



Academic Policies and Procedures

STUDENT RIGHTS AND RESPONSIBILITIES

By registering at the university, the student neither loses the rights nor escapes the duties of a citizen. Enjoying greater opportunities than the average citizen, the university student has greater responsibilities. Each student's personal life should be conducted in a context of mutual regard for the rights and privileges of others. It is further expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the community.

Students are responsible for being fully acquainted with the university catalog, handbook, and other regulations pertaining to students and for complying with them in the interest of an orderly and productive community. The student handbook, *Hilltopics*, is published and distributed annually and is also available online at the Dean of Students' Web site (<http://dos.utk.edu/hilltopics>) so that students are aware of the university Standards of Conduct and all disciplinary regulations and procedures. Since conduct and actions will be measured on an adult standard, students should understand that they assume full responsibility for the consequences of their actions and behavior. The academic community will be judged in large measure by the actions of its members. Therefore, it is incumbent upon students to include the implications for their community in their criteria for determining appropriate behavior.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. This university has a duty to develop policies and procedures that provide a safeguard to this freedom. Such policies and procedures are developed at this institution with the participation of all members of the academic community. As such, the university welcomes and honors people of all races, creeds, cultures, and sexual orientations, and values intellectual curiosity, pursuit of knowledge, and academic freedom and integrity.

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.

ACADEMIC ADVISING AT THE UNIVERSITY OF TENNESSEE, KNOXVILLE

The University of Tennessee recognizes academic advising to be a critical component of the educational experience of its undergraduate students. Faculty, administrators, and professional

staff on this campus consider advising both a responsibility and an opportunity for enriching and enhancing each student's pattern of learning and personal development. Central to the mission of academic advising at the university is teaching students to understand the meaning of higher education, teaching students to understand the purpose of the curriculum, and fostering students' intellectual and personal development toward academic success and lifelong learning. Through individual, collaborative relationships with academic advisors, students are best able to define and implement sound educational plans that are consistent with their personal values, goals, and career plans.

At the time of application for admission to UT Knoxville, students are asked to indicate whether they have already identified a preferred college. Students who are admitted as University Students and have not yet declared an interest in a specific college are advised by the College of Arts and Sciences Advising Center with assistance of advisors in other colleges and career planning. Advising centers and designated offices in each college handle all freshmen and a substantial amount of sophomore advising; major advisors within the college, working closely with the advising center, guide advanced students. At all levels, campus-wide guidelines for good advising are supplemented by specific college standards, guidelines, and evaluations.

Prior to advanced registration, all students who have earned fewer than 30 hours at UT Knoxville or are on Academic Probation are required to meet with an advisor during each main term of the academic year (i.e., during fall and spring). All other students are required to consult with an advisor for a substantial conference during a designated term 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. This policy does not place a limit on advising for students. Students are encouraged to consult with a college or major advisor at any point during a term or academic year.

All students at the University of Tennessee, Knoxville, should review carefully the prescribed curricula of the respective degree-granting units and should choose courses in accordance with their college preference. An advisor assists a student in selecting subjects to ensure a well-balanced education and interprets university and college policies and requirements. However, the student, not the advisor, bears the ultimate responsibility for 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 this catalog under Student Affairs and Academic Services and detailed information is available on the Student Success Web site.

DEGREE AUDIT REPORT SYSTEM (DARS)

DARS provides an automated record of a student's academic progress toward degree completion in his/her major.

DARS was designed for colleges, deans, advisors, and students to use as an advising tool and to check graduation requirements.

DARS audits for enrolled undergraduate students are now available on the Web at <http://DARSWEB.utk.edu>. DARS audits are also available in the advising center and/or the dean's office of each college and in the Office of the University Registrar, 209 Student Services Building. Students should contact the Office of the University Registrar with any difficulties in accessing DARSweb.

For questions pertaining to the content of their DARS audit, students should contact their advisor or advising office. Final certification of degree requirements rests with the Office of the University Registrar, 209 Student Services Building. Phone (865) 974-2101.

CLASS ATTENDANCE AND ELIGIBILITY

Academic success is built upon regular class attendance. At the University of Tennessee, students are expected to attend all of their scheduled classes.

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.

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 freshman English may state in a syllabus how many absences are allowed before a student receives a grade of No Credit.

