

WELCOME TO TEACHING AT THE UNIVERSITY OF TENNESSEE

In this comprehensive university devoted to teaching, research, and service, teaching is the central component of all activity. Whether you are joining us as a brand new graduate teaching associate or as a tenured professor, what you do in the classroom is the university as it is experienced by our students, their parents, and the citizens of Tennessee who support us. To excel in the classroom you need an excellent infrastructure, which is what we are committed to providing you.

This guide is designed for those new to university teaching and for those moving to UT from teaching jobs elsewhere. Details about processes ranging from how to find your classrooms, how to help students who want to drop or add courses, how to assign grades, to how to change requirements for degrees are all included. Not all of you will need to know about all of these processes. However, this guide is intended as a resource in which you can find out what you need to know when you need to know.

Vision Statement

The University of Tennessee, Knoxville, intends to be the preeminent public research and teaching university linking the people of Tennessee to the nation and the world.

Mission Statement

As the state's flagship comprehensive research institution, UT Knoxville's primary purpose is to move forward the frontiers of human knowledge and enrich and elevate society. The mission of the University of Tennessee is to:

- Advance the community of learning by engaging in scientific research, humanistic scholarship, and artistic creation;
- Provide a high quality educational experience to undergraduate students in a diverse learning environment--promoting the values and institutions of democracy that prepare students to lead lives of personal integrity and civic responsibility in a global society;
- Prepare the next generations of skilled and ethical professionals by providing excellent graduate and professional education that prepares graduates to compete in a diverse world market;
- Promote a campus environment that welcomes and honors women and men of all races, creeds, and cultures and an atmosphere that values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity;
- Conduct research, teaching, and outreach to improve human and animal medicine and health;
- Contribute to improving the quality of life, increasing agricultural productivity, protecting the environment, promoting the well-being of families, and conserving natural resources;
- Offer a wide variety of off-campus educational and training programs, including the use of information technologies, to individual and groups;
- Partner with communities to provide educational, technical and cultural support to increase the livability of those communities; and
- Partner with industry and government to improve the quality of the workplace and to serve as an engine for economic and cultural development.

THE TENNESSEE TEACHING AND LEARNING CENTER (soon to open)

In the spring of 2009, the new Tennessee Teaching and Learning Center will open its doors. Initial services will include workshops and colloquia, short courses to train new lecturers and adjunct faculty, new tenure track faculty teaching facilitation, teaching intervention consulting, and more. Please direct your questions regarding the new center to its director, Dr. David Schumann (dshumann@utk.edu).

GETTING STARTED: PREPARING FOR YOUR CLASSES

Whether GTA or Professor, you should receive your teaching assignment from your department head (or associate head) in plenty of time to prepare a course *syllabus*. If you are teaching a section or sections of a multi-section introductory course, there may be a departmental syllabus or template and there will probably be a departmentally-organized orientation to teaching the course. If you are teaching an upper-division or graduate course or a lower-division course for which you are the only instructor, you will be responsible for constructing the syllabus. Before you begin, you should read the course description in the *Undergraduate or Graduate Catalog* (<http://diglib.lib.utk.edu/dlc/catalog/>). You may wish to ask for copies of syllabi from earlier semesters and to seek advice from your departmental colleagues. The course syllabus should give your name, office number, and office hours. It should provide information about books and other material to be purchased (departmental offices have the forms used for ordering texts and desk copies of your textbooks). A schedule of topics, lectures, discussions, etc., along with the schedule of quizzes, exams, and other assignments, should be provided. You should include information about how the course grade will be determined (the graded value of course assignments and the grading scale used to determine the final course grade). It is a good practice to provide additional statements about expectations of academic honesty. See *Hilltopics* (<http://web.utk.edu/~homepage/hilltopics>) for the university statement about plagiarism and academic honesty and classroom attendance.

The University Honors Statement

(<http://www.lib.utk.edu/instruction/plagiarism/honor.html>) reads as follows “An essential feature of the University of Tennessee, 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.” You may want to include this statement on your syllabus and to ask your students to sign a pledge statement sheet.

You may also wish to include a statement about drop deadlines. Key dates are provided on Circle Park Online (<http://www.cpo.utk.edu/>) and on the University Registrar’s website (http://registrar.tennessee.edu/academic_calendar).

You must include the following University Disability Statement: “Students who have a disability that requires accommodation(s) should make an appointment with the Office of Disability Services (974-6087) to discuss their specific needs.”

Using Blackboard

Blackboard Tools and Faculty Services

Each Online@UT (Blackboard) course site has a full range of communications, assessment, and statistical tracking tools. The Innovative Technology Center provides free consultation services and workshops designed to help you utilize these tools. To activate a Blackboard site for your course(s), you will need to enroll in the Innovative Technology Center’s required certification workshop – CMS110: Introduction to Online@UT. This workshop is

QUICK LINKS

- *Undergraduate and Graduate Catalogs* <http://diglib.lib.utk.edu/dlc/catalog/>
 - *Hilltopics* <http://web.utk.edu/~homepage/hilltopics>
 - University Honors statement <http://www.lib.utk.edu/instruction/plagiarism/honor.html>
 - Circle Park Online <http://www.cpo.utk.edu/>
 - Office of the University Registrar <http://registrar.tennessee.edu>
 - Innovative Technology Center <http://itc.utk.edu>
 - UT GO <http://utgo.utk.edu>
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designed to introduce you to the basics of Blackboard and customizations for the Knoxville campus. You can attend the face-to-face workshop or participate via the self-paced online workshop. Registration is available online at <https://itc.utk.edu/training/register/>. For more information about Online@UT, visit <http://itc.utk.edu/online>.

The Innovative Technology Center (ITC) also offers other workshops and free production services to all faculty. Use digital images, video clips and/or audio files to engage your students, put your syllabus online or use technology to publicize your research - whatever you would like to do, the ITC can help by doing it for you. For more information about Online@UT, ITC's workshops, or ITC's free services for faculty, visit the website at <http://itc.utk.edu>, call 974-9670, or e-mail itc@utk.edu.

Using Personal Response Systems (Clickers)

Remote-controlled polling devices, called clickers, have been quite successful in engaging students and enhancing their learning experience. Students send their responses to questions, via radio frequency (rf) technology, to a receiver connected to the instructor's laptop computer. Software installed on the computer analyzes the data and instantly displays the results graphically; giving both students and faculty a quick idea of what concepts might need further review or preparation. Faculty use of clickers includes: taking attendance at the beginning of class, asking recall, processing, or application questions, and polling student opinions on controversial issues. Clickers furnish students and faculty with instant assessment of student understanding of material; faculty members have also observed that the use of clickers can increase student attendance, encourage better preparation for class, and enhance class participation via peer discussion and conceptual thinking. The ITC has a limited number of clickers for short-term loan for you to try out in your class(es).

The clicker technology supported on the Knoxville campus is eInstruction's Classroom Performance System (CPSrf). If you are interested in using clicker technology, contact Dr. Christina Goode (974-6470/cgoode@utk.edu) or Mary Lee Stewart (974-3003/mstewa14@utk.edu) to request an instructor kit. You must also contact the UT

Bookstore to order CPSrf clickers for your class(es). Students can purchase one (1) clicker to register for each class using eInstruction's CPSrf. The Innovative Technology Center staff will provide on-campus training, question structuring, and assistance developing interactive instructional strategies using clicker technology. For more information on using clickers, please visit: <http://itc.utk.edu/technology/clickers.shtml>, call the ITC 974-9670, or e-mail: itc@utk.edu.

Using Technology

Enhanced Classrooms (TEC)

The Knoxville campus has more than one hundred technologically enhanced classrooms with a range of equipment including connections for laptops, projectors, document cameras, VCR and DVD/CD disk players, and Smart Boards and Smart Sympodiums (to learn the difference between these two technologies, visit:

http://itc.utk.edu/technology/tec_class/smartcompare.shtml). Classrooms vary in available equipment.

For specific equipment information about particular classrooms, a search tool is available for all TECs on campus (http://itc.utk.edu/cgi-bin/technology/tec_class/search.pl).

To report problems with TEC equipment, call IT Engineering Services at 974-9110 or e-mail tec@utk.edu.

