attend class, without officially withdrawing will be assigned the grade of F in each course (or NC for S/NC graded coursework).

- Students who do officially withdraw from the university must apply for readmission in advance of their next term of anticipated enrollment, except for withdrawal from mini and summer terms.

- Enrolled students are liable for payment of fees. Any refunds that may be due upon a student's total withdrawal are issued by Office of the Bursar, 211 Student Services Building.

- Students who are called to active military duty during a term of enrollment should contact the Office of the University Registrar for assistance with withdrawal and readmission procedures.

WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO MENTAL OR PHYSICAL PROBLEMS

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

Withdrawal

A student may be withdrawn from the university only after an evaluation of his/her mental and physical condition by a panel of at least three persons appointed by the Vice Chancellor for Student Life. The student shall be notified of the reasons for the evaluation and given an opportunity to present evidence to the committee. The committee's findings and recommendations shall be forwarded to the Vice Chancellor, who will notify the student in writing of his/her decision. A student withdrawn under this procedure shall not be readmitted to the university without the approval of the Vice Chancellor. When a student is withdrawn from the university, he/she may be assigned a grade of "W" or "I," whichever is deemed appropriate by the faculty member involved.

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 Life or the Dean of Students. If the university does not withdraw the student in accordance with the procedures outlined above, he/she may return to the university at the end of the suspension period. When a student is 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.

DISTRESSED STUDENT PROTOCOL

The Distressed Student Protocol is housed in the Safety, Environment & Education (S.E.E.) Center and designed to address students who appear to be distressed or are a concern to other members of the campus community. 974-HELP (4357) is a 24 hour a day/ 7 day a week telephone contact for faculty, staff and students to share concerns. The hotline and subsequent referrals serve to foster the well-being of all UT graduate and undergraduate students. The overarching goal of 974-HELP, Case Management and Threat Assessment is to prevent violence, suicide, substance abuse and encourage wellness and personal safety. The University of Tennessee is committed to connecting students with the services they need to succeed in a safe environment. For more information visit http://seecenter.utk.edu/resources_distressed.php

DISTRESSED FACULTY AND STAFF PROTOCOL

Similar to the Distressed Student Protocol, resources exist which provide support and protection to staff and faculty employed by the University of Tennessee. The Distressed Staff and Faculty Response Team is designed to assist staff or faculty who appear to be a threat to themselves or others, or are distressing to other members of the campus community. The Response Team offers training, individual counseling through the Employee Assistance Program, and other helpful resources. If you encounter a staff or faculty member who appears to be in distress, contact 865-946-CARE (2273).

STUDENT SUPPORT SERVICES AND PROGRAMS

DIVISION OF STUDENT LIFE

The Division of Student Life is charged with improving student life at the University of Tennessee. Its various departments encompass many different aspects of university life but all work toward one goal - providing students with an engaging and enlightening atmosphere of living and learning. The Division is committed to an uncompromising respect for diversity, strong partnerships with University programs, and support of the University's academic mission.

The mission of the Division is to foster the intellectual, cultural, social and emotional development of students by providing a climate conducive to learning and personal growth, enabling them to become fully productive members of a global community.

The Division encompasses the following administrative units: Career Services; New Student and Family Programs; Safety, Environment and Education (SEE) Center; Student Counseling Center; Student Health Center; University Center; University Housing; and the Office of the Dean of Students (including the Center for Leadership and Service, Disability Services, Sorority and Fraternity Life, RecSports, Student Activities, Student Judicial Affairs, and Student Publications).

Office of the Vice Chancellor for Student Life

515 Andy Holt Tower
865-974-7449
<http://studentlife.utk.edu>

The Vice Chancellor for Student Life oversees the departments in the Division of Student Life. These units offer programs and services which assist and support students in their life outside the classroom.

Student Complaints & Comments

The Division of Student Life welcomes your complaints or comments related to our division. Each area within the Division of Student Life has a link on their webpage that allows you to offer feedback and/or complaints. You may also access the complaint form via the Division webpage (<http://studentlife.utk.edu/>) All complaints and comments are anonymous, unless you choose to include your name and contact information. If you would like a follow up response, your name and Net ID are required.

Career Services

100 Dunford Hall
865-974-5435
<http://career.utk.edu/>

Career Services, located on the first floor of Dunford Hall, provides career-related programs, resources, and services to students and alumni. It offers individuals the opportunity to explore majors and careers, plan and implement career goals, prepare for a job search, and connect with employers through the Hire-A-Vol system, job fairs, and on-campus interviews.

Career counselors assist students with choosing or changing their majors and identifying career fields of interest through courses, workshops, and assessments such as the Strong Interest Inventory. Students can schedule individual appointments to discuss assessment results, ask general questions, and obtain career related information. Career Services also offers students a one credit course, "Exploring Majors and Careers," (Counselor Education 205), designed to help with choosing a major.

A part-time employment service is also available to students at Career Services. On and off-campus position listings are available on the departmental website through Hire-a-VOL or in print at Career Services. Jobs range from child care, to retail, to office work. Students can talk to employers about opportunities at the Part-time Job Fair held early in the fall semester.

College consultants are available for students seeking assistance with internship and job searches. They provide industry-specific career advising on topics including resumes, interviewing, job search strategies, and graduate school admission. Students are encouraged to make appointments with the consultants for their colleges by contacting Career Services. Students can also take advantage of workshops, resume critiques, mock interviews, and classes offered by the staff and Peer Career Advisors. Career Services also houses the Center for Impact Careers and Disability Careers Office which provide specialized services to students.

All UT students are urged to register in the Career Services Hire-a-VOL system. Registration enables students to access job postings and campus interviewing opportunities. Several hundred employers visit campus each year to interview and hire UT students. Employers representing a wide variety of industries also attend various job fairs held annually to discuss their hiring preferences for entry level positions with students.

The large campus-wide events include the Fall Job Fair (September), and the Spring Job and Internship Fair

(February). Other specialized fairs occur throughout the year; check the Career Services calendar for details.

The Career Services website also offers a comprehensive collection of resources regarding majors, careers, job search preparation, and graduate school admission.

New Student & Family Programs

412 Student Services Building
865-974-4546
<http://orientation.utk.edu>

As a department within the Division of Student Life, the mission of the Office of New Student & Family Programs (NSFP) is to connect new students to the university community, inform students and parents of university resources, and create a system of support for families in order to positively impact student success from orientation through graduation. NSFP provides the following programs including Orientation, Welcome Week, and the Parents Association to support students and families, promote retention, and encourage persistence to graduation. These programs impact student learning and development through leadership opportunities, showcasing campus resources, and providing information about the University of Tennessee.

Orientation offers a transition experience for both students & family members to explore all aspects of UT including campus resources, involvement and networking opportunities, academic expectations, support resources, advising and registration. Welcome Week occurs during the first week of the fall semester and provides a campus-wide series of events to welcome first-year and returning students.

Welcome Week is designed to promote self-knowledge and student engagement, and it is the official beginning of each new student's experience as a Tennessee Vol. The Parents Association provides support, information, and regular communication to keep families informed about important news and resources for student success. There are numerous benefits of membership including: weekly emails, the *Tennessee Family* magazine, and the annual Parent Calendar as well as various events throughout the year.

Safety, Environment and Education (S.E.E.) Center

865-974-5725
seecenter.utk.edu
seecenter@utk.edu

The S.E.E. Center's mission is to engage in prevention and intervention efforts to increase awareness, educate students and positively impact our university

environment. Issues surrounding alcohol, drugs, safety, health and wellness are a concern to students, parents, faculty, staff and administration. The staff of the Safety, Environment and Education Center is dedicated to a community model that is embodied in the “VOLS HELP VOLS” commitment. The S.E.E. Center was originally developed as a unique approach to campus alcohol and substance abuse prevention efforts, but has grown to incorporate the Distressed Student Protocol, Case Management, Threat Assessment Task Force, and the Task Force in Support of Student Veterans. The S.E.E. Center also coordinates campus wide health and wellness education efforts, personal safety initiatives, sexual assault response in the Division of Student Life, as well as alcohol and substance abuse prevention and intervention. Campus and community members are encouraged to contact the S.E.E. Center and join in our collective effort to implement programs, approaches and traditions to maximize student health and safety at the University of Tennessee.

SEXUAL ASSAULT RESPONSE TEAM (S.A.R.T.) ADVISORY COMMITTEE

The Sexual Assault Response Team (S.A.R.T.) is housed in the Safety, Environment & Education (S.E.E.) Center. The S.A.R.T. and S.A.R.T. Advisory Team were developed within the Division of Student Life to create access to resources for individuals who experience sexual assault or sexual violence. Sexual assault affects multiple aspects of a victim's life including, but not limited to, personal safety, health, relationships, work and finances. S.A.R.T. is a multidisciplinary team of individuals who work collaboratively to provide services to students who have been victims of sexual assault. S.A.R.T. utilizes a victim-centered approach to create a support network for survivors of a sexual assault. Through coordination of resources and reporting protocols for sexual assault victims, S.A.R.T. is focused on minimizing the trauma experienced in a sensitive and proficient manner. The S.A.R.T. Advisory Committee is chaired by the University's Title IX Compliance Officer. The goal of S.A.R.T. is to ensure personal support and timely care is provided for rape/ sexual assault victims and that the proper authorities are consulted. For more information visit http://seecenter.utk.edu/assault_sart.php.

SAFE ZONE AT UT

<http://safezone.utk.edu>

Safe Zone is a voluntary network of faculty, staff and students who believe that every member of the UT community should have an equal opportunity to grow and learn in safe and open environments. Participants display a Safe Zone symbol to demonstrate their

nurturance and commitment to celebrating the invaluable contributions of LGBT individuals and communities. Visit the website and learn how to become a Safe Zone member.

Student Counseling Center

1800 Volunteer Boulevard

865-974-2196

<http://counselingcenter.utk.edu>

The Student Counseling Center provides a variety of services for students designed to promote academic performance, foster personal and professional development and contribute to the mental health of the entire university community. The Student Counseling Center offers a full range of counseling services to all currently-admitted students, at no charge. Occasionally, students are referred to other agencies for further evaluation and treatment. The staff consists of psychologists, pre-doctoral psychology interns and psychology graduate students. Students may access the services by completing a questionnaire and a brief intake interview during our walk-in hours. Walk-in hours are 10:00 a.m. until 3:30 p.m., Monday – Friday.

Student Health Service

1800 Volunteer Boulevard

865-974-3135

<http://studenthealth.utk.edu>

The Student Health Center provides outpatient medical care, physical therapy, x-ray, lab, mental health, allergy, and pharmacy services for all currently enrolled students who are enrolled in nine (9) or more hours. Students enrolled in eight (8) or less hours will have to pay the student health fee to be eligible for health services. Payment of the health fee assures quality, short-term ambulatory health care within the scope and capabilities of the professional staff and within the limitations of diagnostic and treatment parameters. Most services at the Student Health Center are prepaid by the student health fee. There are additional charges for lab, x-ray, physical therapy, and disposable medical supplies (medicines, crutches, splints, etc.).

Student Health Center providers are generally seen by appointment, although patients with urgent problems can be seen on a walk-in basis. Specialty clinics available include women's health, surgery, sports medicine, allergy, travel, and gynecology. Referral to other external medical specialists can be arranged at the student's expense. Students with chronic or complex physical and/or mental disorders are expected to make arrangements for private health care at their own expense if such specialized and/or long-term care is desired or deemed necessary.

Regular hours of the Student Health Center are 8:00 a.m. to 4:30 p.m. Monday through Friday, except Wednesdays which are 9:00 a.m. to 4:30 p.m. Evening, weekend, and holiday care is provided through the UT Hospital Emergency Room (1924 Alcoa Highway), which is open to students when the Student Health Center is closed. A student's health insurance is accepted as payment in full for ER physician services (co-pay and deductibles will be waived.). Normal charges will be assessed for specialist consultation/interpretation, labs, and x-rays. Transportation to either clinic from campus may be arranged through the UT Police Department, 974-3114.

STUDENT HEALTH INSURANCE: The University negotiates, on behalf of its student body, a health insurance program which is comprehensive, yet affordable. A major insurance company, specializing in student insurance, underwrites the plan and manages claims, while the Student Health Center provides information and assists students in filing and resolving claims. For information, application, claim forms, and assistance contact Student Health Center at 865-974-2337

University Center

329 University Center

865-974-3455

<http://universitycenter.utk.edu/>

The staff of the University Center Administrative Office manages the day-to-day operations of the Carolyn P. Brown Memorial University Center, balancing numerous and varied needs of patrons and tenants. The University Center, located near the center of campus, has approximately 14,000 visitors per day. It is a focal point on campus for programs, meetings, and leisure time activities. Referred to as "The Center of Activity," the University Center is more than a building, with various aspects of the Center designed to bring people together. The University Center is the interaction of people and the growth and knowledge that occurs from that interaction. The University Center houses a wide variety of campus services and departments, including the following:

EVENT SERVICES (RESERVATIONS)

329 University Center

865-974-3451

The University Center has 18 meeting rooms, including small, medium and large conference rooms; an auditorium; a seminar room; and a ballroom. The meeting rooms and a number of other spaces in the Center may be reserved by registered student organizations and university departments for meetings, conferences, banquets, and social gatherings. The Event

Services (Reservations) Office has available an extensive array of audio-visual equipment for use in the Center's meeting rooms. There is a charge for audio-visual equipment.