FIRST CLASS MEETING

Students who fail to attend the first class or (laboratory) meeting without prior arrangements with the department concerned may lose their space in class to other students. Students should not assume that they will be officially dropped from the class; it is always the responsibility of the student to drop courses not attended. Otherwise, the student is liable for a grade of F in the course and for payment of appropriate fees.

MINIMUM CLASS SIZE

An undergraduate course will not normally be given for fewer than fifteen students at the lower division and twelve at the upper division except by permission of the chancellor. The university reserves the right to cancel, postpone, or combine classes when necessary.

HONOR STATEMENT

All facets of the university community have responsibilities associated with the Honor Statement. These responsibilities are unique to each sector of the university community.

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 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.

Students are also responsible for any acts of plagiarism. Plagiarism is using the intellectual property of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such in-

formation 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 are

- Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Collaborating on a graded assignment without instructor's approval.
- Submitting work, either in whole or part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Faculty members also have responsibilities which are vital to the success of the Honor Statement and the creation of a climate of academic integrity within the university community. Each faculty member is responsible for defining, in specific terms, guidelines for preserving academic integrity in a course. Included in this definition should be a discussion of the Honor Statement. Faculty members at their discretion may also encourage their students to acknowledge adherence to the Honor Statement by "pledging" all graded class assignments and exams. The form of pledge may include writing the honor statement on the assignment, signing the printed statement, or simply writing "Pledged." Additionally, it will be the responsibility of each faculty member, graduate teaching assistant, and staff member to act on any violation of the Honor Statement. It is also incumbent upon faculty to maintain an atmosphere conducive to academic integrity by insuring that each quiz, test, and exam is adequately proctored.

The Statement

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.

GRADE APPEAL PROCEDURE

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 (See Appeals Procedure outlined below). 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

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.

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 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 of the grade to satisfy graduation requirements are waived.

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 issue is still unresolved, the student may initiate the formal Undergraduate Council appeals procedure.

Composition of the Appeals Committee

Members of the Appeals Committee are appointed by the chairperson of the Undergraduate Council. The committee consists of at least five members, one of whom is named chairperson.

The student may forward to the Assistant Vice Provost for Academic Affairs and 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 Student Success Center, Attention Appeals Committee; 1817 Melrose Ave.; University of Tennessee; Knoxville, TN 37996-3707.

The Assistant Vice Provost for Academic Affairs, 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.

SPECIAL STATE AND FEDERAL LAWS FOR EDUCATIONAL PURPOSES

American History

Effective July 1, 1978 and afterwards, all students receiving a bachelor's degree must have completed one unit of American history on the high school level or 6 semester hours of collegiate American history as required by the General Assembly of the State of Tennessee (Tennessee Code Annotated Section 493253).

Family Education Rights and Privacy Act (FERPA)

This act, also known as the Buckley Amendment, gives four basic rights to students.

- The right to review their education records.
- The right to seek to amend their education records.
- The right to limit disclosure of personally identifiable information (directory information).
- The right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at the University of Tennessee without the consent of the individual. Release of information to third parties includes directory information, such as contained in the campus telephone book, in the on-line Web-based people directory, and in sports brochures. Directory information includes, but is not limited to, student name, local and permanent address, Net ID, university e-mail address, telephone number, classification, graduate or undergraduate levels, full time or part-time students, college, major, dates of attendance, degrees and awards, the most recent previously attended educational institution, participation in school activities and sports, and height and weight (for special activities). Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in *Hilltopics*, at Orientation for new students, and on the Web site of the University Registrar <http://registrar.tennessee.edu/records/privacy.shtml>.

Social Security Number Use

The University of Tennessee, Knoxville, requires the assignment of a unique student number for internal identification of each student's record. In December 2004, the university began assigning individual student identification numbers to newly admitted students; new students will no longer use their SSNs to conduct business or access their records. The university is in the process of converting all currently enrolled student records to generated student identification numbers.

Student identification numbers are used for university business only. The university complies with FERPA guidelines when releasing student identification numbers.

Students requiring a correction or change to their student identification numbers or to their Social Security Numbers should contact Student Data Resources at (865) 974-2108.

OTHER REQUIREMENTS

Program Assessment and Improvement Through Student Evaluation

In order for the university to assess and improve its academic programs, periodic measurements of student perceptions and intellectual growth must be obtained. Graduating seniors may be asked to participate in one or more evaluative procedures which may include examinations in general education and/or the major field of study. The evaluative information obtained through testing is used solely to improve the quality of the educational experience for future generations of students.