The Innovative Technology Center offers TEC training workshops at the beginning of each semester. Ad hoc training is available at any time. E-mail itc@utk.edu or call 974-9670 to schedule a session.

For additional information about room-specific equipment or TEC training needs, visit: http://itc.utk.edu/technology/tec_class/, or e-mail itc@utk.edu or call 974-9670.

COURSE SCHEDULING

Semester Dates

The Academic Calendar for each year is established by a committee comprised of faculty, staff, and students. The Academic Calendar includes such important dates for the academic year as when classes begin and end, commencement dates, etc. The Academic Calendar is available on the Office of the University Registrar's website (<http://registrar.tennessee.edu>) under the "Calendars" option. Specific deadlines

established by the Office of the University Registrar for each term can also be found on Circle Park Online (<http://www.cpo.utk.edu/>).

Class Times

Classes meet for 50 minutes on MWF and for 75 minutes on Tuesday/Thursday, with some classes scheduled for three hours once a week, usually in the late afternoon or evening. The valid class times, as established by university policy, allow efficient use of space and accommodate student schedules. A copy of the valid class times schedule can be found in Appendix 1. These valid times are also available on the Office of the University Registrar's website at <http://registrar.tennessee.edu> under "Faculty and Staff." Do not reschedule your class meetings on your own. Deviation from valid class times is rarely allowed and requires written approval from your department head, college dean, and the provost's office (see Appendix 1).

Scheduling and Giving Final Examinations

Final exams must be given during the final exam period at the scheduled time. No in-class written quizzes or tests counting more than 10 percent of the semester grade may be given in the last five calendar days before the study period. The study period, designated as "Study Day" in the Academic Calendar, is set aside for final examination study. There should be no assignments or projects due during this time. In cases where no final exam is given, alternative uses of the scheduled exam period may be designated by the instructor. The final exam schedule is listed on the University Registrar's website for fall and spring semesters. Summer semester final exams are given during regular class meetings. Students are not required to take more than two written final exams on any one day. The instructor(s) of the last non-departmental common exam(s) on that day must reschedule the student's exam during the exam period. It is the obligation of students with such conflicts to make appropriate arrangements with the instructor at least two weeks before the end of classes. This final exam information is also available in the *Undergraduate Catalog*.

CLASS ATTENDANCE

It is the prerogative of the individual instructor to set the attendance requirements for a particular class. Students who attend class regularly earn better grades and faculty are encouraged to develop policies and practices

that will encourage regular attendance. Monitoring of attendance, letter grade deductions for absences beyond some specified number, and brief in-class written exercises are among the many ways by which effective faculty ensure regular attendance. Some departments have standard policies for all introductory courses.

Students are expected to attend class regularly (see *Hilltopics*.) Students are expected to inform faculty of conflicts as soon as possible in each semester whenever official university activities such as musical or athletic performances, course-related field trips, and other events will conflict with scheduled classes. Faculty are encouraged to seek accommodations that will allow students to participate in university-sanctioned activities. However, in no case is a faculty member required to provide accommodations that compromise the educational integrity of a course.

In the case of student-athletes, Southeast Conference guidelines limit the number of athletic events that can be scheduled, and the number of days that a student can be asked to miss class because of such events, to no more than 20% of class meetings. In most sports, and especially in football, the number of conflicts between class times and competition schedules is far less than 20% and should not be used as an excuse for missing classes. However, in some sports, multiple conflicts do occur, and in some courses missing 20% of classes is inconsistent with a passing performance in the course. In these cases, students should be so informed when they present their athletic schedule to faculty at the beginning of the term (see Appendices 2 and 3).

The University of Tennessee tries to schedule final examinations and commencements in ways that recognize the religious diversity of our faculty, staff, and student body. However, it is inevitable that some conflicts arise and that some courses meet during periods of religious observation. Faculty are expected to work with students of all faiths to accommodate course schedules and religious holidays. However, as is the case with university-sanctioned activities, faculty are not required to provide accommodations that compromise the educational integrity of their courses.

MANAGEMENT OF CLASS ROLLS

Official class rolls are available electronically and may be sent to remote printers in each department through the registration system. Departmental schedulers also have the ability to print class rolls for instructors, as needed, in their department. You may also use Blackboard to get your class roster and may do so without obtaining CMS certification. Instructors can access an online version of the official course roster via their Online@UT (Blackboard) course site. This information is updated daily with information from the Office of the University Registrar. By completing the Online@UT Instructor of Record form available at <http://online.utk.edu/>, you will be assigned to the course sites for all sections you are teaching and provided limited access to view the course roster and preview the course tools. For questions or assistance, contact the ITC at 974-9670 or e-mail itc@utk.edu.

Title IV Attendance Record

Federal financial aid regulations require that the university track class attendance of students who receive Title IV financial aid. Faculty are asked to monitor attendance of those receiving financial aid so the university can make efforts to retrieve money from students who fail to maintain the number of credit hours for which aid was disbursed. A printable version of the Title IV class roll is available online to departmental personnel who print class rolls.

Departmental personnel update Title IV attendance for fall and spring terms from the 14th day of classes until the 28th day of the term via UT GO or IMS. Faculty can also update Title IV information at the end of each term as part of their grade entry process using UT GO. Title IV reporting for summer term is done at the same time as online grade entry.

Students who attend but are not registered

(Note: this information applies to fall and spring terms which are considered full term sessions. Different deadlines apply to mini-term and summer sessions.)

Sometimes students attend class but are not officially registered and, therefore, are not included on the official class roll. These students may be shopping for a course before they officially add it to their schedule. Students may add courses through the tenth calendar day, counted from the first day of

classes, if seats are available. After the add deadline, permission of the instructor and department head are required for a student to add a course. Students are required to bring a completed **Change of Registration Form** (see Appendix 4) to the Office of the University Registrar, 209 Student Services Building, for processing. If this step is not accomplished early in the semester, students will not be listed on the final grade roll. Students who are not listed on the final grade roll will not receive credit for the course even though they may have attended regularly and completed course work. Some students attend closed classes even though they are not registered because they hope to be able to add. Faculty may add students to their courses up to the 10th day, but if they add more students than the assigned room will accommodate, they should check first to determine whether or not a room with the required new capacity is available. It is not acceptable practice to schedule courses with a lower enrollment capacity than is intended as it may not be possible to find acceptable rooms once classes have started, and it is equally unacceptable to add students when there is not enough seating.

The university registration system gives priority to students who are seniors and graduate students. There are very few cases in which seniors who need a course to graduate are prevented by lack of capacity from registering for the course. If students ask to add because they are graduating seniors, faculty should investigate to see if there are alternatives before they try to accommodate more students.

Students are ultimately responsible for their registration and it is their responsibility to drop and/or add classes to their schedule. However, it is good practice to keep a record indicating when a student discontinues attending class. In some departments, students who do not attend on the first day of class are dropped from the course. Check with your department to see if this is the practice for the courses you will be teaching. If so, the departmental office will help you drop the students. However, it remains the responsibility of the student who enrolled in the course to make sure he or she has been officially dropped from classes that he or she is not attending.

Students who do not meet prerequisites/ corequisites requirements

Prerequisite and corequisite requirements are listed in the catalog. However, they are not enforced by our registration system. Some students registered for your course may not have met the requirements. It is up to instructors to determine whether or not students have the appropriate prerequisites and corequisites.

Change of Registration (Students who want to drop the course)

Drop Policies

Full Term

- 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 the fall and spring.
- From the 11th calendar day until the 63rd calendar day, students may drop courses and will receive the notation of W (Withdrawn) for full term courses in the fall and spring.
- The W grade is not computed in the grade point average.
- Courses may be dropped on the web at <http://www.cpo.utk.edu/>.
- After the 63rd calendar day and to the 84th day of classes, undergraduate students may drop courses and will be assigned a WP (Withdrawn Passing) or a WF (Withdrawn Failing) for full term courses in the fall and spring. Instructor's signature is required. The form, once signed, should be taken to the Office of the University Registrar for processing (see Appendix 5).
- 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 within the full term. See *Timetable of Classes* each term for exact dates on the Circle Park website (<http://cpo.utk.edu>). Deadline dates may be adjusted if the deadline falls on a holiday, weekend day or spring recess.
- Failure to attend a course is not an official withdrawal and will result in the assignment of a grade of F.