LOUNGES

The University Center has several lounges available for studying, reading, socializing, or just relaxing. Lounges located in the University Center are open to all members and guests of the university community.

PERMANENT ART COLLECTIONS

In keeping with a commitment to support the educational process, the University Center has two art collections. Collections are named in honor of two retired members of the university staff and currently number in excess of 200 pieces of art.

The Dunford Art Collection, named in honor of Ralph E. Dunford's long service as Dean of Students, was dedicated to him on May 17, 1967, for his outstanding achievements and his dedication and devotion to students. It includes artwork created by local artists.

The Marian G. Heard Crafts Collection was dedicated on May 29, 1977. It was dedicated to Marian G. Heard in recognition of her outstanding contributions to developments of crafts on an international level, leadership and inspiration to students throughout her 41 years teaching crafts at the university. The collection consists of hand-crafted works by University of Tennessee students, staff, and area artists.

SWEET SHOP

Second Floor

865-974-1587

The Sweet Shop offers a variety of refreshments, including soft drinks, juices, coffee, candy, gum, chips, and popcorn.

INFORMATION DESK

Second Floor

865-974-3453

The Information Desk is the central source of information in the University Center. Information Desk staff are ready and willing to help with questions about the University Center or the campus.

DOWN UNDER RECREATION CENTER

865-974-3450

Basement Level

The Down Under Recreation Center combines a number of leisure time activities to create a relaxing and entertaining environment for the campus community. It is a great place to unwind between or after classes.

Activities include: bowling, pocket billiards, table tennis, table soccer, large screen television room, and interactive video games.

UCOPY

865-974-5389

125 University Center

Located in room 125 of the Center, UCOPY offers a variety of copying and graphic design services to the university community. Services include regular and color copies, black/white and color banners and posters, computer generated graphics, lamination, buttons, faxes and more.

CENTRAL TICKET OFFICE

125 University Center

865-974-3381

The Central Ticket Office sells tickets to Cultural Attractions Events, concerts, community events, KAT (Knoxville Area Transit) bus passes, and Six Flags over Georgia. The Central Ticket office serves as a Tickets Unlimited Outlet. Tickets for UT Theatre productions must be obtained at the Clarence Brown Theatre box office. Athletic tickets for faculty, staff, and public must be obtained at the Athletic Ticket Office in Thompson-Boling Arena.

Student football ticket purchase information can be obtained online (bigorangetix.utk.edu).

POST OFFICE

865-974-5407

The University Center operates a postal service contract station. It provides most of the services, including postal box rentals, available at standard post offices with the convenience of a campus location.

University Housing

405 Student Services Building

865-974-2571

<http://uthousing.utk.edu>

The Department of University Housing manages a multifaceted operation encompassing 11 university-operated residence halls housing approximately 7,500 students. The Department of University Housing is committed to providing a living and learning environment that directly supports the educational, social, and personal development of our students. By living on campus, have the opportunity to develop lifelong friendships, and participate in programs and activities that will complement their academic experience.

Full time and student Residence Hall staff members are available in each hall on a 24-hour basis to assist students with problems relating to their adjustment to university life. Various living options are available to meet the varied needs of students living on campus, and several "special interest" housing communities are available for students.

All freshman students are required to live on campus unless they are living with their parent or legal guardian and are commuting to class. Single students wanting to apply for assignment to a residence hall may obtain information and assistance from the Department of University Housing.

Questions or concerns of those who are already residents of halls should be directed to the respective Hall Director and/or staff.

Office of the Dean of Students

413 Student Services Building

865-974-3179

<http://dos.utk.edu>

The Office of the Dean of Students coordinates the operation and activities of the following units: RecSports, Student Activities, Student Judicial Affairs, Student Orientation, Disability Services, Center for Leadership and Service, Student Publications, Sorority and Fraternity Life. It develops recreational, cultural and social programs, administers policies related to student activities and organizations, and works to develop new and effective programs for the campus community.

The Center for Leadership & Service

305 University Center

865.974.5455

leadershipandservice@utk.edu

The mission of The Center for Leadership & Service, located on the third floor of the University Center (Room 305), is to educate and engage all students to lead and serve the global community. This is accomplished through a variety of programs and services open to any student interested in furthering his or her leadership skills or serving those in need. Programs and classes include Ignite, Emerging Leaders Class, Leadership & Service Ambassadors, LeaderShape Institute, Leadership & Service Learning Community, Clifton M. Jones Student Leadership Conference & MLK Day of Service, and a variety of additional opportunities held throughout the year. Service opportunities include monthly and weekly opportunities found on the "sign up to serve" online calendar as

well as Alternative Fall and Spring Break trips that impact areas such as hunger and homelessness, the environment, global issues, and healthcare.

To learn more, get involved, or apply for a leadership position in this area visit the CLS online at leadershipandservice.utk.edu.

Office of Disability Services

915 Volunteer Boulevard

2227 Dunford Hall

865-974-6087

865-622-6566 VP

<http://ods.utk.edu/>

The mission of the Office of Disability Services (ODS) at the University of Tennessee is to partner with the campus community in creating equitable access for eligible students while promoting disability-inclusive diversity. ODS is the office on campus designated to work with students with permanent disabilities or temporary injuries. ODS is responsible for collecting and maintaining disability related documentation, determining appropriate and reasonable accommodations, and assisting with the provision of approved accommodations. ODS is committed to maintaining confidentiality and only releases disability related information per the student's written request and/or on a strict need-to-know basis should the student's and/or the campus community's safety be at risk.

As stated in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, it is prohibited to discriminate against an individual with a documented disability. Students requesting disability related accommodations are required to submit documentation to verify eligibility as defined by Section 504, the ADA, and in accordance with the documentation guidelines listed on the ODS website. Printed copies are also available at the ODS main office. Documentation must be current, signed, dated, on letterhead, and include medical and/or psychological information from the appropriate certified diagnostician. Students with documented disabilities are strongly encouraged to register with ODS as soon as they have been admitted to the university in order to ensure timely identification and provision of needed accommodations.

Accommodations are determined on a case-by-case basis after reviewing appropriate disability related documentation and meeting with the student. Examples of accommodations include: provision of note takers, additional time for exams and quizzes, alternative testing environment to reduce distractions, books in alternate format (audio, electronic, Braille), ability to record

lectures, sign language interpreters, transcribers, priority registration, assistive technology, course substitutions and accessible transportation services on campus. Students requesting disability related accommodations must complete and submit an ODS intake form (online or in the main office) along with all disability related documentation. Once the appropriate ODS staff member reviews and determines the student's eligibility for permanent or temporary accommodations, the student will receive written notification that their file is complete.

In order to complete the intake process, the student must schedule an intake appointment with the appropriate ODS staff member. During this intake appointment, students will be informed of specific accommodations, as well as the policies and procedures for requesting, using, and informing faculty and staff of the student's approved accommodations. Each semester, students registered with ODS and requesting accommodations are required to complete and submit the Accommodation Letter Request form located on the ODS website. Printed copies are also available at the ODS main office. To ensure timely provision of approved accommodations, students are strongly encouraged to submit their Accommodation Letter Request forms as soon as they have registered for classes each semester. Students are responsible to schedule a meeting with each classroom professor/instructor to present the Accommodation Letter and discuss their accommodation needs. Students are expected to follow UT, ODS, and classroom policies and procedures. Students are encouraged to communicate with their designated service coordinator on a regular basis and to immediately discuss any concerns or problems regarding their approved accommodations.

RecSports Department

2111 Volunteer Blvd.

865-974-5165 (TRECS Welcome Center)

865-974-0492 (Admin. Offices)

865-974-2307 (Intramural Hotline)

<http://recsports.utk.edu>

RecSports coordinates recreational and competitive activities for students, ranging from intramural and club competition to group fitness classes and outdoor adventure trips. RecSports also operates the following facilities: the Tennessee Recreational Center for Students (TRECS), the Student Aquatic Center (SAC), the HPER Building, the Bubble, and the Rec Sports Complex at Sutherland Avenue. The Rec Sports Complex at Sutherland Avenue will provide 38 acres of field space for expanded Intramural Sports, Sports Clubs, and informal recreation programming. Programs offered by RecSports include: Aquatics, Fitness, Intramurals, Informal Recreation, Outdoor Recreation, and Sport Clubs. A valid VolCard

is required for participation in all programs and facilities. UT Knoxville Faculty and Staff members must have a RecSports membership to be eligible for participation. Please visit the website for further information on rules and policies associated with the programs and general use.

For information on reserving any of the RecSports Facilities, please call 865-974-5766. For information on RecSports memberships and eligibility, please call 865-974-0492.

TENNESSEE RECREATIONAL CENTER FOR STUDENTS (TRECS)

865-974-5165

TRECS is a state of the art recreation center for the UT community. With over 136,000 square feet dedicated to the programs of RecSports, TRECS is open 7 days per week, from early morning to late night during the school year, to fit your schedule. There's no need to leave campus to be physically active or socially involved. With the latest equipment and programming, TRECS is home to the Fitness Center, three multi-purpose studios, the Outdoor Center, four multi-use courts, racquetball courts, locker rooms, a smoothie drink shop, and much more. Call 865-974-5165 for more information or visit our website.

STUDENT AQUATIC CENTER

865-974-5167

The Student Aquatic Center offers year-round swimming and recreation for the campus community. Outdoor facilities include an Olympic-size swimming pool with a diving well, and a large deck area for sunbathing. Indoor facilities include an Olympic-size swimming pool with a diving well, and complete locker and shower facilities. The Aquatics office is located in the lower lobby. The upper floor houses a large lobby area along with a conference room and small meeting rooms.

REC SPORTS COMPLEX at SUTHERLAND AVENUE

The Rec Sports Complex at Sutherland Avenue will open in August 2013 offering over 38 acres of recreational fields. Home to 4 artificial turf fields, 4 natural turf fields, 3 sand volleyball courts, and 2 softball fields, it will provide expanded opportunities for sport clubs, intramural sports, and informal recreational use. The Rec Sports Complex is located at the intersection of Sutherland Avenue and Lebanon Street. For information visit the Rec Sports website.

INTRAMURAL SPORTS PROGRAM

865-974-2382

The Intramural Sports program provides organized sports activities for students, faculty and staff. These activities include individual, dual, and team sports, along with selected special events for men and women. A list of activities offered and rules for eligibility & participation can be found on the RecSports website with dates for sign-ups and competition or call 865-974-2382. Call 865-974-2307 (Intramural Hotline) for daily competition schedules and updates on play during inclement weather.

INFORMAL RECREATION PROGRAM

865-974-5165

Racquetball courts, basketball courts, tennis courts along with activities such as wallyball, volleyball, badminton and rock climbing are available to students, faculty and staff. Reservations are available for racquetball courts. Check the RecSports website and in-house message board system in TRECS for information on special events and programs offered throughout the school year. Guest passes are available during operating hours. For information concerning available hours in the TRECS and HPER facilities for Informal Rec, please call 865-974-5165 or visit the RecSports website.

THE BUBBLE

865-974-9766

An additional 24,000 square feet of activity space is available for recreational use in the Bubble, which is a satellite facility for RecSports activities involved with Intramural Sports, Sport Clubs and Informal Recreation. The facility houses three multipurpose courts and dasher board system for activities such as indoor soccer, basketball, volleyball, floor hockey and more. For more information call 865-974-5165 or visit the RecSports website.

HPER BUILDING

RecSports Office 865-974-4195

A satellite facility for RecSports and all its programming and activities, the HPER offers racquetball courts, basketball courts, and tennis courts along with activities such as wallyball, volleyball, badminton and rock climbing. For more information on activities and hours of use, call 974-4195 or visit the RecSports website.

AQUATICS PROGRAM

865-974-5167

The Aquatics Program offers the following activities and classes: Early Bird Swimming, Lifeguard Training, Rec Swim, and Swim Lessons. For information on the classes listed above call 974-5167 or visit the RecSports website.

FITNESS PROGRAM**865-974-5165**

The fitness program provides opportunities to improve fitness levels through participation in a variety of group exercise classes, wellness programming, personal fitness training and testing, and cardio and strength training equipment. Classes are offered in step aerobics, kick boxing, yoga, indoor cycling and much more. All classes are free for enrolled students with a valid VolCard, and faculty/staff who are members of RecSports. Visit our website for a complete listing of class descriptions and schedules.

Personal training with a certified student trainer is available through the Fitness program. The student trainers work with clients to develop endurance, strength, and/or flexibility training programs. Trainers provide one-on-one sessions, or “workouts 2 go”, for use on the client’s own time and at their own pace. This service is available at a fee to enrolled students and RecSports members. For more information, please call 865-974-4184, or visit the RecSports website.