Senior General Education Test

The Tennessee Higher Education Commission (THEC) requires that each public institution for higher learning evaluate the general education skills of the senior class. Each year a percentage of the seniors are selected to take the test. The test results enable the University of Tennessee to evaluate its general education program and to qualify for needed funding from the state. Students are informed in their senior year if they have been selected to take the test.

Senior Major Field Assessment Test

THEC also requires that each public institution for higher learning evaluate the knowledge and expertise obtained within each major area of study. Each year, a subset of all departments on campus is required to test all graduating seniors from those respective areas. The results from these tests enable the University of Tennessee to evaluate and, where necessary, improve the quality of major fields of study. Students are informed in their senior year if they are required to take such a test.

Special Requirements for Student Athletes

Student athletes participating in intercollegiate sports under the provisions of the National Collegiate Athletic Association and the Southeastern Conference must fulfill the NCAA academic progress requirements in addition to the university's academic continuation and retention policies for continuation of eligibility to participate in intercollegiate sports. In addition to meeting with college specific academic advisors, student athletes are required to meet with academic counselors in the Thornton Athletics Student Life Center to ensure adherence to university, NCAA, and SEC academic policies and requirements.

Teacher Licensure

Though faculty members of the College of Education, Health, and Human Sciences take major responsibility for teaching students how to teach (i.e., pedagogy), other faculty throughout the campus teach students what to teach (i.e., subject matter). For example, the faculty in the College of Arts and Sciences has responsibility for providing the broad, general education, background required of all teachers and for providing the specialized content knowledge needed by elementary and secondary teachers.

Information regarding other teaching fields and educational specialties is available through the following campus offices.

- Agriculture Education – 325 Morgan Hall
- Art Education – 1715 Volunteer Boulevard, 213 Art and Architecture Building
- Music Education – 1741 Volunteer Boulevard, 211A Music Building
- School Counseling – A525 Jane and David Bailey Education Complex
- School Psychology – A525 Jane and David Bailey Education Complex
- Speech and Hearing Education – 457 South Stadium Hall
- Social Work – Henson Hall

Information regarding general teacher preparation is described in the College of Education, Health, and Human Sciences section of this catalog and is available through the college's Licensure Services, A313 Claxton Complex.

OPPORTUNITIES FOR HIGH-ACHIEVING STUDENTS

Advanced Placement Examinations

Freshmen admitted to the University of Tennessee, Knoxville, may receive credit on the basis of performance on one or more of the Advanced Placement Examinations offered each May by the College Entrance Examination Board (CEEB) in 19 subject areas. The tests are usually taken by high school students during their junior or senior year.

Disciplines at UT Knoxville which grant advanced placement credit for satisfactory test scores include art, biology, chemistry, computer science, economics, English, French, geography, geology, German, history, Latin, mathematics, music, physics, political science, psychology, Spanish, and statistics. Each participating department decides the acceptable score for credit. Information may be obtained from <http://admissions.utk.edu/undergraduate/ap.shtml> or from Arts and Sciences Advising Services.

International Baccalaureate Examinations

The International Baccalaureate Diploma Program of the International Baccalaureate Organization (IBO) is a rigorous pre-university course of studies that leads to examinations for highly motivated secondary school students.

Students who have participated in the International Baccalaureate Program through their high schools may receive credit based on satisfactory test scores as established by UT Knoxville's participating departments. Each participating department decides the acceptable score for credit. Information may be obtained from <http://admissions.utk.edu/undergraduate/ap.shtml> or from Arts and Sciences Advising Services.

Proficiency and Other Examinations

With departmental approval, nationally recognized examinations, such as the examinations of the College Level Examinations Program (CLEP) of the College Entrance Examination Board, may be used to earn credit.

Students who want to use proficiency or other examinations to earn credit for work or material mastered through non-credit courses or experiences should contact the dean of the college that offers the course for which credit is sought.

Honors Programs at the University of Tennessee

Several honors options are available. The Chancellor's Honors Program is available to entering freshmen and a limited number of transfer and sophomore students. For a description of this program please see Chancellor's Honors.

Some colleges have college-wide honors programs. In the Col-

lege of Agricultural Sciences and Natural Resources, see the CASNR Honors Research and Creative Achievements Program; in Arts and Sciences, see the College Scholars major; and in the College of Business Administration, see the Global Leadership Scholars Program.