Mini Term

- Students may drop courses until the 2nd calendar day from the start of classes with no notation on the academic record.
- From the 2nd calendar day until the 7th calendar day, students may drop courses and will receive the notation of W (Withdrawn). The W

grade is not computed in the grade point average. Courses may be dropped on the web at <http://www.cpo.utk.edu/>.

- After the 7th calendar day and the 15th day of classes, undergraduate students may drop courses with the instructor's permission (signature) and will be assigned a WP (Withdrawn Passing) or a WF (Withdrawn Failing). The form, once signed, should be taken to the Office of the University Registrar for processing (see Appendix 5). After the 15th day, no drops are permitted. (The only exceptions to the stated deadlines for add and drop occur during summer and other special sessions. Students should consult the academic calendar for the appropriate deadlines.)
- Failure to attend a course is not an official withdrawal and will result in the assignment of an F grade.

Withdrawing from the University

Students who need to leave the university before a term is finished must apply for withdrawal in the Office of the University Registrar. The word "withdrawn" will be posted on the transcript. Students must withdraw prior to the last day of classes for the term. After the last day of classes (105th day), no withdrawals are permitted.

FACULTY RIGHTS

Standards of conduct for students are outlined in *Hilltopics*, *The Student Handbook*, published annually by the Office of the Dean of Students. *Hilltopics* is also available on the UT website (<http://dos.utk.edu/hilltopics>). This handbook is essential reading for all instructional faculty. As an instructor in a classroom, you have the right to expect students to comply with these standards. In any case of obstruction or disruption of teaching, you have the right to ask the disruptive student(s) to leave the classroom. In the case of an emergency, you may call (865) 974-3114 to contact security. Please report such instances to the Dean of Students (865) 974-3179.

DEALING WITH DISTRESSED STUDENTS

Should you encounter a student who seems distressed or who is causing discomfort or alarm to you and/or other students, please follow the protocol contained in the flier (Appendix 7).

Specifically, if a student is threatening immediate harm to self or others, call 911. If a threat is not immediate but you are still concerned that the student may harm self or others, call the Office of the Dean of Students (865) 974-3179 and the Student Counseling Center (865) 974-2196. If you would like assistance in assessing the situation, please contact the Office of the Dean of Students.

ACADEMIC DISHONESTY

Faculty members who encounter academic dishonesty in a student's work or suspect that a student has plagiarized the work of another, should review the procedure on Academic Dishonesty in *Hilltopics*, *The Student Handbook*, and, if necessary, seek further guidance from the department head or from the Office of Student Judicial Affairs (865) 974-3171.

Requirement of Notification

Before assessing any penalty, the instructor shall notify, in writing, countersigned by the department head, any student to whom a penalty is to be assigned, pointing out to the student the penalty and the route of appeal. Copies shall go to the Office of the Dean of Students, the administrative head of the instructor's academic unit, and where different, the head of the academic unit in which the student is enrolled. A sample letter of notification is included in Appendix 8.

SUBMITTING GRADES

UT **GO** or Grades Online is the University of Tennessee's web-based grade and Title IV entry system that allows you to enter grades from anywhere you can access the Internet. Entry into UT **GO** requires your NetID and NetID password. If you do not know your NetID and NetID password, please visit the University

Registrar's website and choose "IDs and Passwords" for more information.

You can access UT **GO** from the UT homepage A-Z index and choosing G for Grades/Faculty. You may also visit the Faculty & Staff section of the Office of the University Registrar's website. Please carefully read the "Welcome to UT **GO**" page as it provides information on using the grade entry system.

VALID GRADES

UNDERGRADUATE GRADES			
Grade	Performance Level	Quality Points/Credit Hour	Affect GPA?
A	Superior	4.0	Yes
A-	Intermediate Grade	3.70	Yes
B+	Very Good	3.3	Yes
B	Good	3.0	Yes
B-	Intermediate Grade	2.70	Yes
C+	Fair	2.3	Yes
C	Satisfactory	2.0	Yes
C-	Unsatisfactory	1.70	Yes
D+	Unsatisfactory	1.30	Yes
D	Unsatisfactory	1.0	Yes
D-	Unsatisfactory	.70	Yes
F	Failure	0.0	Yes
I*	Incomplete		No
IW*	Incomplete Due to Writing		No
NC	No Credit		No
S	Satisfactory		No
W	Withdrawal		No
WP	Withdrawn Passing		No
*Grades of I or IW which are not resolved within one calendar year are changed to F and are computed in the grade point average.			

GRADUATE GRADES			
Grade	Performance Level	Quality Points/Credit Hour	Affect GPA?
A	Superior	4.0	Yes
B+	Better than Satisfactory	3.5	Yes
B	Satisfactory	3.0	Yes
C+	Less than Satisfactory	2.5	Yes
C	Well Below Standard	2.0	Yes
D*	Clearly Unsatisfactory	1.0	Yes
F*	Extremely Unsatisfactory	0.0	Yes
I**	Incomplete		No
NC	No Credit		No
S	Equivalent to B or Better		No
P	Progress toward Completion		No
NP	No Progress toward Completion		No
W	Withdrawn		No
* Cannot be used to satisfy degree requirements. ** Grades of I which are not resolved within one calendar year are changed to F and are computed in the grade point average.			

Incompletes

Students who are failing a course sometimes ask faculty to give them an **Incomplete (I)** so that they can repeat the course later and do better. This is an inappropriate use of the grade of **I**. The grade of Incomplete is to be awarded only when a student has satisfactorily completed a substantial portion of the course but cannot complete the course work for reasons beyond their control, such as serious illness. The **I** grade is not to be issued in lieu of the grade **F**. Faculty set the terms for the removal of the **I**, including the time limit for removal. However, if the **I** grade is not removed within one calendar year or upon graduation, it will be changed to an **F** and count as a failure in the computation of the grade point average. Students may not remove an **I** by re-enrolling in the course.

Grades for Graduate Students

Courses numbered 500-699 are eligible for letter grade only, except where the *Graduate Catalog* indicates Satisfactory/No Credit only or optional Satisfactory/No Credit or letter grade. Veterinary Medicine courses are letter grade only except where noted as Satisfactory/No Credit only. Law courses are numeric, except where noted otherwise. There are further restrictions regarding the use of Satisfactory/ No Credit graded courses, including the number of hours that may be used toward any degree program.

No graduate student may repeat a course for the purpose of raising a grade received. A graduate student may not do additional work or repeat an examination to raise a final grade. A change of grade may occur only in cases of arithmetical or clerical error. An instructor may not initiate a change of grade as a result of a reevaluation of the quality of the student's performance or as a result of additional work performed by the student.

Grades that do not influence grade point average are **P/NP**. These grades carry credit hours but no quality points. **P** indicates progress toward completion of a thesis or dissertation. **NP** indicates no progress or inadequate progress.

Notifying Students of Grades

Grades begin displaying at CPO (<https://cpo.utk.edu/CPOWeb/>) as soon as instructors submit them. CPO reflects grade changes or grades that have been submitted after the printed deadline for due grades. The staff in the Office of the University Registrar often receive questions about an assigned grade or more information may be needed before grades can be entered. It is a good idea to leave a copy of your grades with someone in your department's main office who can answer questions for you if you are not available.

Grade Appeals

Students have the right to ask course instructors to verify the correctness of course grades. It is expected that in the vast majority of cases, disputes over grades will be settled in discussion between the instructor and the student. However, there is also an appeal process for undergraduate and graduate students. Grades may be appealed for one or more of the following reasons:

1. A clearly unfair decision (such as lack of consideration of circumstances beyond the student's control, 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; or
4. An exam setting which makes concentration extremely difficult.

The student must take the following steps to appeal a grade:

1. First consult with the instructor, and if an agreement cannot be reached, appeal to the department head.
2. The department head will review the circumstances surrounding the assignment of the grade and determine if the grade should be changed. If the department head recommends that a grade be changed and the instructor elects **not** to do so, the department head will appoint a committee of no fewer than three faculty members to review the matter.
3. Further appeal should be in writing to the dean of the college in which the department is located.
4. If the issue is still unresolved, the undergraduate student may initiate the formal Undergraduate Council appeals procedure by forwarding a written request to the Appeals Committee of the undergraduate Council. Appeal information for undergraduates may be found at <http://studentsuccess.tennessee.edu>.