OUTDOOR RECREATION PROGRAM**865-974-9749**

The Outdoor Rec program, located on the lower level of TRECS, allows students the opportunity to go on outdoor adventure trips, rent equipment and learn a variety of skills related to outdoor pursuits. A large assortment of equipment is available from tents and backpacks to mountain bikes and kayaks at affordable rates. For more information call 865-974-9749 or visit the RecSports website.

SPORT CLUBS PROGRAM**865-974-0492**

The University of Tennessee Sport Clubs program provides opportunities and resources for more than 40 student led clubs. Through Sport Clubs, students, faculty, and staff members can join other students in competitive, recreational, and instructional activities. Other benefits of club participation are leadership development, sport skill development, competition, and social networking. For more information on clubs, call 865-974-0492 or visit our website to link to specific clubs. A list of the Sport Clubs can be found at the back of this handbook. (Note: status of clubs listed can change from active to non-active due to participation from one semester to the next.)

Office of Sorority and Fraternity Life**413 Student Services Building****865-974-5455****gogreek.utk.edu**

The Office of Sorority and Fraternity Life coordinates the activities of the Interfraternity, Multicultural Greek, National Pan-Hellenic and National Panhellenic Councils at the university. Additionally, the office provides assistance to these national organizations in their efforts of recruitment, membership education, scholarship, housing, chapter management, and leadership development.

Office of Student Activities**305 University Center****865-974-5455****<http://activities.utk.edu/>**

The mission of the Office of Student Activities is to contribute to the holistic education of all students by providing programs and leadership opportunities that advance student learning. Student engagement and student development are core values of the office, which is committed to presenting students with opportunities to learn, lead and grow. The Central Program Council is under the auspices of the Office of Student Activities and helps to facilitate positive experiences that allow for students to connect with their peers and university community through campus programming. These programs are designed and implemented by students for students through the Central Program Council, which provides cultural, social, educational and recreational programs through the efforts of seven committees. These include All Campus Events, Campus Entertainment Board, Cultural Attractions, Film, Issues, Visual Arts, and the Women’s Coordinating Council.

Women’s Center**315 University Center****865-974-1029**

The Women’s Center is maintained by the Women’s Coordinating Council. Its services and resources are available to all UT students, faculty, and staff. The Center’s library has an extensive collection of books and periodicals. The Center offers the use of a small study area and provides the opportunity to gain experience through volunteer work. Pertinent information on services and other news items of interest to women are posted in the Center and both men and women can utilize the center to learn more about health care, counseling, rape, sexual assault, domestic violence, and local women’s groups.

Student Organizations Business Office

305A University Center
865-974-3168

The Student Organizations Business Office serves as a campus banking system for all campus organizations. All registered student organizations make deposits and withdrawals through the Business Office. Questions about available funds can be answered at this location, as well.

Student Judicial Affairs

409 Student Services Building
865-974-3171 <http://judicialaffairs.utk.edu>

The Office of Student Judicial Affairs adjudicates cases of university Standards of Conduct violations by students and student organizations, and promotes a campus environment in which all members of the community can live and learn successfully. Student Judicial Affairs staff members initiate disciplinary proceedings and the Student Judicial Advisors (second and third year law students) serve as advisors to the student judicial system. The Office coordinates the monitoring process for students placed on disciplinary probation, as well as the appeals processes for disciplinary and academic dishonesty violations. Students, faculty, and staff members with concerns or questions regarding the student judicial process should contact the Office for advice and assistance. The Office of Student Judicial Affairs involves students in the judicial process and recognizes the important role that they students hold in promoting community standards.

Student Publications

11 Communications Building
865-974-3231
<http://web.utk.edu/~spubs>

Student perspectives of campus life are covered by the student newspaper, yearbook, and literary arts magazine. These official university student publications offer hands-on learning opportunities in editing, writing, graphic design, electronic publishing, computer applications, advertising sales, marketing, and photography for students who desire collaborative, co-curricular experiences. The Student Publications Board formulates policies for the editorially independent publications and appoints the senior editors of each publication. Participation is open to all university students in good standing. Applications are available in the Office of Student Publications or online (<https://utdailybeacon.com/staff/positions/apply/>).

Parents Association

412 Student Services Building
865-974-4546
<http://parents.utk.edu>

The UT Parents Association was founded in 2002 to help parents stay involved with their students and

develop their own connection to the university. The mission of the Parents Association is to connect, inform, and support the parents or guardians of UT students and help them become partners with the university in the education and development of every student. The Parents Association keeps parents/guardians informed about critical campus news, dates to remember, and resources to ensure students' academic success, and exciting events taking place on campus. Members of the Association receive weekly e-mails, a subscription to the Tennessee Family magazine, a Parent calendar, and are also eligible to receive discounts at carefully selected local hotels, as well as attend Family Weekend events. Students whose parents/guardians are members are eligible to apply for International Academic, Leadership, and Service Scholarships. For further information or questions concerning the Parents Association, e-mail parents@utk.edu or call 865-974-4546.

DIVISION OF FINANCE AND ADMINISTRATION

The Finance & Administration Division has fiduciary and leadership responsibility for the Knoxville campus in three primary areas: fiscal, physical, and auxiliary operations. The division includes offices who provide direct services to students, to include the following: Budget and Finance, Space and Facilities Management, Facilities Services, Information Technology, Environment Health & Safety, Campus Police, Emergency Management, Bursar's Office, Student Loans, VolCard and Campus Vending, Campus Dining, Bookstore, Parking and Transit, Mail & Printing Services, Warehousing & Surplus, and Transportation Services. The functions of these student related offices can be found online (<http://web.utk.edu/~finadmin/>).

Office of the Vice Chancellor for Finance and Administration

407 Andy Holt Tower
865-974-4204

The Vice Chancellor for Finance and Administration coordinates the offices of the university that deal specifically with the business and administrative functions of the campus.

Office of Emergency Management

403 Andy Holt Tower
865-974-3061

The Office of Emergency Management (OEM) is responsible for coordinating the emergency preparation and response of the campus. OEM assists students, faculty, staff, and visitors by providing information on how they can be better prepared in the event of a natural or man-made disaster event. OEM works closely with UTPD and other departments to provide training and

resources needed to further assist the University with its mission of education, research, and community outreach. The safety.utk.edu website provides emergency specific protective actions and safety information for the campus.

VolShop

University Center
865-946-2665
shop.utk.edu

OUR VISION: To be a vital retailer that is a dynamic resource for the entire University of Tennessee community.

OUR MISSION: As the primary source of retail services for the University of Tennessee, our mission is to provide to a diverse community the resources and materials necessary to foster academic success and enhance the overall campus experience.

In keeping with this mission, the VolShop offers an extensive line of new and used textbooks, ebooks and textbook rentals, school supplies, art supplies, graduation merchandise and services, collegiate items, calculators, personal computers, health & beauty aids, paperbacks, plus many other items. Six stores serve the campus including the main store, Technology Center and Lobby Store located in the University Center, and branch stores located in Hodges Library, the Art and Architecture building, the Conference Center Building, and the Tennessee Athletics Official Team Shop at Gate 20 in Neyland Stadium. All proceeds from the VolShop benefit the Knoxville campus through student scholarships, community outreach and campus building projects. All locations accept checks, Visa, MasterCard, Discover and the VolCard. Shop online at shop.utk.edu.

Office of the Bursar

211 Student Services Building
865-946-3100
<http://bursar.utk.edu>

E-mail: studentaccounts@utk.edu

The Bursar's Office administers VolExpress accounts, receipts university fees and charges, and processes excess financial aid. The VolXpress fee payment system is administered by the Bursar's Office. All statements of fees are emailed to the student's UT Knoxville e-mail address approximately three weeks prior to the beginning of each term. A current fee statement is always available online (<https://myutk.utk.edu/>). Any fees which are listed on the VolXpress statement may be paid at MyUTK. Credit card and e-check payments are accepted online (<https://myutk.utk.edu/>). Drop boxes are available at the Bursar's Office and the One Stop Express Student Services. Excess financial aid is delivered to students through the Bursar's Office via

Direct Deposit to the student's designated bank account after each term begins. Please see the One Stop website for instructions.

Volunteer Dining

108 Presidential Court Building
1017 Francis Street
Telephone: 865-974-4111
Fax: 865-974-5911
www.utkdining.com
utkdining@utk.edu

Eating Made Easy!

Dining with friends is an integral part of your college experience. Meal Plans are loaded right on your student ID making it one little card with lots of BIG advantages. Volunteer Dining offers 40 delicious locations on campus - not to mention great places to meet with your friends. We also have your favorite popular national brands like Pizza Hut®, Subway®, Chick-fil-A®, Starbucks®, Dunkin Donuts®, Sbarro®, Einstein Bros. Bagels®, McAlister's Deli® and Quiznos® to name a few.

Why do I need to buy a plan?

Our plans are created with you and your eating habits in mind – there is a plan to fit every lifestyle. Meal Plans are designed to make your life easier while you are at college and are created to provide you with opportunities to eat healthy, well-balanced meals and establish community in your living-learning environments.

- Secure spending – no worries about carrying cash
- Prepaid at the beginning of each semester
- Guaranteed all-you-care-to-eat meals and the flexibility of a la carte purchasing

Meal Plan Meals

• Enjoy all-you-care-to-eat dining for breakfast, lunch, and dinner in our dining halls Morrill Dining & Presidential Court Café

• Meal Plan Meals may be used for a full meal at the Southern Kitchen in Volunteer Hall

- Receive a set number of meals per week or per semester– depending on the plan you choose
- Each time you eat in the dining halls, one meal is subtracted from your semester or weekly meal allowance

Dining Dollars

- Can be used in ALL of our dining locations
- Can be added at any time and roll over from fall to spring semester
- Work like debit dollars; each time you make a purchase the total is subtracted from the balance in your account
- On-campus residents are not taxed on Dining Dollars purchases

- Expire at the end of the spring semester

Dietary Needs?

- Nutritionist on Staff – Contact nutrition@utdining.com

Who must buy a plan?

Students living in the following university housing locations are required to purchase a plan each semester; Morrill Hall, Humes Hall, North Carrick, South Carrick, and Reese.

Meal Plans 2013-2014

Volunteer Dining has numerous meal plans to fit the flexibility of your schedule. On campus and commuter meals plans are available and can be found at <http://utdining.utk.edu/>

One Stop Express Student Services

Hodges Library, ground floor

865-974-5725

865-974-1111

onestop.utk.edu

One Stop Express Student Services streamlines the most common enrollment, registration, financial aid, and payment services at one location. One Stop provides knowledgeable, friendly, and convenient service on the ground floor of Hodges Library, as well as easy online access to help you take care of your business when it's most convenient.

This new department gives UT students one location to access the primary services of the registrar, financial aid, and bursar offices. Our goal is to make the student experience in managing enrollment, academic records, financial aid, and making payments as smooth, efficient, and friendly as possible.

One Stop Services and Activities:

- Get assistance viewing and paying your bill online
- Check your account balance
- Get information on billing activity
- Deposit checks and money orders in our twenty-four hour drop box
- Enroll in a deferred payment plan
- Receive credit balance refunds
- View your academic history
- Order official transcripts and diplomas
- Get graduation and commencement information
- Verify your enrollment or degrees
- Get assistance with your class registration
- Discuss your financial aid eligibility including loans, grants and scholarships
- Check status of your financial aid awards
- Drop off your required documentation

Parking and Transit Services

Room 24 University Center

2121 Stephenson Drive

865-974-6031

<http://web.utk.edu/~pso>

The Parking and Transit Services Office is responsible for providing a comprehensive customer-focused parking and transit system that effectively supports the academic, professional, extracurricular, athletic and special event programs at the University of Tennessee at Knoxville. The department annually publishes traffic and parking regulations that includes detailed information on parking facilities, registration of vehicles, fees, penalties and appeals. These regulations are available in the Parking and Transit Services Offices, Circle Park Visitor Information Center, and on the department web site.

“The T,” as the transportation service is called, provides extensive shuttle service around campus for students, faculty, and staff. This comprehensive transportation system offers fixed routes, dial-a-ride service, late night shuttles, and service for persons with disabilities. All T vehicles are fully accessible for persons with disabilities. The T offers Access van service for persons with disabilities who are certified for the service. To use this service, students must register with the Office of Disability Services. Any passengers requiring late night services may utilize the campus blue phone system or by calling 865-974-4080. Complete information on the system is available at <http://ridethet.utk.edu> or from the Parking and Transit Services web site.

Police Department

1101 Cumberland Avenue

865-974-3114 – Main Number

865-974-3111 – Emergency

www.utpolice.org

The university maintains a full service Police Department. The Department builds mutual trust with the university community by following the motto “Enforcement through Cooperation.” The purpose of this department is to provide protection for the university community, their guests, and visitors of the campus. Other services provided include order maintenance, criminal investigations, deterrence and detection of crime, traffic control, and special event security. The Department’s Community Relations Unit (C.R.U.) provides educational programming, victim assistance, lost and found, security surveys, and crime reporting. All officers are duly sworn, highly trained law enforcement officers with jurisdiction to enforce local, state and federal laws.