5. Graduate students seeking formal appeal through the Graduate Council should review the appeal process at <http://gradschool.utk.edu>.

Procedure

Grade changes must be submitted to the Office of the University Registrar on an official **Graduate/Undergraduate Supplementary Grade Form**. All student information and proper signatures must be completely and accurately submitted. Signatures of the instructor and department head are required; a departmental signature stamp will not be accepted. Students **MAY NOT** deliver their own grade changes. You should submit these forms in a sealed envelope via campus mail or hand deliver them to 209 Student Services Building (see Appendix 6).

Undergraduate Grade Change Policy (effective Fall 2009)

A change of the final course grade may occur in cases of arithmetical or clerical error, removal of a grade of incomplete, or as the result of a successful grade appeal. An undergraduate student may not submit additional work, rewrite an assignment, nor repeat an examination to raise a final grade.

Grade Confidentiality

Your Net ID and password may not be shared with anyone. This account is set up for your use only. You may not log anyone else on to UT **GO** with your Net ID and password. You may not leave your account active while you are out of your office. To secure your account, you must either log off the system or protect your PC with a password (e.g. screensaver password). Violation of this policy could result in revocation of access to SIS and disciplinary action up to and including termination of employment. As a faculty member or GTA, you will be asked to sign the following if you request access to student records:

The confidentiality of education records is governed by The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its implementing regulations, and the confidentiality provisions of the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-504 (a)(4). Absent the student's written consent, review and approval by the Chancellor, the Dean of Students, the Assistant Provost (Enrollment Services), or the University Registrar (or their designees) is required for the

exercise of the statutory exceptions to the confidentiality of education records, including any lawful disclosure to non-university persons or agencies and disclosure under emergency circumstances.

The following statements regarding the confidentiality of student education records must be accepted by teaching faculty when they access UT GO for grade Title IV attendance entry.

Confidentiality: I understand that under mandate of federal and state laws identified on this form, university policy protects the confidentiality of education records (including student academic histories) and information contained in education records. Without the student's written consent, I will not disclose education records or information contained in education records (1) to any person or organization outside the university or (2) to any office or individual within the university community unless that university office or individual has been determined by the university to have a legitimate educational interest. I will keep the records and information I retrieve in such a way that they cannot be accessed by unauthorized persons, and when no longer needed for the purpose(s) described below, I will destroy all copies so that they are no longer recognizable. I will use the education records and information in those records solely for legitimate educational purpose(s) related to my university employment.

By accepting below, I certify that I understand and will comply with the above-stated limitations on disclosure and use of all education records I access herein. I understand that failure to comply with these limitations is a violation of university policy subject to disciplinary action up to and including termination of employment. I further understand that failure to comply with the restrictions outlined on this form concerning security of my Net ID and password is a violation of university policy subject to revocation of SIS access and disciplinary action up to and including termination of employment.

_____ I agree
_____ I do not agree

FERPA/Privacy Policies

FERPA – The Family Education Rights and Privacy Act of 1974 (federal law) – is commonly known as the Privacy Act or the Buckley Amendment. This law is designed to protect the privacy of educational records, establish the rights of students to inspect their records, and provide guidelines for correcting inaccurate data. It is important to note the “Faculty Don'ts” regarding FERPA. Learn more about FERPA on the Office of the University Registrar's website at <http://registrar.tennessee.edu/records/privacy.shtml>

Student Privacy

In accordance with Family Education Rights and Privacy Act, the University of Tennessee may disclose public/directory information from the educational records of a student who is in attendance at UT. However, anyone has the right to refuse to permit the university to disclose directory information. Students wishing to invoke directory exclusion may visit the “Student Records” section of the Office of the University Registrar's website (http://registrar.tennessee.edu/records/request_privacy.shtml) to utilize the form entitled “Request Privacy.”

The completed form should be mailed or brought to the Office of Student Data Resources, 218 Student Services Building, Knoxville TN 37996-0200, fax number (865) 974-6341. Students who have questions about the exclusion process or who need to discuss procedures for more stringently ensuring privacy may call the Office of Student Data Resources at (865) 974-2108.

“Faculty Don'ts” regarding FERPA

- Don't at any time use the Social Security Number (SSN) or student ID of a student in a public posting of grades.
- Don't ever link the name of a student with his or her SSN or student ID in any public manner.
- Don't leave graded tests or papers in a stack for students to pick up by sorting through tests or papers of other students.
- Don't circulate a printed class list with names and SSN or student ID or grades as an attendance roster.
- Don't discuss the progress of any student with anyone outside of the university (including parents/guardians) without the consent of the student. Please note that faculty responses to Early Alert requests for updates on student performance in a course are allowed under the FERPA legitimate educational access clause.
- Don't provide anyone with lists of students enrolled in your class for any commercial purpose.
- Don't provide anyone with student schedules or assist anyone other than UT employees in finding a student on campus.

If you are ever unsure about providing information about a student, please contact the Office of the University Registrar for assistance.

COLLEGE	ADDRESS	PHONE	URL
Agricultural Sciences and Natural Resources	125 Morgan Hall	974-7303	http://casnr.tennessee.edu/
Architecture and Design	227 Art & Architecture	974-3232	www.arch.utk.edu
Arts and Sciences	1 Alumni Memorial Bldg.	974-4483	www.artsci.utk.edu/advising/
Business Administration	329 Glocker	974-5096	http://bus.utk.edu/undergrad/
Communication and Information	202 Communications	974-3603	www.cci.utk.edu/advising
Education, Health, and Human Sciences	A332 Claxton Complex	974-8194	www.cehhs.utk.edu
Engineering	202 Estabrook Hall	974-4008	www.engr.utk.edu/advising
Nursing	203 Nursing Bldg	974-7606	http://nightingale.con.utk.edu
Social Work	303 Henson Hall	974-3351	www.csw.utk.edu/bssw

ADVISING AND STUDENT REGISTRATION

One of the most important activities a student engages in while at the university is the process of academic advising. Also referred to as academic planning, academic advising is a time for a student and an advisor to discuss academic and career

goals, to explore options, to make informed decisions about an educational plan, and to evaluate those decisions on a regular basis.

All students who have earned fewer than 30 hours at UT or are on Academic Review are required to meet with an advisor during each main term of the academic year. All other students are required to consult an advisor for a substantial conference during a designated term each year. Students who do not have their required advising conference will not be permitted to register for the next semester.

Each of the nine undergraduate colleges has a center or advising coordinator devoted to academic planning and assistance.

DARS (Degree Audit Reporting System)

DARS is a computer application that tracks a student's academic progress toward graduation. After a major has been declared, students and faculty use the system by running a DARS audit. An audit lists all the courses a student has taken at UT, as well as any courses that have been transferred in to the university. The audit shows how the completed courses factor into the chosen major. The university uses the DARS

audit to certify students for graduation and colleges use audits as a primary advising tool. A DARS audit also lists the courses that need to be taken, making it a great tool in planning for future semesters.

DARS allows a student and advisor to investigate alternative majors by submitting a "What If" audit. The "What If" audit functions similarly to a standard audit by using courses a student has taken and factoring them into the curriculum of the proposed major providing the student and advisor an idea of where the student stands in respect to completing the proposed degree.

The DARS system is managed by the Office of the University Registrar. Currently, DARS is available only to undergraduate students. Students can request DARS reports from the Office of the University Registrar (209 Student Services

Building), college advising offices, departmental representatives, their advisors or they can print their own audits from the web.

Complete instructions on how to interpret DARS reports can be found at the University Registrar's website at <http://registrar.tennessee.edu/dars>.

Advisors can access DARSweb at <https://darsweb.utk.edu/> or through the CPO (Circle Park Online) webpage. Security approval to access students' DARS reports may be obtained by completing a "DARSweb faculty Advisor Access Request" form found on the webpage of the University Registrar.

Registration

Students register and search for courses online at Circle Park Online (CPO) at <http://www.cpo.utk.edu/CPOWeb/>. CPO is available from 7:00 a.m. to midnight Monday – Saturday and 1:00 p.m. to 6:00 p.m. on Sunday. In addition to registration, students can also change their address, confirm attendance, pay fees, order transcripts and view grades at CPO. The full text timetable is available 24 hours a day, 7 days a week for viewing of course offerings and is located on CPO and on the Office of the University Registrar homepage.

Fees/Bursar Information

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due in advance. The Bursar's Office website contains fee and payment information and is located at <http://web.utk.edu/~bursar>. You may contact the Bursar's Office by calling (865) 974-4495 or visiting campus offices at 211 Student Services Building or 128 University Center.

REFERRALS TO STUDENT SERVICES

In teaching and advising, it is useful to remember that there are many support services available to students on campus.

Career Services

Career Services provides career-related programs, resources, and services to students and alumni. It offers individuals an opportunity to explore majors and related career fields, plan and implement career goals, prepare for a job search, conduct on-campus interviews with employers, and identify off-campus employers through various resource materials.

Students can find help selecting or changing majors and identifying career fields of interest through courses, workshops, or vocational assessments. Individual appointments with staff can be scheduled to discuss career inventory results, ask questions, and obtain career-related information. Career Services also offers students a one-credit course, Counselor Education and Counseling Psychology 205: Exploring Majors and Careers, designed to help with choosing a major.

Approximately 200 organizations conduct more than 5,500 on-campus interviews each year. To help students prepare for these and other types of job interviews, workshops on topics such as résumé writing and interviewing skills are offered on a regular basis.

Contact Career Services, 100 Dunford Hall, 974-5435 or see <http://career.utk.edu> for more information.

FREE TUTORIAL CENTERS: (Check for updates at <http://studentsuccess.tennessee.edu/tsh-freetutor.htm>)

Tutorial center Location	Services Provided	Hours of Operation
Architecture	Tutoring for Architecture students (provided by Tau Sigma Delta Honor Society)	Contact Laurie Roberson, Architecture Advising Office, 974-3258
Black Cultural Center 1800 Melrose Avenue 974-6861 http://web.utk.edu/~omsa/	Tutoring for select 100 and 200 level courses in math, chemistry, biology, and foreign languages	Mon.-Thurs.: 8 a.m. – 7 p.m. Fri: 8 a.m. – 10 p.m.

Tutorial center Location	Services Provided	Hours of Operation
Chemistry Tutorial Center 514 Beuhler Hall	Tutoring for students enrolled in general chemistry	Call 974-3413 or go to 514 Beuhler Hall for current hours.
Educational Advancement Program 201 Aconda Court 974-7900 http://web.utk.edu/~tracyb/EAPhomepage.html	Tutoring for EAP students	Arranged. Call EAP to discuss.
Engineering	Help sessions for students enrolled in select engineering courses.	See http://ef.engr.utk.edu/
Math Tutorial Center 322 Ayres Hall 974-0469 http://www.math.utk.edu	Tutoring for students enrolled in any math course to level 142.	Call 974-2462 for current hours.
Physics Tutorial Center Rooms 201/203 Nielsen Physics Building 974-3342 http://www.phys.utk.edu/tutorial_center/	Tutoring for undergraduates enrolled in several 100 and 200-level physics courses.	See website for hours.
Thornton Center 1801 Volunteer Blvd. 974-1250 http://www.thorntoncenter.com	Tutoring for student-athletes	Arranged
Writing Center 211 Humanities & Social Sciences Building/Hodges Library Reference, Room 135G 974-2611 http://web.utk.edu/%7Eenglish/writing.php	Individual assistance with writing available for ALL undergraduate and graduate students.	Call the Writing Center or check the website for hours.

If the free tutoring services listed above do not provide tutoring for a student's particular needs, contact the college or department to arrange private tutoring. Below is a listing of departments that may be able to connect students with private tutors who generally charge for their services.

Departmental Tutorial Services (Check for updates at <http://studentsuccess.tennessee.edu/tsh-depttutor.htm>)

Office	Services Provided	Cost	Hours of Operation
Biochemistry & Cellular/Molecular Biology M407 Walters Life Science 974-5148	Tutoring services on an individual basis. Please contact the department.	Negotiated	Arranged
Chemistry 514 Buehler Hall 974-3413	Private tutoring for students enrolled in any chemistry course.	\$15 / hour	Arranged in person. Free hours posted on the door in 514 Buehler.
Classics (tutors in Latin) 1101 McClung Tower 974-2723	Tutoring services on an individual basis. Please contact the department.	Negotiated	Arranged Contact <i>ccraig@utk.edu</i>
Computer Science 203 Claxton 974-5067	Tutoring services on an individual basis. Please contact the department.	Negotiated	Arranged
Earth & Planetary Sciences 306 Earth & Planetary Science Bldg. 974-2366	Private tutoring	Negotiated	Dr. Claudia Mora 974-5499 <i>cmora@utk.edu</i>
Economics 505A Stokely Mgmt. Ctr. 974-3303	Tutoring services on an individual basis. Please contact the department.	Negotiated	Arranged
Geography 304 Burchfield Bldg. 974-2418	Tutoring services on an individual basis. Please contact the instructor.	Negotiated	Arranged
Mathematics 121 Ayres Hall 974-2461	Private tutoring. Must walk in and look up list of tutors.	Negotiated	Arranged
Modern Foreign Languages & Literatures 701 McClung Tower 974-2311	Tutoring on an individual basis. Please contact the department.	Negotiated	Arranged

Office	Services Provided	Cost	Hours of Operation
Philosophy 801 McClung Tower 974-3255	Tutoring on an individual basis. Please contact the department.	Negotiated	Arranged
Physics/Astronomy 203 Physics Building 974-7801	Tutoring on an individual basis. Please contact the department or visit the Physics Tutorial Center for list of tutors.	Negotiated	Arranged
Statistics 331 Stokely Mgmt. Ctr. 974-2556	Tutoring on an individual basis. Please contact the department.	Negotiated	Arranged

Disability Services

The Office of Disability Services seeks to eliminate the barriers persons with disabilities encounter and to work with them to achieve and maintain - individual autonomy. The program's primary objective is to provide faculty, staff and students with access to the academic, social, cultural, and recreational opportunities of the university.

The program can be of service to any student to the extent that his/her individual needs are made known. In order to receive services, a student must provide the office with documentation obtained within the last three years. Students should contact Disability Services prior to registration to enable them to assess better the need for interpreters, readers, accessible facilities, and other support services. Requests by enrolled deaf students for interpreting services must be made to Disability Services at least one month prior to the beginning of the semester.

Instructors will be notified by ODS if a student in a specific course requires accommodations. The student will give the instructor a letter from ODS that specifies what accommodations are needed by the student. ODS provides specific information for instructors on its website (see below).

Contact Disability Services in person at 2227 Dunford Hall, 915 Volunteer Blvd., by phone at 974-6087 (v/tty), via e-mail at ods@utk.edu, or online at <http://ods.utk.edu>.

Educational Advancement Program - Student Success Center

The Educational Advancement Program is designed for students with demonstrated academic need who are also first-generation college students, from low income families, or who have physical or learning disabilities. The Educational Advancement Program

- Assists entering students deficient in the basic skills and academic preparation necessary for successful university work.
- Offers special sections of math, biology, and chemistry.
- Offers tutorial assistance free of charge to program members.
- Provides academic advising and counseling.

Contact the Educational Advancement Program, 900 Volunteer Blvd., 974-7900.

Math Tutorial Center

The Math Tutorial Center, located in 322 Ayres Hall, offers free individualized help on a walk-in basis to students enrolled in 100-level math courses. Tutors help students find mistakes, answer questions about concepts, and check work for errors.

Math 109 is a one-credit-hour Algebra Workshop covering skills needed but not necessarily taught in Math 119 (College Algebra) and Math 130

(Pre-calculus). Students who desire additional assistance in Math 119 or Math 130 may enroll in 109, or students may be identified for the Algebra Workshop by means of a placement test administered at summer orientation. Math 109 students come to the Math Tutorial Center each week at a time convenient with their course schedules. While in the Center, students complete topical worksheets and computer tests on basic algebraic and related course concepts. Students may also review concepts through computer tutorials and receive individualized help, with homework, for example, from the staff.