VolCard Office

472 S. Stadium Hall
865-974-3430
<http://web.utk.edu/~volcard>

The VolCard Office is responsible for producing each student's VolCard (University ID). This card is used in nearly all aspects of campus life to obtain services to which the student is entitled to. Some of these services include meals, access to your University Housing, RecSports, attending sporting events and admission to events sponsored by the university or student organizations. The VolCard Office also manages the VolCard Account, a campus-wide debit account that can be used for laundry, in dining facilities, VolPrint, Bookstore, Technology Center Store, and various vending machines on campus. For more information, visit our website or come by our office. Our hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m.

INTERCOLLEGIATE ATHLETICS**Brenda Lawson Athletic Center**

865-974-1212//www.utsports.com

Tennessee student-athletes participate in varsity competition against Southeastern Conference schools in football, basketball, baseball, cross country, golf, indoor and outdoor track, soccer, softball, swimming and diving, tennis, and volleyball and in Conference USA in rowing. Those students wishing to play should contact the respective coaches.

BIGORANGETIX.COM

Students wishing to request and purchase tickets for home football games should visit BIGORANGETIX.com. Students will need to request a ticket typically 10 days prior to a home football game. During the Request Period, eligible students may request one (1) student priced ticket and up to two (2) face value home game guest tickets. The request does not guarantee a ticket. It is only a request for the opportunity to purchase tickets.

Once the request period is over, students will be notified if they have the opportunity to claim and purchase their ticket. In order to gain access to Neyland Stadium on game day students must print their UT football game ticket and have their student ID.

For information regarding tickets for away football games please visit BIGORANGETIX.COM.

Although the cost to attend men's and women's basketball games is free, students are required to reserve their ticket online prior to tipoff. Instead of a hardcopy

ticket, the system then activates their Volcard for access to the game. This process is called "Activating Your Volcard". If a student has not "Activated" their Volcard for a game, then they will not be allowed entry into the game.

OTHER SPORTS

Admission to all other athletic team games and events is free to full-time UT students. Students must present their Volcard at the appropriate student gate for free admission.

UT STUDENT REWARDS

UT Students with a valid ID are encouraged to join the Tennessee Athletic Student Reward Program, a free program that rewards students for attending sporting events. For more information visit www.utstudentrewards.com.

OTHER SERVICES**Alumni Affairs and Annual Giving**

Tyson Alumni House
1609 Melrose Avenue
865-974-3011
www.utk.edu/alumni

Tyson Alumni House is home to both the Knoxville campus Office of Alumni Affairs and The University of Tennessee National Alumni Association (UTNAA). The UTNAA supports more than 300,000 alumni of The University of Tennessee by providing various programming and services through alumni chapters, continuing education, the University's Annual Giving program, scholarships, international tours, and other services and activities benefiting alumni and friends. In addition to serving as the home of the UTNAA, the Alumni Affairs and Annual Giving Office plans, coordinates, and conducts alumni programs for the Knoxville campus such as Homecoming events, constituency reunions (Gold Grads, Torchbearer), Black Alumni Associates and the Volunteer Alumni Network (VAN), which assists with student recruitment. Also, the office is responsible for the University's Annual Giving Program, which annually raises over \$21 million in donations to UT's academic and athletic programs from alumni and other university friends. Also, the office sponsors two student organizations, the award-winning Student Alumni Associates and the Senior Gift Challenge; and assists in the publishing of the Torchbearer (the main campus alumni newsletter) and Tennessee Alumnus (alumni publication for contributors to The University of Tennessee).

Center for International Education

1620 Melrose Avenue
865-974-3177, cie@utk.edu
<http://international.utk.edu>

The Programs Abroad Office, the Office of International Student and Scholar Services, the International House, and the English Language Institute all constitute the Center for International Education, making it a resource center for everyone in the UT community with an international or intercultural interest. CIE's website and list-serv provide information about opportunities and happenings both on campus and beyond.

For All Students***The Programs Abroad Office (PAO)***

studyabroad@utk.edu
<http://studyabroad.utk.edu>

The "PAO" offers students of every major a wide array of study-abroad opportunities in over 54 countries on six continents. The "PAO" is the primary campus resource for information on study abroad and international internship opportunities for an academic year, semester, mini-term, or summer. All students wanting to earn academic credit for a study or internship abroad program need to work with the PAO and comply with all its requirements. Each class day during fall and spring semesters an information session is held in the PAO Resource Room. Two Study Abroad Fairs are held each academic year - in September and late January/early February. The PAO administers several UT-based scholarships for study or research abroad and coordinates the McClure, Gilman, and Boren scholarship/grant programs. International Student Identity Cards may also be purchased at CIE.

For International Students and Scholars (ISSS)

<http://international.utk.edu/iss/>

The Center for International Education is responsible for providing orientation and advising in United States immigration and non-immigration related matters to international students and scholars. International advisors are available to discuss academic and personal concerns and to facilitate adjustment to life at UT.

International House

1623 Melrose Avenue
865-974-4453
www.UTIhouse.org

In the heart of campus, UT's International House continues the tradition of being a multicultural social, recreational, and programming center for the entire campus community. Open year-round, the "I-House" provides a place to make new friends, watch TV, relax, play games, study, chat, and learn about the many cultures of the world.

Multicultural Student Life

Black Cultural Center
1800 Melrose Avenue
865-974-6861

<http://multicultural.utk.edu>

The Office of Multicultural Student Life contributes to an inclusive learning environment by enhancing institutional efforts in retaining and graduating students prepared for a diverse global society. We promote the academic success, equality, and leadership development of students through programs and services that holistically address cultural, educational, and civic growth. The Office of Multicultural Student Life focuses on creating a campus community where students have opportunities to learn more about themselves and others.

Academic support is offered through our Tutorial Program, where students sign up to receive individual or group tutorial assistance; and the Book Loan Program, where students borrow textbooks free of charge. The Multicultural Mentoring Program provides peer mentoring for first year students to assist with their transition to life at the University of Tennessee. Events and programs that promote cultural awareness and intercultural engagement include diversity dialogues, guest speakers and performers, scholars bowl competitions, conferences, and celebratory events. The Office of Multicultural Student Life also provides support for diverse student organizations and offers specific opportunities for students to connect with the Asian American Association, Black Cultural Programming Committee, Latin American Student Organization, Multicultural Mentoring Program, the Native American Student Association, and Taking Action for Social Conscience.

The Black Cultural Center (BCC), the facility which houses the Office of Multicultural Student Life, serves as a gathering place for students to learn, share ideas, and experience a sense of community. In the BCC you will find conference rooms, tutorial and study suites, a resource library, a fully equipped computer lab, a student lounge designed to encourage relaxation between and after classes, as well as, the administrative offices for the Office of Multicultural Student Life. The BCC also displays the university's African-American Hall of Fame that commemorates the history and contributions of African-Americans to the university. The Office of Multicultural Student Life is an integral part of the University of Tennessee and is a place for all students.

Office of Undergraduate Admissions

320 Student Services Building
865-974-2184
<http://admissions.utk.edu>

Undergraduate Admissions actively recruits undergraduate students, and conducts both on-campus recruitment programs, and visits to high schools and community colleges. It receives and processes applications and supporting documentation for admission from freshmen, transfer, and international students, as well as applications for readmission of former students. Campus tours are conducted throughout the year by Student Ambassador guides.

Graduate School

111 Student Services Building
865-974-2475
<http://gradschool.utk.edu>
gradschool@utk.edu

The Graduate School administers policies related to graduate students at the University and works with faculty campus-wide to recruit and maintain a diverse graduate student population and to foster opportunities for academic and professional development. The Graduate School offers the Best Practices in Teaching Program to graduate teaching assistants and selected new faculty. In addition, the Graduate School provides assistance with graduate student appeals, deadline dates, course over-load requests, late change of registration requests, requests for faculty approval to direct dissertations, and requests for senior privilege for graduate credit. The thesis/dissertation consultant is available to provide to students nearing graduation, workshops and seminars on submitting theses and dissertations. The consultant provides technical consultation, prechecking, and final checking of the thesis or dissertation format before acceptance. Graduate School fellowship programs are administered in this office. The Office of Graduate Training and Mentorship identifies and creates resources to enhance and sustain a culture for academic success and professional development of graduate students through coordinating recruitment and retention efforts across campus, collaborating with faculty and the Office of Research and Engagement on training and in grant development, and assisting with building faculty-student collaborative research teams and interdisciplinary projects. The Graduate School coordinates activities of the Graduate Council and its committees, as well as communicates with the campus through listservs for directors of graduate studies and a Blackboard site with information on graduate education for academic departments.

Office of Equity and Diversity (OED)

1840 Melrose Avenue
865-974-2498
web.utk.edu/~oed

The Office of Equity and Diversity (OED) assists the university community in its goal to affirm diversity as an opportunity for personal growth and development, assists employees wishing accommodation based on disability, and works to ensure the equitable treatment of all persons without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In addition, OED works with members of the university community who wish to file a complaint of discrimination including complaints of sexual harassment. All complaints receive thorough attention.

Office of Financial Aid and Scholarships

116 Student Services Building
865-974-3131
<http://finaid.utk.edu>
finaid@utk.edu

Scholarships, grants, loans, and part-time employment on and off campus are available to students through the Office of Financial Aid & Scholarships. Assistance may be given after careful review of the applicant's academic record and demonstration of financial need. The office may be contacted by email at: finaid@utk.edu.

Hearing and Speech Center

Corner of Peyton Manning Pass and Phillip Fulmer Way
865-974-5451
<http://www.uthearingandspeech.org/>

The Hearing and Speech Center provides complete evaluation and treatment services for speech, language and/or hearing problems. The Center also functions as an educational facility under the auspices of the Department of Audiology and Speech Pathology to provide clinical education to graduate and undergraduate students. The educational program is fully accredited by the Council on Academic Accreditation.

Office of Information Technology

865-974-9900
<http://oit.utk.edu>

The Office of Information Technology provides information technology resources and services to UT's students, faculty, and staff. Information about OIT is available on the OIT web site, (<http://oit.utk.edu>).

OIT provides the core information technology and services for The University of Tennessee, including public-access computer labs, central computing accounts, online course delivery, student and administrative

systems, network services, and information security. Individual computer accounts (NetIDs) are provided at no charge for all UT students. These accounts may be used for email, course work, research, and personal Web pages. Students on the Knoxville campus may access the Internet through direct Ethernet connections or the wireless network, found throughout the UTK campus.

University IT Policy 110: Acceptable Use of Information Technology Resources (AUP) governs the use of all information technology resources at the University of Tennessee. The detailed policy is available online at <http://oit.utk.edu/aup>.

To provide access to computing facilities on campus, OIT maintains five staffed computer labs, as well as several unstaffed labs. Locations include the Commons in Hodges Library, installations in residence halls and several departmental labs. The computer labs are equipped with more than 500 computers including current models of Apple and Dell machines. In addition, there are laser printers, scanners, and a variety of industry standard software applications available for use on the machines. Please refer to <http://oit.utk.edu/labs> for more information.

UTSA Information Security Office

The University of Tennessee System Administration (UTSA) Information Security Office (ISO) provides oversight for the University community's security and Information Technology (IT) risk management program. The ISO works in partnership with security staff at each campus and institute, helping them to protect their IT resources and to comply with IT security-related laws, regulations, and policies. For more information, including ways to protect yourself and your data, please visit the UTSA-ISO website at <http://security.tennessee.edu/>.

OIT HelpDesk

The OIT HelpDesk is the centralized source of information and service for the application, computer, and network resources managed by OIT. HelpDesk Services are available to all UT students. Students may call the HelpDesk with questions for any OIT service, including your e-mail, MyUTK, Online@UT/Blackboard, wireless and ResNet connectivity, computer support, and your UNIX/website account. The Telephone HelpDesk is available to receive calls 24/7 at (865) 974-9900. The Walk-In HelpDesk is available for face-to-face IT Support at the Commons in Hodges Library; hours of service are available online at <http://oit.utk.edu/helpdesk/hours>. Online resources, including the online

contact form and knowledge base, are available at <http://help.utk.edu>.

Student Computer Support Service Center

OIT offers face-to-face computer support at the Commons in Hodges Library for students. This service is funded by the Student Technology Fee. Students can bring their computer (desktop or notebook) to the Commons and receive assistance with installing software, reloading an operating system, removing spyware and viruses, removing unwanted software, or troubleshooting network problems. Hours of operation are available online at <http://oit.utk.edu/helpdesk/hours>.

Internet and Network Services

High speed network access is provided in all residence halls by OIT's Network Services department. This allows students to access the Internet, email, and other network applications from the comfort of their rooms. The UTK campus connects to the Internet via redundant, high speed connections in order to provide uninterrupted access. A direct link to the Oak Ridge National Laboratory provides more direct access for researchers to supercomputers located at the lab. Wireless network access is available across the UTK campus, including residence halls. Wired network connections (Ethernet) are also available in the residence halls. Students who need cables to connect to the wired network may pick one up for free at the OIT HelpDesk in the Commons area in Hodges Library. For more information, please visit the OIT HelpDesk web site (<http://oit.utk.edu/helpdesk>).