Contact the Math Department, 974-2461.

Minority Student Affairs (Academic Support Unit)

The Tutorial Program provides free tutoring for students who have determined a need for academic assistance. A student can stop by the Black Cultural Center and complete an application. A letter will be sent to the student with the name and phone number of the assigned tutor.

Student Counseling Services

The Student Counseling Center provides confidential support for any personal, emotional, or academic concern. The center is staffed by professionals who provide group or individual therapy and workshops on various topics (e.g., study skills, test taking strategies, and time management).

Students may find out about the therapy services by coming to the center for an interview during walk-in hours: Monday - Friday, 10:00 a.m.–11:30 a.m. and 1:00 p.m.–3:30 p.m.

The center staff also teaches courses intended to enhance academic performance and personal relationships. Course offerings may be found in the *Timetable of Classes* each term under Counselor Education and Counseling Psychology 205: Student Development. The courses are offered for S/NC credit, and students receive one credit hour. Stress Management, How to Study, Take Charge of Your Life, and Seminar on Personal Relationships are courses that are offered each term.

In addition, the Student Counseling Center staff provides individual consultation to students concerning academic difficulties, test-taking anxiety, and time management.

The university has an established protocol that may be used as a guideline in dealing with distressed students. The protocol addresses the characteristics to look for in students you believe may be a risk to themselves or to those around them. Faculty should be familiar with the protocol in the event they need to use it. Please see the “Protocol for Helping Distressed Students” (Appendix 7).

NOTE: Staff members of the Student Counseling Services Center do not use e-mail to communicate confidential information. Further, we cannot guarantee that e-mail messages will be read regularly or within a given period of time. It is especially important to note this in case of an emergency situation.

If you have a need to communicate about matters other than scheduling, please contact us in person at 900 Volunteer Blvd. or by phone (865-974-2196).

Thornton Athletics Student Life Center

The purpose of the Thornton Center is to provide academic support, educational and life skills programs, and a learning environment in which all student athletes have the opportunity to achieve their academic and personal goals. The center also encourages student athletes' participation in the many enriching opportunities available at the university and in the surrounding community. Academic support includes academic counseling, tutoring, study hall, and special programs for students at risk and with learning disabilities. The center provides a writing center, math lab, study hall, and a computer lab. Academic counselors, in collaboration with college academic advisors, plan programs of study for student athletes that meet degree requirements as well as NCAA continuing eligibility requirements.

Student Success Center

<http://studentsuccess.tennessee.edu>

The Student Success Center's purpose is to design and implement programs that support undergraduate success and to provide a comprehensive service for students who need a place to turn for academic assistance. The center provides programs that focus on student success and serves as a single source of support to help students sort through the many campus resources and programs available, connecting students with those that will best meet their needs and academic goals. The Student Success Center website is available at (<http://studentsuccess.tennessee.edu>). Just like the actual center, the purpose of the website is to provide not only students, but faculty, staff and parents with a wealth of easy to access information designed to promote students success and access to resources. The website provides information in the areas of academic advising, tutoring and academic support, on-line academic success modules, student opportunities for campus involvement, and academic appeals, probation and dismissal policies, and programs.

The Student Success Center is housed in two convenient locations, 1817 Melrose Avenue and 812 Volunteer Blvd. Programs offered by the Student Success Center include: academic coaching (study skills, time management, and academic success strategies), Supplemental Instruction (Math 119, 130 and Chemistry 120, 130), First Year Studies 101, Pathways Learning Community, and UT LEAD (academic support program for TN Pledge and TN Promise students). In addition, the Student Success Center staff coordinates the readmission process for academically dismissed students, the dismissal appeals process, and other academic appeals for undergraduate students. The Educational Advancement Program is also associated with the Student Success Center and is located at 201 Aconda Court (974-7900).

Phone 946-HELP (4357) or 974-6641, e-mail studentsuccess@utk.edu, hours are 8 am – 5:00 pm Monday – Friday.

Writing Center

The Writing Center (HSS 211) offers assistance in preparing written materials for all classes. Tutors will help any student, graduate or undergraduate, decide on topics, revise drafts, find grammatical

errors, and prepare outlines. Students must be actively involved in the tutoring sessions and be willing to learn to write better English. The Writing Center does not provide editing or proofreading services. Thesis or dissertation students needing such service may contact the Writing Center for referrals.

Students may go to the center on their own or may be referred by their instructors. English 101 or 102 students who feel they will need tutoring throughout the semester may enroll, respectively, in English 103 and 104, one-hour courses that allow students additional tutoring in writing.

Appointments for tutoring in the center are not necessary, but they can eliminate the risk of coming to the center and finding all tutors busy with other students.

Contact the Writing Center, 211 Humanities and Social Sciences Building, 974-2611. There is also an after-hours Writing Center located in the Commons at Hodges Library.

GENERAL EDUCATION REQUIREMENT

As you meet your students in class and as you advise them, you should be aware of the general education requirements for all students.

Statement of Purpose

General education provides the foundation for successful academic study, for lifelong learning, and for carrying out the duties of local, national, and global citizenship. By building basic skills in communication, analysis, and computation as well as by broadening students' historical and cultural perspectives, the general education curriculum helps students acquire an understanding of both self and society, and thus contributes to their personal enrichment while enrolled and after graduation.

The University of Tennessee's general education program has been designed to enable the student to move among colleges within the university or to move to another institution of higher learning. Although it will provide the students with the skills required by college study, those skills are specific neither to UT Knoxville nor to a particular major or career path.

Outcomes

The program is expected to produce the following outcomes for students:

Building Basic Skills

Because the hallmark of the educated person is the ability to think independently, students must be trained to acquire, evaluate, and use information.

- Students must be able to acquire information by conducting independent research, both in a conventional library setting and through the use of the rapidly developing electronic technologies, including data bases and internet resources.
- Students must then learn to evaluate the reliability, accuracy, and logical soundness of that information. Students will be taught to apply evaluative techniques to statistical and rhetorical presentations in arts, humanities, natural sciences, and social sciences.
- Students must be trained to use well the information that they have acquired. They must write clearly, speak convincingly, and solve problems using creative approaches.

Developing Broadened Perspectives

General education should help students develop habits of self-examination in the context of the individual's relationship to family, community, society, and world. To this end, general education should also help foster a commitment to respecting the diversity of personal and cultural values.

- Students should be able to explain their own values and beliefs, as well as to understand the histories and cultures behind those values. Students should also develop a commitment to lifelong learning so that they may continue to examine the relationships between their personal perspectives and the perspectives that arise from other cultures.
- Students should strengthen their sensitivity to cultural diversity by learning other languages, which knowledge can provide them with a gateway to the histories and traditions of other cultures, both within and outside the United States; and by understanding the dynamic nature of a multicultural world through interdisciplinary perspectives.

The following are the General Education requirements. Refer to the *Undergraduate Catalog* for detailed course lists.

For Building Basic Skills

- Communicating through Writing (3 courses): Good writing skills enable students to create and share ideas, investigate and describe values, and record discoveries—all skills that are necessary not only for professional success but also for personal fulfillment in a world where communication increasingly takes place through electronic media. Students must be able to identify areas for inquiry, locate relevant information, evaluate its usefulness and quality, and incorporate the information logically and ethically. They must be able to write correctly, and they must be aware that different audiences and purposes call for different rhetorical responses. To satisfy this requirement, students take the first-year composition sequence and, upon completion of English 101 and 102 or their equivalent, take one other course designated as “writing-intensive” (WC) in the *Undergraduate Catalog*. The writing-intensive courses can be within the student's major or an elective. In order to gain a “WC” designation, courses shall require formal and informal writing assignments that total 5,000 words.
- Communicating Orally (1 course): The ability to communicate effectively one's ideas orally is as important as the ability to express them well in writing. The well-educated person should be able to speak in an informative and/or convincing manner to other individuals and to groups, both small and large. Being able to express one's thoughts clearly has always been a critical component of good citizenship. Students should be able to locate relevant information, evaluate its usefulness and quality, and incorporate the information logically and ethically in public address.
- Quantitative Reasoning (2 courses): In today's world, arguments and claims often rely for support on scientific studies and statistical evidence. Students should possess the mathematical and quantitative skills to evaluate such evidence. Furthermore, students should possess the skills both to recognize the quantitative dimension of problems and to use mathematical reasoning to formulate and

solve problems. Finally, students need strong quantitative skills because these are indispensable in managing everyday-life situations.