OIT Technology Training

Workshops are offered to improve skills with the technology available at UT. Workshop topics include MS Office products, Dreamweaver, JavaScript, and Web Design. There is also a series of courses on Adobe Products (Acrobat, Photoshop and Dreamweaver). Please refer to <http://oit.utk.edu/training.php> for more information.

OIT Research Computing Support

UT students, faculty, and staff can receive help to enhance the quality of their research by working together to effectively apply analytical methods, especially statistics. Other supported areas include computing, data file conversion, data mining, graphics, mathematics, text analysis, mapping and geographic information systems, visualization, and Web survey design and high performance computing. These services are centrally funded for the first ten hours of assistance each semester. Additional hours are billed to individuals or departments.

Assistance is available by appointment via the HelpDesk at 865-974-9900 or by walk-in at 5th floor Greve Hall. For more details, please visit the website (<http://oit.utk.edu/research>).

OIT Web Site and Documentation

The OIT Web site (<http://oit.utk.edu>) provides you with access to, or information about, many IT services. This information includes Are you New: The Life Preserver (<http://oit.utk.edu/lifep>), a manual to help you get connected and online at UT, managing your university accounts and passwords, sending/receiving e-mail, quick reference guides, and frequently-asked-questions (FAQ) Web pages.

Campus Phone and Cable TV

OIT provides telephone services (<http://oit.utk.edu/phone>) for students living on campus in residence halls and off-campus in university resident apartments. OIT also offers on-campus students full cable TV service (<http://oit.utk.edu/cable>) at an affordable price.

Online@UT and LiveOnline@UT

Online@UT, the UT Knoxville implementation of the Blackboard course management system, provides students access to their course materials anytime and anywhere they have access to the Internet. Students can download class handouts, check grades, participate in online discussions, turn in assignments, take online tests, and communicate with instructors and classmates. For more information go to <http://online.utk.edu> or call 865-974-9900.

LiveOnline@UT, the UT Knoxville implementation of the Collaborate software from Blackboard, Inc., facilitates live distance education classrooms over the Internet. Students can easily participate in live online classes with a simple computer and headset setup. For more information go to <http://liveonline.utk.edu> or call 865-974-9900.

The University Libraries

865-974-4351

<http://library.utk.edu>

mobile: m.lib.utk.edu

The library is everywhere you are. Research assistance is available by walk-in, e-mail, chat, phone, and by appointment with the liaison librarian who specializes in your discipline. The UT Libraries holds 3.3 million print volumes but places a high priority on providing access to electronic resources. Visit library.utk.edu to chat with a librarian, find books and electronic resources, watch a video tutorial about using the library, or connect with us on social media.

The John C. Hodges Library in the heart of campus houses the majority of the UT Libraries' collections and many unique services. Two branch libraries on the Knoxville campus offer specialized collections and services to their patrons: the Webster C. Pendergrass Agriculture and Veterinary Medicine Library on the Ag Campus and the George F. DeVine Music Library in the Natalie L. Haslam Music Building. Other unique collections available to students include a map collection and Special Collections (manuscripts and rare books) in Hodges Library, and digitized collections of the library's unique holdings.

The Commons

John C. Hodges Main Library

2nd Floor

commons.utk.edu

The technology-rich Commons, which comprises the entire second floor of Hodges Library, is a popular gathering place for students, for both studying and socializing. The Commons brings together all the tools students need to succeed: technology, research assistance, tutoring services, a coffee shop, and a convenience store. At the Commons, students can check out equipment such as laptops and cameras, work collaboratively in group study rooms, create videos or multimedia projects in the Studio, or get help at the Writing Center, Math Tutorial Center, and Student Success Center. During the semester the Hodges Library remains open 24 hours, five nights a week.

THE STUDIO: (235 Hodges Library) is a media production lab offering resources for video, audio, graphics and web production. The Studio offers workshops on audio and video editing, graphics, and web design.

EQUIPMENT CHECKOUT: In the Commons students can check out laptops, scanners, cameras, recorders, projectors, lighting kits – even headphones and mice.

Other Library Services

- **Borrowing:** A valid VolCard (ID card) is required for all library borrowing. Items can be renewed online (lib.utk.edu/renew). Students may borrow materials from the libraries at any of the University of Tennessee campuses across the state.
- **Interlibrary Loans:** Interlibrary Services will locate and borrow materials that are not available in the UT Libraries. Request interlibrary loans online (library.utk.edu/request).
- **Map Services:** Map Services (G20 Hodges Library) supports research needs for maps and geographic information. GPS units are available for checkout.
- **Research Assistance:** Research assistance is available

in-person and by phone, email, chat, text, and IM. More in-depth research consultation is available by appointment. Visit www.lib.utk.edu/askusnow/ for more information or to contact a subject specialist librarian.

- **Reserve:** Items placed “on reserve” are given a shorter borrowing period (sometimes as little as a few hours) in order to make them available to all class members. Electronic reserves may be accessed online anytime (lib.utk.edu/reserves).
- **Special Collections:** Special Collections (121 Hodges Library) is dedicated to building collections of manuscripts, rare books, and other unique research materials. Materials from Special Collections cannot be checked out but may be requested and used on site.

McClung Museum of Natural History and Culture

1327 Circle Park
865-974-2144
<http://mcclungmuseum.utk.edu>

Officially dedicated in 1963, the McClung Museum features collections and exhibits about anthropology, archaeology, decorative arts, local history natural history, and is actively involved in research in these fields. Admission is free. The museum is open every day except New Year’s Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and December 24th and 25th.

School of Music

1741 Volunteer Boulevard
865-974-3598
General program information 865-974-8935
<http://www.music.utk.edu>

Choral Ensembles

Representing the university in both on and off campus Concerts are the Chamber Singers, Concert Choir, Men’s Chorale, Women’s Chorale, UT Singers, reVOLution, VOLume, and Four O’clock Shadow. All choral groups are open to university students.

Symphony Orchestra

The Symphony Orchestra presents a series of campus concerts yearly. Students have the opportunity to rehearse and perform works from the standard orchestral repertory and from all major periods of music history. Faculty and student soloists are often featured and membership is open to all students by audition.

UT Chamber Orchestra

The UT Chamber Orchestra was founded in spring 2004. The Chamber Orchestra is dedicated to smaller, more intimate works. They perform a wide range of music from the 16th century through the present.

Opera Theatre

In its twice yearly performances, the group varies its program of operatic music from one-act to complete operas with orchestral accompaniment.

Bands

The “Pride of the Southland Marching Band” is nationally known as one of the outstanding university bands in America. In addition, three excellent concert bands present programs on campus and in area high schools. All band ensembles are open to students by audition.

Concerts and Recitals

A series of concerts and recitals by faculty members, visiting artists and students are presented by the School of Music throughout the academic year. Most programs are free of charge. Visit <http://www.music.utk.edu/events/index.html> or contact the concert line at 865-974-5678.

Psychological Clinic

227 Austin Peay Psychology Building
865-974-2161
<http://psychology.utk.edu/clinic/index.shtml>

The Psychological Clinic is a service, research and training facility of the Department of Psychology. The Clinic serves university students, faculty and staff, as well as members of the greater Knoxville community, including adults and children. Services include individual, marital, family, and group psychotherapy, and psychological or psycho-educational evaluations. Services are provided by doctoral students in Clinical Psychology under faculty supervision. All patients pay \$35 for the standard intake appointment. Additional fees are modest, using a sliding scale. Clients are seen by appointment only. The clinic is open Monday-Thursday, 8 a.m.-8 p.m. and Friday 8 a.m. - 5 p.m. Professional standards of confidentiality are maintained.

NOTICE: *Some affiliated clinical facilities may require a criminal background check before allowing students to participate in training programs at those facilities. Information revealed by a criminal background check may cause an affiliated clinical facility to determine that you will not be allowed to participate in a training program at that facility. In that event, you may be unable to complete the requirements of this program. In addition, information revealed by a criminal background check may preclude licensure or employment. Please see the program director for additional information.*

Office of the University Registrar

209 Student Services Building
865-974-2101

<http://registrar.tennessee.edu>

The following services/functions are managed in the Office of the University Registrar:

- Academic records and transcripts
- Grades
- Residency status
- Veteran's Affairs
- Graduation, Commencement and Diplomas
- Degree Audit
- Student Privacy
- Ad hoc computer reports
- ID changes
- Academic Second Opportunity
- Undergraduate Catalogs
- Transfer Articulation
- Academic Common Market
- Timetable and Room Scheduling

Student Success Center

<http://studentsuccess.utk.edu>

865-974-6641 studentsuccess@utk.edu

For Tutoring and Supplemental Instruction schedules, see our website.

The staff of the Student Success Center (SSC) is committed to helping students take charge of their success at the University of Tennessee. Through free services such as academic coaching, tutoring programs, supplemental instruction, academic support services, educational enhancement programs, workshops, the web site, and referral to the university's other excellent support resources, the staff promotes undergraduate student success and persistence to graduation. The Student Success Center's web site provides not only students, but also faculty, staff and parents a wealth of easy to access information designed to support student success.

• Academic Coaching

A one-on-one conversation with one of our Academic Coaches helps students explore options and make the most of their educational experiences at UT. Coaches meet with UT students for a variety of reasons and are trained to help with academic policies, life and study skills, and options for making their UT career more successful and rewarding.

• UT LEAD Program

The LEAD Program promotes academic excellence and undergraduate success through a support program for students who have been awarded the Tennessee Pledge and/or Tennessee Promise Scholarships. LEAD students participate in academic coaching sessions,

first-year seminars, leadership development programs, academic success workshops, and other UT learning opportunities.

• Supplemental Instruction

Supplemental Instruction (SI) offers free, out of class, study sessions for traditionally difficult courses such as Mathematics and Chemistry. SI provides a chance to work together with students in the same class to compare notes, practice problems, discuss important concepts, develop strategies for studying the subject, and to take practice quizzes and exams. Each SI session is facilitated by a student who has successfully completed the course and is trained in collaborative learning strategies. Check the SSC website for current offerings.

• SSC Tutoring

The SSC offers free tutoring in traditionally demanding courses such as Mathematics and Chemistry. Tutoring locations include Greve Hall, Room 324, Carrick Hall, and the Commons in Hodges Library. Tutoring is available by appointment or by walk in. Check the SSC website for tutoring subjects, times, and locations.

• Workshops

The SSC offers specialized workshops for students hoping to improve their GPA's and enjoy greater academic success at UT. While some workshops are required for certain students, all students are welcome at any of our workshops.

• Academic Appeals

The Student Success Center assists students with academic problem resolution and works with the Undergraduate Council to assist in the administration of appeals for academic dismissals, university readmission appeals, grade appeals that have gone through the college dean's level, and retroactive withdrawal appeals for individual courses. The forms needed for the various academic appeals are located on the Student Success Center's web site.

Theatres

865-974-6011

Department: <http://theatre.utk.edu/>

Theatre: <http://clarencebrowntheatre.com>

Facebook: <http://clarencebrowntheatre.com/facebook>

Twitter: <http://clarencebrowntheatre.com/twitter>

Since the construction of the Carousel Theatre in 1951, UT's theatres have been a vital part of life on the UT campus with over 300 productions, hundreds of movie showings, and numerous presentations. In 1974, a rare blend of professional and educational theatre was created with the formation of the Clarence Brown

Theatre Company—a professional company and member of LORT (the League of Resident Theatres). This artistic environment brings professional artists from all over the world to delight East Tennessee audiences and presents students with a wide array of creative opportunities as they work and learn alongside professionals. Tickets and information for all CBT productions are available at the CBT Box Office located in the Main Lobby, on the phone at 865-974-5161, or via the web. Discounts for UT students, faculty, and staff are available. For questions about theatre coursework or administration, call the Department of Theatre (206 McClung Tower) at 865-974-6011.

The Facilities

<http://clarencebrowntheatre.com/venues>

The Clarence Brown Theatre Complex is located between Hess Hall and the Art and Architecture building along the Joe Johnson and John Ward Pedestrian Walkway and houses production and support facilities, classrooms, and three theatres.

The Clarence Brown Theatre, is a variable capacity proscenium theatre built in 1970 and dedicated to Clarence Leon Brown, University of Tennessee alumnus and distinguished film director for MGM. The theatre provides seating for up to 578 including accommodations for the physically challenged and listening systems for the hearing impaired.

The Ula Love Doughty Carousel Theatre, one of the nation's first arena theatres, is a flexible space featuring variable seating for up to 400. Located next to the Clarence Brown Theatre, the Carousel Theatre was renamed in October 1991 in tribute to Mrs. Doughty, a devoted patron who has provided for the building's future.

The Lab Theatre is a 100-seat black box venue located inside the Clarence Brown Theatre building. The Lab Theatre is used as a classroom space and provides a home for the Department's Studio and Lab Project Series—the latter of which offers student groups and organizations opportunities to produce.

Tutorial Services

Tutorial services are available to students through a number of sources on campus. A listing of these services can be found in the appendices of this handbook on pages 84-86.