For Developing Broadened Perspectives

- **Natural Sciences (2 courses):** As science and technology come to play an increasingly important role in contemporary life, it is essential for all educated persons to have a fundamental understanding of science and its methods. All students should be familiar with one or more scientific disciplines and the role of science in contemporary society. Such familiarity may be gained through acquisition of knowledge of a discipline's basic vocabulary, chief discoveries, and fundamental principles; exposure to a discipline's experimental techniques; and the ability to analyze issues with scientific dimensions. This requirement is satisfied by taking two courses from the approved list. At least one of the courses must have a laboratory requirement.
- **Arts and Humanities (2 courses):** To live well in the present, one must have an acquaintance with the past, especially with the cultural achievements that are the distinctive hallmarks of all human societies. An appreciation of art, music, theater, literature, and philosophy will not only enrich the lives of students, but it will also help them understand their own and other's aspirations, both in a historical and a contemporary context. This requirement is satisfied by taking two courses from the approved list.
- **Social Sciences (2 courses):** The goal of the social sciences is to help us understand the way that we live, especially the relation between the individual and the group, sometimes from an historical but often from a contemporary perspective. Vital to the continued health and success of our society is an understanding of the complex individual, political, and social dynamics that make up the modern world. Students should not only have knowledge of the principal concerns of the social sciences, but they should also understand the methods by which social scientists collect and evaluate

knowledge. This requirement is satisfied by taking two courses from the approved list.

- **Cultures and Civilizations (2 courses):** Knowledge of foreign languages and cultures and their histories have long been required of educated people. Today technologies of travel and communication create global communities and so increase the importance of this knowledge. While it is not possible to become expert in all cultures and civilizations, a perspective on which to build knowledge over a lifetime can be gained by the study of foreign languages and the study of the cultures and histories of their speakers. This perspective improves the ability of students to function effectively in the global community of the twenty-first century by developing an appreciation of linguistic, historical, and cultural diversity.

SPECIAL STUDENT POPULATIONS

Students on Academic Probation

A student will be placed on Academic Probation when (1) his/her cumulative GPA falls below the minimum acceptable level of 2.00 for one semester or (2) the semester GPA falls below the minimum acceptable level of 2.00 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 2.00, and
- The term GPA is below a 2.00

A student will no longer be on academic probation when his or her cumulative grade point average is 2.00 or higher and the term grade point average is 2.00 or higher. This policy is in place in recognition of the University of Tennessee, Knoxville's minimum grade point average of 2.00 for graduation.

International Students

Immigration regulations require that students on F-1 or J-1 visas complete a full-time course load each semester. Undergraduates are required to complete 12 credits per semester while graduates must complete 9 credits per semester. Audited courses do not count toward this requirement. Some exceptions to this rule are allowed. All exceptions to this rule must be approved by the Center for International Education before students may drop below the required minimum credits. Refer international students with questions about visa or other non-academic matters to the Center for International Education, 1620 Melrose Ave., 974-3177. (<http://web.utk.edu/~globe/>)

Veterans/VA Benefits/ Students in the Armed Services

Veterans receiving full VA benefits must be full-time students carrying at least 12 hours per semester. Repeats of courses for which students have already received credit may not be counted toward this total unless students obtain a letter from their college dean's office stating that repeating is essential for their academic programs. When a course drop will bring a veteran's total registration below 12 hours, he/she should discuss the effect of this action on his/her VA benefits with a counselor in the Veterans Benefits Office, 209 Student Services.

If a current student is required to report for duty in the armed services, the University Registrar's Office must be notified regarding withdrawal from the term.

More information about veteran's attending the University can be found in the "Veterans Affairs" section of the Office of the University Registrar website.

Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Office of Disability Services assists students with disabilities in eliminating barriers so that they may have access to all the academic, social, cultural, and recreational opportunities of the University. Documentation from an attending physician or the Student Health Center regarding the disability is required. The Office of Disability Services (ODS) is the designated office that obtains

and files disability-related documents, certifies eligibility for services, determines reasonable accommodations, and develops plans for the provision of such accommodations.

In post-secondary settings, it is the student's responsibility to request in advance any individual assistance. It is important to understand that not every student with a disability requires accommodations. It is equally important to understand that even though two individuals may have the same disability, they may not require the same accommodations. The University of Tennessee is a caring and supportive community with high academic and personal expectations for each student. The goal of the University and ODS is to enable each student to achieve a full and productive life.

Contact the Office of Disability Services, 2227 Dunford Hall, 915 Volunteer Blvd, 964-6087 (v/tty) or e-mail: ods@utk.edu.

Student Athletes

The Thornton Athletics Student Life Center (Academic Affairs) provides academic support services for all student athletes. Academic support includes academic counseling, tutoring, study hall, and special programs for students at risk and with learning disabilities. The Center provides a Writing Center, Math Lab, study halls, and a computer lab. To assist students, academic counselors, in collaboration with college academic advisors, plan programs of study that meet degree requirements as well as NCAA continuing eligibility requirements. Student athletes must be enrolled in a minimum of 12 credit hours to be eligible to compete.

Thornton Center staff members also monitor course scheduling for student athletes relative to practice, competition, and travel schedules. Instructors who have student athletes in class will receive notification from the Thornton Center concerning team travel and off-campus competitions. Student athletes, along with their Thornton Center counselors, participate in the early alert academic warning program, which requests academic progress information from instructors during the semester. If instructors have concerns they would like to share with the academic counselors, they should contact the Thornton Center at 974-1250 and ask to speak with an academic counselor.

CHANGING COURSE DESCRIPTIONS AND CREATING NEW COURSES

The course titles and descriptions found in the *Graduate and Undergraduate Catalogs* are the creations of the faculty and may be changed, deleted, or added to by faculty action. The Graduate and Undergraduate Councils are committees of the Faculty Senate. Each college elects members to serve on the councils, which meet several times each semester to review curricular proposals from the various colleges at UT. As a faculty member, you can work with your departmental colleagues to make changes to courses, propose new courses, and revise the curriculum for programs in your department.

Changing your course description

Each course at UT has a course description that has been approved by department and college faculty, as well as by the campus-wide Undergraduate and Graduate Councils. This description is found in the university catalogs. After becoming familiar with the curriculum in your department, you may wish to propose a change to a course description. Perhaps the content of the course has changed slightly, or the description is too narrow or broad.

The process for changing a course description starts with your department colleagues. Generally, departments have a curriculum committee that considers course description changes proposed by faculty. Once the department faculty agrees on a change to a course, the proposed change is submitted to the college faculty for review. After approval by the department and college faculty, the proposed changes are submitted to the Undergraduate or Graduate Council for review. Both councils have specific requirements and a format for submitting changes. A timeline for submitting course changes to the Undergraduate and Graduate Councils is published each year on the respective council's websites.

Creating a new course

Curriculum revision is an ongoing process. Each year faculty revise existing courses and propose new courses. Based on your area of expertise and the needs of the undergraduate or graduate

program in your department, you may propose a new course or courses. Adding a course requires a strong rationale and a clear indication of the resources available to support adding a new course.

The new course approval process follows the same steps as the process for changing a course description. The new course must first be approved by the departmental faculty. Then the proposal moves forward for approval at the college and university level.