UNIVERSITY PROGRAMS AND SERVICES FEE

DEFINITION OF THE FEE

The Fee is levied by the Board of Trustees; all monies derived therefrom are University or "State" funds and are under University (State) control.

PURPOSE AND USE OF THE FEE

The purpose of the University Programs and Services Fee (UPSF) is to provide non-instructional facilities and programs of an educational, cultural, social, recreational, and service nature for University of Tennessee students. Ultimate authority for use of the Fee rests with the Board of Trustees. The administration makes recommendations to the Board relative to the use of the Fee and is responsible for approving all expenditures. Utilization of the Fee, including but not limited to purchases, travel and salaries will be in strict accordance with established university fiscal policies and procedures.

CONTROL OF THE FEE

Administrative officers are charged with the control of all aspects of the University Programs and Services Fee. The Director of Administrative Services, acting as the fiscal officer for the general account, is responsible to the Vice Chancellor for Student Life for the day-to-day fiscal control of the Fee. The Vice Chancellor for Student Life is responsible to the Chancellor for the presentation of an annual program and budget that reflects the purposes of the University Programs and Services Fee as previously stated herein. Appropriate consultation with students and faculty will be sought. It is recognized, however, that while seeking consultation in matters pertaining to the Fee, the Chancellor and other administrative officials will not delegate "control."

POLICIES ON EXPENDITURES OF THE FEE

University Programs and Services Fee money will be allocated annually to support appropriate program and service offerings in seven categories as follows:

1. Cultural Affairs (Fine Arts) Programs
2. Recreational, Entertainment, and Social Programs
3. Recreation and Athletic Programs
4. Publications Programs
5. Student Government Services
6. Student Health and Welfare
7. Debt Service and Capital Improvements

In the allocation of funds, primary consideration will be given to university programs and services available to all students. Under no condition will funds be appropriated for use by "special interest" organizations or select group programming. However, any group

may submit a cultural or all campus program for funding to the appropriate programming board. It is recognized, therefore, that the fee is meant to support those university programs and services which will serve to encourage broad student participation and interest and, further, will serve to contribute to the intellectual development of students.

As is indicated by the fee's statement of purpose, this money will not be used to finance instructional activities, denominational religious activities or programs, charitable causes, partisan political activities or advisory services.

STUDENT ORGANIZATIONS

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 (<http://go.utk.edu>).

UNIVERSITY LIABILITY

Student organizations, although registered or otherwise permitted to operate on or near university property and even though required to conform to certain prescribed university procedures in some cases, 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 and employees are 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.

CATEGORIES OF STUDENT ORGANIZATIONS

With the exception of social fraternities and sororities whose relationship with the institution requires a more detailed and exacting peer and administrative review, any group of students may seek to register as either a Continuing or Temporary Registered Student Organization.

Continuing Registered Student Organizations

Any group of at least (ten) 10 students meeting the requirements contained herein and whose purpose for existing is presumed to endure beyond ninety days is considered a Continuing Registered Student Organization.

Temporary Registered Student Organizations

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

Student Political Parties

Any group of at least (ten) 10 students meeting the requirements contained herein and whose purpose for existing is presumed to endure through elections for the Student Government Association will be considered a Student Political Party.

Sororities and Fraternities

Any group seeking to establish a social fraternal organization on campus must contact either the Office of Sorority and Fraternity Life for procedures and policies relative to this action. Registration is granted by the Chancellor 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.

ADVISORY COMMITTEE ON STUDENT ORGANIZATIONS

The Office of the Dean of Students shall utilize an Advisory Committee on Student Organizations (ACSO) in the procedural review of constitutions of proposed organizations. The ACSO may also formulate and recommend rules, regulations, and policies regarding registered student organizations.

Matters pertaining to policies within an organization shall be the concern of the organization and its advisory council. Matters pertaining to the relationship of an organization to other organizations or to the University shall be the concern of the ACSO.

Student members of the ACSO shall be appointed by the President of the Student Body with the approval of the Student Government Association. The Dean of Students will appoint a staff person to serve as committee secretary and liaison with the Office of the Dean of Students.

Registration Policy

At The University of Tennessee, 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 the University facilities and holding themselves out to the general public as a group centered on the 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.

Registration Process

Prior to beginning the registration process to form a new student organization, interested students are required to schedule a brief meeting with a designated staff member in the Office of the Dean of Students. The purpose of this meeting is to fully inform students of University policies and procedures pertaining to organizations, as well as to discuss the registration and approval process. It is recommended that this meeting take place before a student submits information to begin the new student organization registration process. However, at the latest, this meeting must occur before a proposed organization can be voted upon for approval by the Advisory Committee on Student Organizations.

New organizations may begin the registration process by submitting the New Student Organization Application in the Student Organization System (<http://go.utk.edu>). Organizations are required to submit a constitution along with their application. Local chapters of regional or national organizations will be required to submit their local constitution and, in addition, any statements of their parent organization to which their local constitution refers or which determine local policy above and beyond that which is stated in the local constitution. The local constitution must contain the following:

1. Name of the organization:

The phrase "The University of Tennessee" is regarded as a trademark and consequently cannot precede the

name of a campus organization; however, the phrase may follow the name, e.g., Chess Club at The University of Tennessee.

2. Statement of purpose:

Said purpose must include aims and activities legal under local, state, and federal law, and this statement of purpose must be in conformity with written University regulations. It is required that the actual purpose of a student organization conform with the purposes stated within the organization's constitution.

3. Membership eligibility requirements:

Registered student organizations, including those affiliated with an extramural organization, shall be open to all students - unless the organization, by its nature, exists explicitly for a certain subgroup - in selecting its membership. There must be no discrimination with respect to race, gender, disability, religion or national origin. This statement must appear verbatim in organization constitutions.

4. Officers:

Officers must be full-time students, except for organizations where membership is composed of both faculty and student members, and a faculty member may serve as an officer. To be eligible to serve as an officer of a registered student organization, a student must be in good academic standing at the time of his/her election or appointment and during his/her term of office. In addition, a student may be judged ineligible for the office if found responsible for violating a University Standard of Conduct. When an election is held in a registered student organization, the names of the new officers must be updated online in the Student Organization System (<http://go.utk.edu>) within one (1) week.

5. Statement of the terms of officers and the time and method of election

6. Frequency of meetings

7. Financial Statement:

A statement of any membership dues, including amount and frequency of payment; an agreement that all funds will be received and disbursed through the Student Activities Business Office if the organization receives University Programs and Services Fee Funds; and a provision for the disposition of funds remaining in the event of the dissolution of the group must be included.

8. Provisions for a faculty or staff advisor:

All registered student organizations must choose one or more advisors, and a provision for this selection must

be included in the constitution, but the name of the advisor(s) should not be listed. Except for local chapters of national social fraternities and sororities, which may have alumni advisors, the advisor shall be a fulltime faculty or staff. In procuring an advisor, questions regarding faculty or staff status should be referred to the Office of the Dean of Students. Advisors are responsible for being familiar with the constitution and purposes of the student organization they are advising and with University policies regarding student organizations. 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. A listing of the names and titles of all officers as well as the names of at least ten (10) petitioning members shall be submitted with the organization's application via the student organization system found online (<http://go.utk.edu>). The ACSO will review the constitution and any other information available in order to determine whether the organization conforms to the policies and regulations established for the registration of student organizations.

Recommendation for Registration

If the ACSO determines that the organization should be registered, it will make a recommendation to the Dean of Students in writing and inform the petitioning group by email. The group may begin operation ten (10) days after receipt of the email unless notified in writing that the Dean of Students has rejected the recommendation. All petitioning groups are allowed five organizational meetings in University facilities within 90 days of submitting the application and prior to action of the ACSO.

Denial of Registration

A refusal by the ACSO to recommend registration of a student organization or a refusal by the Dean of Students to register an organization must be based on one or more of the following grounds:

1. The statement of purpose is illegal under local, state, or federal laws or does not conform with written University regulations.
2. The organization would, in the opinion of the ACSO or the Dean of Students, constitute a danger to the continued or proper functioning of the University.

Terms of Registration

An updated list of registered student organizations is available online (<http://go.utk.edu>). Organizations must

update their information in the Student Organization System each year between January 1 and May 15 to continue their status as a registered student organization. Failing to update information with the office of the Dean of Students 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 by the ACSO or the Dean of Students 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.

Appeals

Any decision by the Dean of Students refusing to register an organization or any decision by the ACSO to withdraw registration from an organization may be appealed to the Student Life Council by the affected organization. In addition, any decision by the ACSO to refuse to withdraw registration from an organization upon request by the Dean of Students may be appealed by the Dean of Students to the Student Life Council. When a decision by the ACSO or the Dean of Students is appealed, the Student Life Council shall abide by the following procedures in hearing the appeal:

1. The ACSO or Dean of Students (depending on whose decision is being appealed) 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 ACSO or the Dean of Students in drawing up the charges.

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 Student Life Council.

Affiliations

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

1. Clearly indicated, either by the title of the organization or its constitution at the time of registration, or by specific statements in connection with any activities growing out of a later affiliation.
2. Consistent with the purposes set forth in the constitution.
3. Not such as to change significantly the nature of the organization as primarily an association of students 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.

Organization Email and Website Accounts

Organizations are required to submit information requesting a student organization email and website (UNIX) account in their New Student Organization Application. The organization's UT email account will be used for all communication from the university to the organization. Passwords can only be reset for registered organizations that are listed in the public A-Z list on the Student Organization System (<http://go.utk.edu/a-z>). Organizations that have been inactive for three (3) or more years will have their email and website (UNIX) accounts disabled.

STUDENT GOVERNING BODIES AND ORGANIZATIONS

Student organizations which are considered to be governing bodies are those which possess executive, legislative and judicial functions over the students or student groups.

Student Government Association

315E University Center
865-974-2377
<http://sga.utk.edu>

The Student Government Association is a body comprised of students pursuing the betterment of this institution so that all members of the University community are beneficiaries of the opportunities and advantages available in an environment conducive to growth. SGA exists to provide the student body with a means to deal with the affairs of students and as a forum for the expression of student views concerning student life within the University.

There are three coequal legislative branches within the Student Government Association: the Student Senate, the Graduate Student Senate, and the Freshman Council. There are also Executive and Student Services Branches of the SGA. The Executive Branch consists of the President, Vice President, Student Services Director, and other cabinet members. The Student Services Branch consists of the Directors and members of seven Student Services Committees. All legislative and executive decisions are made in consultation with and subject to final actions and decisions by the Chancellor, President, and the Board of Trustees of The University of Tennessee.

Student Senate

The Student Government Association's Student Senate is a governing body of over seventy undergraduate students that represent the interests and well-being of all students at the University of Tennessee. Each academic college and residence hall has representatives elected by their fellow students in the annual Student Government Association elections, which are held each Spring. SGA Senators are required to research and write at least one piece of legislation in an academic year which are then voted on by Senators. The Senate participates in the establishment of policies and regulations regarding areas of primary interest to student members of the University community including, but not limited to, those related to academics, the regulation of student conduct, student housing, food services, student activities and organizations, non-academic student facilities, and disciplinary appeal procedures. In addition to being members of other university-wide organizations, Senators are also required to serve on one of the many SGA Student Services Committees. Senators serving on Student Services Committees may be nominated and elected by the Senate, to serve as liaisons where they will promote effective legislation. Senate meetings are held bi-weekly and are open for all students to attend.

Academic Seats:

College of Agriculture – 2
College of Architecture – 2
College of Arts and Sciences – 9
College of Business Administration – 5
College of Communication – 3
College of Education, Health, and Human Sciences – 3
College of Engineering – 4
College of Nursing – 2
College of Social Work – 1

Residential Seats:

Clement Residence Hall – 2
Gibbs Residence Hall – 1
Hess Residence Hall – 3
Humes Residence Hall – 2
Massey Residence Hall – 2
Morrill Residence Hall – 2
North Carrick Residence Hall – 2
Reese Residence Hall – 2
South Carrick Residence Hall – 2
Apartments Residence Hall – 3
Laurel Apartments – 2
Volunteer Hall – 3
Fraternity Park – 2
Off Campus Housing – 12
Sorority Village – 1

Freshman Council

Freshman Council is comprised of 44 members of the entering class at the University of Tennessee. These members are selected each year by a screening-committee chosen by the Student Body Vice President. It represents the needs, concerns, and interests of first-time students at The University of Tennessee. The Freshman Council exists to provide a forum to voice freshman opinions; to participate in Student Government and campus-wide activities; to inform freshmen of all the operations of the SGA; and to communicate freshman concerns directly to the SGA. The group works on legislative issues concerning the freshman class, as well as planning and participating in various philanthropic and social events throughout the year.

Student Services

The Student Services of SGA is composed of nine committees that focus on the many facets of university life. These committees are a great way for all students to get involved with SGA. With biweekly meetings they are able to coordinate and implement many programs and events on campus and in the Knoxville community. The seven committees are as follows:

ACADEMIC AFFAIRS

The primary focus of the Academic Affairs committee is to research and resolve student concerns regarding academics at the University by working closely with the Deans of each college.

DIVERSITY AFFAIRS

This committee strives to bridge the gaps that are found across campus and help coordinate events that celebrate our diverse and unique student body.

ENVIRONMENT AND SUSTAINABILITY

This committee strives to keep the University's campus clean and green. It hosts a campus cleanup each semester in addition to other events throughout the year. Additionally, this committee explores and advocates for methods by which our University can become more environmentally friendly and sustainable.

GOVERNMENT AFFAIRS

The Government Affairs Committee works to relate student concerns about the University to our local and state government officials.

TECHNOLOGY SERVICES

This committee is responsible for addressing technology issues as well as providing information to students about technology opportunities.

TRADITIONS COMMITTEE

The Traditions committee is responsible for preserving and revitalizing traditions at the University of Tennessee while at the same time creating new ones.

VOLUNTEER LIFE

Committed to campus, Volunteer Life participates and organizes important volunteer projects and works with various University departments. This committee is responsible for reaching out to administration, other organizations, and students in order to unite campus, co-sponsor events, and help address concerns for SGA. This committee is also responsible for helping new students transition to life at UT, which includes providing information and planning various events connecting new Volunteers with the University.

GRADUATE STUDENT SENATE

The Graduate Student Senate, or GSS, represents the interests of all graduate and professional students at the University of Tennessee. GSS is the official voice of graduate students and is the organization that administrators turn to when the opinion of the graduate student body is desired. The GSS participates in the establishment of policies and regulations relating to the

graduate program, in consultation with and subject to the final approval of the Dean of the Graduate School and the aforementioned University officials. The GSS shall also make recommendations to appropriate decision-making officers in matters concerning graduate and advanced professional students. Each academic department offering a graduate or professional degree has a representative in the GSS, chosen by fellow students through internal elections, while the GSS President and Vice President are elected in the annual Student Government Association elections. The voting membership of the GSS consists of the President and Vice President plus representatives from each academic graduate program, the College of Law, and the College of Veterinary Medicine. GSS has representatives on various university-wide committees including the Graduate Council.

Interfraternity Council

315C University Center
865-974-2236

The Interfraternity Council is the governing body for the NIC social fraternities at UT. A delegate from every fraternity comprises the legislative body of the Council which has the responsibility of determining policies relative to recruitment, chapter relations and judicial matters. The IFC has an office that is located in the Student Organization Suite of the University Center. Office hours vary each semester.

National Pan-Hellenic Council

The National Pan-Hellenic Council is the governing body of the NPHC social fraternities and sororities at UT. These organizations live by the values of tradition, academic achievement, community service, leadership, and lifetime brotherhood/sisterhood. A delegate from every chapter comprises the legislative body of the Council which has the responsibility of determining policies relative to new member intake, chapter relations, and judicial matters. NPHC organizations are advised by an advisor located in the Office of Sorority Fraternity Life.

Multicultural Greek Council (MGC)

The Multicultural Greek Council (MGC) is the governing body of five multicultural sororities and fraternities at UT. Organizations in the council represent Latino and South-Asian based fraternities, as well as Latina and South-Asian based sororities. The legislative body is represented by a delegate from every chapter. The council is united by their aspirations to increase awareness of their respective cultures, to serve the UT community, and to maintain high academic standards. The MGC is advised by an advisor located in the Office of Sorority and Fraternity Life.

Panhellenic Council

The Panhellenic Council at the University of Tennessee is the governing body of the 13 National Panhellenic Conference sororities on campus. Our Panhellenic community has over 2,000 undergraduate members, representing over 20% of the University women's undergraduate population. The Panhellenic Council strives to create the best possible college experience for all of its members and member organizations by operating under its core ideology: promote the positive, develop women, and create an environment of unity and fairness. The Panhellenic Council holds weekly meetings in order to best serve the community by planning educational, philanthropic, academic, and other events for the campus and community.

STUDENT PROGRAMMING BODIES AND ORGANIZATIONS

Central Program Council (CPC)

The Central Program Council (CPC) is a primary provider of campus activities at the University of Tennessee. These programs are designed and implemented by students for students through the Central Program Council, which provides cultural, social, educational, and recreational programs through the efforts of several committees. Committees that fall under CPC include: All Campus Events, Campus Entertainment Board, Cultural Attractions, Film, Issues, Visual Arts, and the Women's Coordinating Council.

Black Cultural Programming Committee

The Black Cultural Programming Committee, (BCPC) is a student organization that develops and presents cultural programs and activities that enhance and promote awareness of African-American Culture and its accomplishments. Through its programming, BCPC fosters an atmosphere for unity, diversity, and interaction among students, faculty and staff. BCPC sponsors a variety of cultural, recreational, and social activities that include appearances by Hill Harper, Harry Belafonte, Debbie Allen, Donna Brazile, Alvin Ailey Dance Theatre, Tavis Smiley, Spike Lee, and Dr. Maya Angelou. Getting involved with BCPC as a volunteer or a member provides an opportunity to learn about programming, teamwork, leadership, and African-American Culture.

Multicultural Mentoring Program

The Multicultural Mentoring Program (MMP) is designed to provide personal support, assistance, social guidance, and positive campus survival skills to first-year minority students. Peer mentors serve as valuable resources to program participants by encouraging a positive transition to campus life and academic success. MMP coordinates

events and activities that help facilitate academic success, adjustment to campus life, and promote student involvement.

STUDENT PUBLICATION ORGANIZATIONS

The Daily Beacon

11 Communications Building
865-974-3226 News/Editorial
865-974-5206 Advertising
<http://utdailybeacon.com/>

The Daily Beacon is UTK's editorially independent student newspaper. It is published Monday through Friday when classes are in session and is distributed free of charge on newsstands across campus. The Daily Beacon website address is: <http://utdailybeacon.com/> In summer semester, the newspaper publishes on Tuesday and Friday. Commentary, news and features about campus life, sports, art and culture are offered to readers in print and online formats, including Facebook and Twitter postings. Sales, design and editorial positions are filled by students, and applications are accepted throughout the year. Participation on the staff is open to any interested UTK student. To apply online: <http://utdailybeacon.com/staff/jobs/>

Phoenix

11 Communications Building
865-974-3231

Phoenix, UTK's student literary/art magazine, is in its 51st year of publication. Twice annually Phoenix presents selected student submissions of poetry and prose works, photography and art. Fall deadline is in mid-September, and Spring deadline is in mid-February. Participation on the staff is open to any interested UTK student. http://trace.tennessee.edu/utk_phoenix/ To apply online: <http://utdailybeacon.com/staff/jobs/>

Evolve, The Volunteer Annual of UT

11 Communications Building
865-974-3231

Evolve, the Volunteer Annual of the University of Tennessee, is the official student yearbook of the University and has been published for more than 100 years. Campus life and traditions, student organizations, academics, and sports are covered each school year. https://trace.tennessee.edu/utk_voluyear/

RESIDENCE HALL ASSOCIATIONS

Every residence hall on the UT campus has a residence hall association in which all residents of the hall are members (unless they choose to opt out.) Most associations elect officers annually which comprise the

Executive Council. In most halls, a representative from each floor is also elected to serve on the Executive Council. Hall associations provide additional services, sports, kitchen equipment, games, social activities, educational programs, to all members. Movies, parties, lectures, and intramural competition are activities frequently sponsored by these associations.

United Residence Hall Council (URHC)

The URHC is composed of representatives from each hall association. Other residence hall students who wish to be active ex-officio members are welcome. The major functions of the URHC are to provide interaction and cohesion in hall representation and governance, and to provide coordination of campus-wide residence hall programs.

Residence Hall Organizations

- Apartment Residence Hall Association
- Clement Hall Residence Association
- Hess Hall Council
- Humes Hall Residents Association
- Laurel Apt. Resident Association
- Massey Hall Council
- Morrill Hall Residents Association
- National Residence Hall Honorary
- North Carrick Residents Association
- Reese Hall Residents Association
- South Carrick Residents Association
- Volunteer Hall Residents Association
- United Residence Hall Council

STUDENT ORGANIZATIONS

Student Organization Involvement

UT is proud to offer opportunities for students to meet new friends and affiliate with others who provide support as well as an opposite point of view. Whether it be Greek letter organizations, academic support clubs, religious ministries, sport clubs, or student groups focused on community/campus service, there is something for everyone at UT. Approximately 400 student organizations are available for students to get further involved.

Please visit <http://go.utk.edu> for a comprehensive listing and get involved today!

Consumer Information and Student Right to Know

In compliance with Title IV and other Federal and State disclosure laws, below is a list of consumer information that is available and links to directly access the information. Prospective and current students may contact the respective office or the Office of the Dean of Students for assistance in obtaining the information.

General Information

- Visit the University's website at: <http://www.utk.edu/aboutut/>

Campus Facilities

- The Facilities Services website may be accessed by using the following link: <http://www.pp.utk.edu/>

Faculty and Instructional Personnel

- A list of undergraduate programs, majors, and minors may be found at:
<http://www.utk.edu/academics/programs/>
<http://admissions.utk.edu/undergraduate/academics/majors.shtml>
- Access the Undergraduate Catalog at: <http://catalog.utk.edu/>
- Information regarding the Faculty Senate can be found here: <http://web.utk.edu/~senate/>
- Accreditation Information: <https://oir.utk.edu/assessment/acred>

Enrollment

- The Family Educational Rights and Privacy Act (FERPA): <http://ferpa.utk.edu> http://dos.utk.edu/files/hilltopics_ferpa.pdf
- Graduation Rates: <http://oir.tennessee.edu/factbook>
- Withdrawal Requirements: <http://onestop.utk.edu/your-classes/how-do-i-drop-classes/how-do-i-withdraw/>
- Transfer of Credit policies:
<http://registrar.utk.edu/transfer/>

Financial Aid

- Tuition and costs information: <http://admissions.utk.edu/undergraduate/funding/tuition.shtml>
- Financial Aid Information including information about scholarships, grants, loans, etc.:
<http://finaid.utk.edu/aid/>

Services for Students with Disabilities

- The Office of Disability Services provides information on accommodations. Visit the website at:
<http://ods.utk.edu/>

Athletics

- Information regarding Athletic programs at the University of Tennessee may be found at:
<http://www.utsports.com/>

Campus Safety

- General Information: <http://safety.utk.edu/>
- University of Tennessee Police Department: <http://utpolice.utk.edu>
- Jeanne Clery Disclosure of Campus Security Policy and
• Campus Crime Statistics Information:
<http://utpolice.utk.edu/crime-statistics/>

Policy on a Drug Free Campus & Workplace

- https://my.tennessee.edu/portal/page?_page-id=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0720

Peer to Peer File Sharing

- The University's peer to peer file sharing policy may be found at: <https://oit.utk.edu/help/areyounew/Pages/filesharing.aspx>

Missing Student Policy

- The Missing Student Policy may be found on the University Housing website: <http://uthousing.utk.edu/missingprotocol.shtml>

Underage Drinking and Associated Responsibilities

- The Tennessee General Assembly passed new legislation regarding underage drinking and associated responsibilities. The law prohibits any resident, owner, or occupant of property (the social host) from allowing an underage adult to consume alcohol on such property. The legislation defines "underage adults" as those individuals who are at least eighteen (18) years of age but less than twenty-one (21) years of age.

A resident may face criminal prosecution and University sanction if an underage adult consumes alcohol on his or her property which includes, but is not limited to, a residence hall room or apartment, fraternity or sorority affiliated housing, an off-campus house or apartment, or any other property owned or occupied by the individual.