Council Quick Links

Undergraduate Council
<http://web.utk.edu/~uqcouncil>

Graduate Council
<http://gradschool.utk.edu/graduatecouncil/gcouncil.shtml>

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Appendix 1 - Valid Class Times

VALID CLASS TIMES

Fall & Spring, Valid MWF 50-Minute Class Times	Fall & Spring, Valid TR 75-Minute Class Times
8:00 - 8:50	8:10 - 9:25
9:05 - 9:55	9:40 - 10:55
10:10 - 11:00	11:10 - 12:25
11:15 - 12:05	12:40 - 1:55
12:20 - 1:10	2:10 - 3:25
1:25 - 2:15	3:40 - 4:55
2:30 - 3:20	5:05 - 6:20
3:35 - 4:25	6:30 - 7:45
4:40 - 5:30	7:55 - 9:10
5:45 - 6:35	9:20 - 10:35
6:45 - 7:35	
7:45 - 8:35	
8:45 - 9:35	
9:45 - 10:35	

Summer Valid 60-Minute Class Times	Summer Valid 75-Minute Class Times	Summer Valid 90-Minute Class Times
8:00 - 9:00	7:40 - 8:55	8:00 - 9:30
9:15 - 10:15	9:10 - 10:25	9:45 - 11:15
10:30 - 11:30	10:40 - 11:55	11:45 - 1:15
11:45 - 12:45	12:10 - 1:25	1:30 - 3:00
1:00 - 2:00	1:40 - 2:55	3:15 - 4:45
2:15 - 3:15	3:10 - 4:25	5:00 - 6:30
3:30 - 4:30	4:40 - 5:55	6:45 - 8:15
4:45 - 5:45	6:05 - 7:20	8:30 - 10:00
6:00 - 7:00	7:35 - 8:50	
7:10 - 8:10	9:05 - 10:20	
8:25 - 9:25		
9:40 - 10:10		

Mini-Term, Valid 3-Credit Class Times	Mini-Term, Valid 4-Credit Class Times
9:00 – 12:00	8:00 – 12:00
1:00 – 4:00	1:00 – 5:00
5:00 – 8:00	6:00 – 10:00

For questions regarding class times, contact The Office of the University Registrar.

Jennifer Hardy 974-1310
Gail Mills: 974-1306

Appendix 2 - Team Travel Memo

August 22, 2008

Dear Colleague:

Please find attached a travel and competition schedule for [student-athlete's name], a member of the [team name] team and a student in your class. If there are significant changes to this schedule, you will be notified immediately. This student-athlete is aware that he/she is responsible for advising you of any scheduled absences in advance to discuss missed class work and assignments. Please be assured that we stress the importance of regular class attendance and appropriate class participation to all of our student-athletes.

Should you desire any further information regarding this matter, please feel free to contact me at 4-XXXX or xxxx @ utk.edu.

Sincerely,

Academic Counselor

CC: Eric Brey, Director

Appendix 4 - Change of Registration



THE UNIVERSITY of TENNESSEE
Office of the University Registrar

CHANGE OF REGISTRATION

Name _____ Last _____ First _____ Middle _____ Student ID# _____ - _____ - _____

Date: ___ / ___ / ___ Graduate Student Undergraduate Student Year _____ Term _____

COURSES TO BE ADDED								
Dept. Name	Course Number	Section Number	Hours Credit	Credit				
				Grad	UG	AUD	S/NC	Repeat
CHANGE SECTION								
CHANGE CREDIT								

For hours overload permission: Undergraduates, please see your college dean or advising center for approval. Graduate students, please see the Graduate Student Services Office, P-105 Andy Holt Tower, 865/974-2475.

CHANGE OF REGISTRATION INSTRUCTION

Undergraduate Students - to add into a closed section, before or after the deadline, the department head's signature or stamp is required. The change of credit from/to audit or S/NC grading must be made by the Add Deadline. Consult Circle Park Online (<http://cpo.utk.edu>) for change of registration deadlines and information.

Undergraduate Students Seeking Permission to Enroll in Architecture or Engineering Courses

_____ Dean of Architecture / Dean of Engineering

All Students Seeking Permission to Enroll in Teacher Education Courses

_____ Dean of Education, Health and Human Sciences Signature/Stamp

_____ Instructor Signature

_____ Department Head Signature/Stamp - Undergraduate Students
Advisor Signature - Graduate Students

Appendix 6 - Supplementary Grade Form

GRADUATE / UNDERGRADUATE SUPPLEMENTARY GRADE FORM
The University of Tennessee
 Send to: Office of the University Registrar,
 209 Student Services Building/0200
 (SEE PROCESSING INSTRUCTIONS ON REVERSE SIDE)

Student's Name					Student ID Number
Last: M:		First:			
Dept. Number	Course Number	Section Number	Credit Hours	Term & Year	New Grade
Reason for Change: Indicate: grade removes I, is a corrected grade (state explanation), or is a proficiency report.					

Instructor (Print Name) _____ Department _____

Instructor's Signature _____ Date _____

Campus Address _____ Office Phone _____

Department Head (Print Name) _____

Department Head Signature _____
 (Departmental Signature Stamp will not be accepted)

For Office of University Registrar use only:		
Date Received:	Posted:	Returned to Dept:
Distribution: White – University Registrar Copy / Pink - Returned to the Department after processing / Yellow – Instructor's Copy		

Appendix 7 – Helping Distressed Students Flier

VolAware

Mental Health Awareness,
Wellness & Suicide Prevention



Protocol for helping distressed students

The following protocol was developed as a guide for staff and faculty to assist distressed or distressing students. Referral identifiers include, but are not limited to, the following:

STUDENT BEHAVIORS

- Excessive or inappropriate anger
- Behavioral or emotional change
- Withdrawal
- Change in hygiene or appearance
- Alcohol or drug abuse
- Expressing unusual thoughts
- Exhibiting unusual behaviors
- Decline in academic performance

FACULTY/STAFF REACTIONS

- Feeling uncomfortable or uneasy
- Feeling alarmed or frightened
- Feeling that something is not right
- Concern about student's ability to function
- Worry about student's comments or behavior

If the student's behavior represents an IMMEDIATE threat CALL 911.

If the threat is not immediate, but are you concerned the student may harm self or others call:

Monday–Friday, 8 a.m. to 5 p.m.:

Office of the Dean of Students, (865) 974-3179 **or** Counseling Center, (865) 974-2196

Evenings and weekends call:

Mobile Crisis (for students 18 & over), (865) 539-2409

Youth Villages (for students 17 & under), 1 (866) 791-9225 **or** (865) 560-2598

If you have general concerns related to student health or safety, call the Office of the Dean of Students, (865) 974-3179, or the Counseling Center, (865) 974-2196.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. A project of the Safety, Environment, and Education Center with the assistance of the Creative Communications Group of UT Public Relations, (865) 974-0765. Job 8410.

Appendix 8 - Sample Letter Notifying Student of a Penalty Assessed as a consequence of Academic Dishonesty

Source: Office of Student Judicial Affairs, (865) 974-3171

<http://web.utk.edu/~homepage/departments/judicial/faculty.php>

March 12, 2001

Ms. Susan Q. Public (Student Identification Number: 000-00-0000)
100 Knoxville Road, #345
Knoxville, TN 37916

Dear Ms. Public:

The purpose of this correspondence is to officially inform you that I am assigning you the grade of "F" in Sociology 120 for the Spring 2000 academic semester. As you should be aware, I am assigning this letter grade based on the recent allegation of academic dishonesty I have made against you in the aforementioned course. Please be advised that I am forwarding this academic dishonesty case to the Office of Student Judicial Affairs for whatever additional action that office deems necessary.

On March 1, 2001, during the administering of Exam #1 for this course, I personally observed you utilizing an unauthorized sheet of paper containing numerous answers for this specific examination. You should recall from our course syllabus, class discussions, and the examination instructions that such aid was strictly prohibited. Furthermore, when I asked to speak with you during this examination, and then confronted you about this unauthorized aid, you admitted to this misconduct.

Should you wish to appeal this grade I have assigned as a penalty for academic dishonesty, you should consult and follow the procedures outlined in *Hilltopics*, The University of Tennessee Student Handbook, 2000-2001, pages 31-33. You may appeal this penalty within seven calendar days of your receipt of this letter by notifying the University's Office of Student Judicial Affairs, 409 Student Services Building, Knoxville, TN 37996. This office can provide you with additional information regarding your rights and options in this matter.

Please know that while I regret the need for this action on my part, your behavior unfortunately leaves me with no other alternative.

Sincerely,

Dr. John B. Ethical
Associate Professor
Department of Sociology

Dr. Anne Donotcheat
Department Head and Professor
Department of Sociology

CC:

Michelle Espinosa, Director of Student Judicial Affairs

Dr. Jay Academia, Dean, College of Arts and Sciences (college in which violation occurred)

Dr. Sandy Academia, Dean, College of Business Administration (college in which student is enrolled, if different from above)