University of Tennessee Procedure for Handling Complaints

The complaint process will be most effective when individuals work through the respective campus channels prior to contacting the University of Tennessee System. Complaints regarding any University of Tennessee institution not resolved at the campus level may be directed to the Vice President for Academic Affairs and Student Success at:

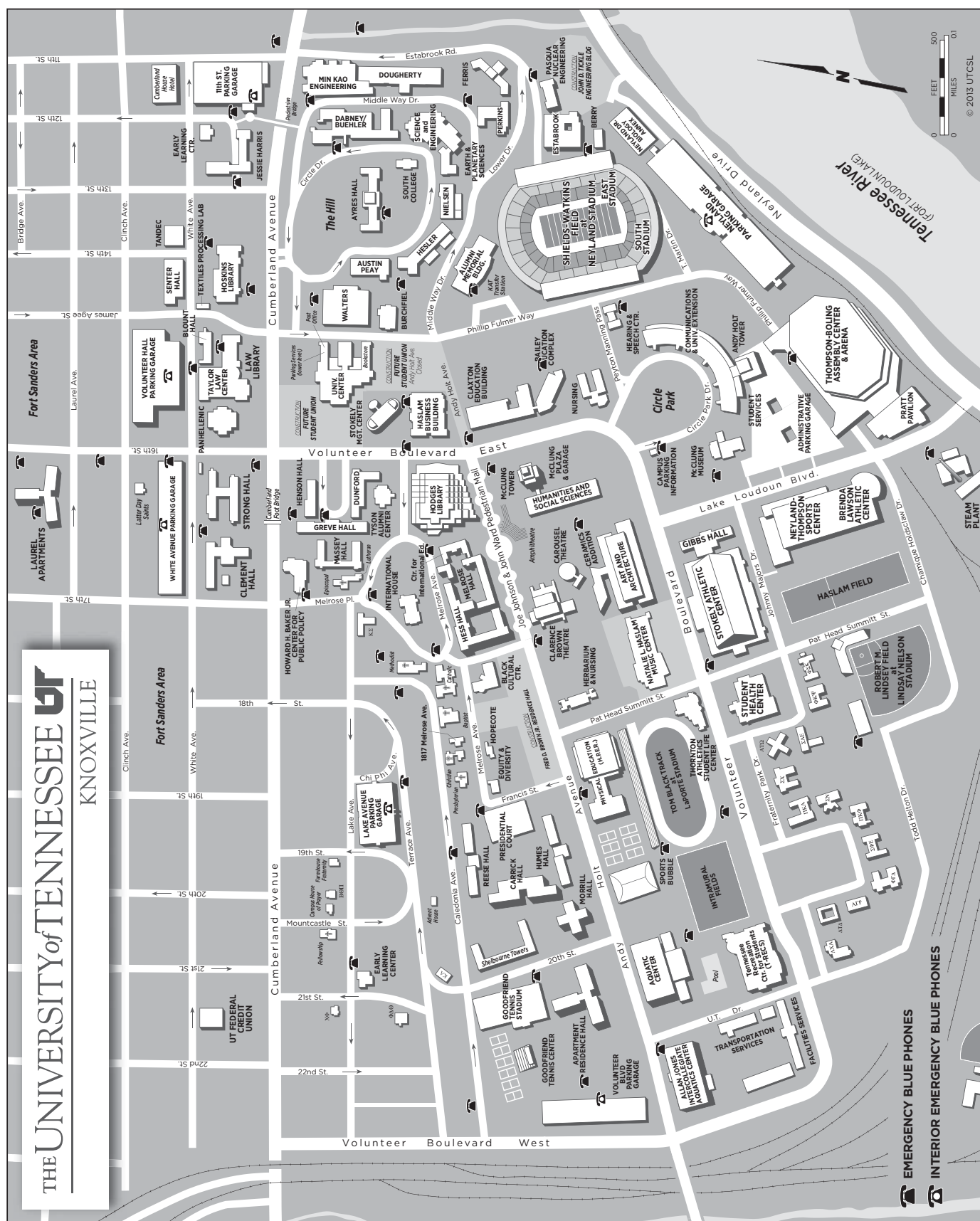
*The University of Tennessee
Office of the Vice President for Academic Affairs and Student Success
821 Andy Holt Tower
Knoxville, TN 37996
utvpacademicaffairs@tennessee.edu*

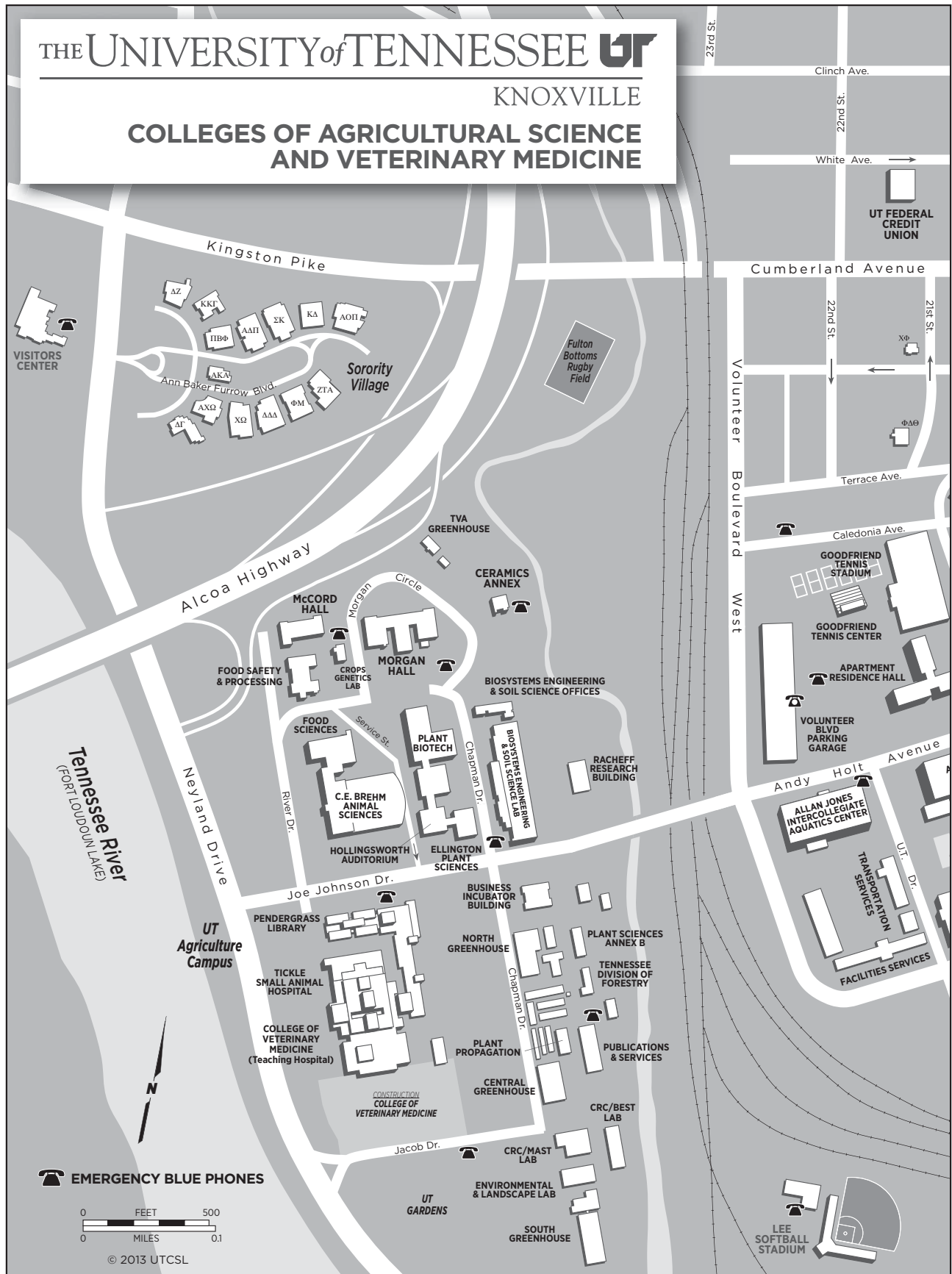
Complaints regarding distance education offered by any University of Tennessee institution to students in other states may also be reported to the UT Vice President for Academic Affairs and Student Success identified above. Alternatively, complaints regarding distance education programs offered to students in other states may be reported through the applicable state's process, if a separate complaint process is listed at the following link: <http://wcet.wiche.edu/advance/state-approval-complaint>.

Complaints may also be reported to any accrediting agency which offers accreditation to the University, including:

*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033
404)-679-4500*

*Tennessee Higher Education Commission
404 James Robertson Parkway Suite 1900
Nashville, TN 37243
(615) 741-3605*





OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Chemistry Tutorial Center 513 Beuhler Hall www.chem.utk.edu/undergraduate.html	Tutoring for students enrolled in general chemistry	None	Hours are posted at the Chemistry Tutorial Center at the beginning of each term and on the website.
Educational Advancement Program 821 Volunteer Blvd., 302 Greve Hall 865-974-7900	Tutoring for students in the EAP program	None	Arranged – Contact the EAP at 865-974-7900 to discuss admission to the program.
Fraternities	Several fraternities provide tutors and facilitate chapter study hour sessions available to chapter members. Most chapters have faculty advisors who coordinate study review sessions before midterms and again at finals.	Fraternity chapter member.	Contact Fraternity Chapters
Math Tutorial Center G-12 Ayers Hall (East Wing, Ground) 865-974-4266 www.math.utk.edu/MTC/	Students enrolled in any undergraduate math course below 300 level	None	Call 865-974-4266 for current hours. Posted at Temple Court.
Multicultural Student Life/ Black Cultural Center 1800 Melrose Avenue 865-974-6861 http://multicultural.utk.edu	Free academic support for all UT students (based on available tutors) in Math, Biology, Chemistry, and Language Arts. Book loan program (limited to 2 books per student per semester.)	None	Check the website for hours. Tutors arrange time with students.
Physics Tutorial Center 201 Nielsen Physics Building 865-974-3342 www.phys.utk.edu/tutorial-center	Tutoring for UT students enrolled in lower division Physics courses.	None	Check the website for hours.
Sororities	Panhellenic groups have scholarship/academic programs that provide a range of services and programs for chapter members. Most are specially designed programs by national organizations. Many programs include tutoring and hosting study halls. Some chapters host scholarships and awards as well.	None	Contact Sorority Chapters
The Stat Lab in the Commons Hodges Library	Provides homework help for all students enrolled in Statistics 201.	None	Schedule posted in the Stat Lab.
Student Success Center 865-974-6641 http://studentsuccess.utk.edu 812 Volunteer Boulevard 1817 Melrose Avenue	Provides referrals for tutoring on campus and Supplemental Instruction for Math 119 and 130, Chemistry 120 and 130, Biology 101 and 102, and Engineering Fundamentals 151 and 152.	None	Check the website for hours
Thornton Center 1801 Volunteer Blvd. 865-974-1250	Tutoring for student athletes.	None	Arranged
Writing Center 212 Humanities Building or The Commons, Hodges Library 865-974-2611 writingcenter.utk.edu	Individualized assistance with writing for any course. Available for all undergraduate and graduate students.	None	Call the 865-974-2611 for hours or check the website for hours. writingcenter@utk.edu

OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Biochemistry & Cellular/ Molecular Biology M407 Walters Life Science 865-974-5148	Tutoring services on an individual basis.	Negotiated	Arranged
Chemistry Department 514 Buehler Hall 865-974-3413	Private tutoring for students enrolled in any chemistry course	\$15/hr.(1 person) \$20/hr. (2 people at same time)	Arranged
Classics (tutors in Latin) 1101 McClung Tower 865-974-5383	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged; contact ccraigutkedu
Computer Science Min H. Kao, Suite 401 865-974-4309	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged: contact jelkins@utk.edu
Division of Biology 402 Hesler 865-974-6841	For Ecology and Evolutionary Biology, Biochemistry & Cellular and Molecular Biology, Microbiology, and Plant Biology: Tutoring services on an individual basis of tutors. Please contact Division of Biology.	Negotiated	Arranged
Earth & Planetary Sciences 306 Earth & Planetary Sciences Bldg. 865-974-2366	Tutoring on individual basis.	Negotiated	Arranged; contact lmckay@utk.edu
Economics 505A Stokely Management Center 865-974-3303	Tutoring services on an individual basis. Please contact specific Dept.	Negotiated	Arranged
Educational Advancement Program 201 Aconda Court 865-974-7900	Tutoring for students in the EAP program	None	Arranged – Contact the EAP at 865-974-7900 to discuss admission to the program.
Geography 304 Burchfiel Geography Building 865-974-2418 http://web.utk.edu/~utkgeog/	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged
Mathematics Department 865-974-2461 www.math.utk.edu/ugrad/	Private tutoring.	Negotiated	Arranged; please contact office
Modern Foreign Languages & Literatures 701 McClung Tower 865-974-2311 http://web.utk.edu/~mfl/	Tutoring on an individual basis. Please contact specific dept.	Negotiated	Arranged; list of providers available in 701 McClung Tower
Philosophy 801 McClung Tower 865-974-3255 http://web.utk.edu/~philosop/	Tutoring on an individual basis. Please contact Department.	Negotiated	Arranged
Physics/Astronomy 401 Nielsen Physics Building 865-974-3342	Tutoring on individual basis.	Negotiated	Visit Physics Tutorial Center website
Sociology 901 McClung Tower 865-974-6021	Tutoring on an individual basis. Please contact specific dept.	Negotiated	Arranged
Statistics 331 Stokely Management Center 865-974-2556	Tutoring on an individual basis. Please contact the instructor.	Negotiated	Arranged

OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Architecture 224 Art & Arch. Bldg. 865-974-5265	Tutoring for Architecture students provided by Tau Sigma Delta Honor Society	None	Contact Laurie Roberson, Architecture Advising Office. 865-974-5265
Nursing 1200 Volunteer Blvd. 865-974-4151 http://www.nursing. utk.edu	Review sessions for Nursing students (provided by faculty and graduate students) Tutoring for undergraduate pathophysiology Course (faculty member assigned students)	None None	Arranged; please contact office. Arranged; please contact office.
Social Work 221 Henson Hall 865-974-3352	Tutoring for Social Work Students	Negotiated	Arranged (contact Gina Cox) 865-974-3352



Office of the Dean of Students
Division of Student Life
413 Student Services Building
Knoxville, Tennessee 37996-0248
(865) 974-3179

<http://dos.utk.edu/hilltopics/>