Many academic departments have honors programs. All of these programs require that at least 12 hours of honors courses be used in satisfaction of degree requirements and some departments may require more. A senior research project or thesis is a requirement and a cumulative GPA of at least 3.25 is required for award of the honors degree. For specific requirements see individual program degree requirements.

Courses designated as honors courses are available to all students with requisite ACT/SAT scores and previous acceptable academic performance. Please see specific course descriptions for the requirements for registration.

Chancellor's Honors students, College Scholars, and students participating in a departmental or college-level honors program at UT Knoxville are eligible to complete an Honors-by-Contract, which is a customized approach in an upper-division course in the student's academic major, through completion of a written contract delineating additional effort. See <http://honors.utk.edu/> for details on the contract.

Dean's List

A public announcement is made of students passing a semester's work summa cum laude (3.80 through 4.00), magna cum laude (3.65 through 3.79), and cum laude (3.50 through 3.64). To be eligible, students must complete at least 12 hours, not counting work taken on a Satisfactory/No Credit basis.

Seniors Eligible for Graduate Credit

Subject to approval by the Dean of the Graduate School, a senior at the University of Tennessee, Knoxville, who needs fewer than 30 semester hours to complete requirements for a bachelor's degree and has at least a B average (3.00) may enroll in graduate courses for graduate credit, provided the combined total of undergraduate and graduate coursework does not exceed 15 credit hours per semester.

- Only students working toward a first bachelor's degree are eligible.
- Students who have met all requirements for graduation are not eligible.
- Approval must be obtained each semester at the Graduate School, P-105 Andy Holt Tower; (865) 974-2475. Form available online at <http://gradstudies.tennessee.edu>.
- A maximum of 9 hours of graduate credit at the 400- and 500-level can be obtained in this status.
- Some departments do not permit seniors to register for graduate courses without prior permission.
- Courses taken for graduate credit may not be used for both the baccalaureate and a graduate degree program except in the case of approved dual bachelor's/master's programs.

GENERAL REGULATIONS

Classification

Undergraduate students are classified according to the following chart on the basis of semester hours passed.

To be considered a full-time undergraduate student in any semester, a student must be enrolled in 12 semester hours, including the full summer term. Six hours for each separate term of the summer session are required for full-time classification. Audit hours are not considered in the computation.

Classification of Undergraduate Students by Semester Hours Passed

All Programs except Architecture	
Year	Hours
First	0-29.9
Second	30-59.9
Third	60-89.9
Fourth	90-up
Fifth	_____

Architecture	
Year	Hours
First	0-31.9
Second	32-63.9
Third	64-95.9
Fourth	96-127.9
Fifth	128-up

Course Numbers and Levels

Each course offered by the university is identified by the name of the academic discipline and a three-digit course number. These numbers indicate course level.

Course Numbers	Level
000-099	Noncredit; preparatory.
100-299	Lower division; primarily for freshmen and sophomores.
300-499	Upper division; primarily for juniors and seniors; when taken for graduate credit, the letter G will precede the course credit hours on the grade report.
500-599	Graduate; sometimes available for undergraduate credit; when taken for undergraduate credit, the letter U will precede the course credit hours on the grade report.
600-699	Advanced graduate; open to graduate students; available for undergraduate credit (with approval of instructor) for students holding a degree who are taking additional work as undergraduate non-degree students; when taken for undergraduate credit, the letter U will precede the course credit hours on the grade report.
800-899	Veterinary Medicine; Law.
900-999	Law.

Correspondence Work

An undergraduate student may take by correspondence as many as one-fourth of the total hours required for the degree sought and have this work count toward the degree.

- Credit for undergraduate courses in correspondence in the major subjects shall be limited to one-fourth of the total credit hours required.¹
- All courses taken by correspondence for which degree credit is given must meet degree program requirements of the university. In addition, all currently enrolled students who intend to take correspondence courses must have the approval of the dean of the college in which they are enrolled prior to registering for any college credit correspondence course.
- Degree credit will not be granted for correspondence courses taken at an institution other than the University of Tennessee, Knoxville, by a UT Knoxville student if an equivalent correspondence course is available from the UT Knoxville Department of Distance Education and Independent Study.
- A senior may take only 6 hours of the last year's work (the last 30 semester hours) by correspondence, and this must be taken from the University of Tennessee, Knoxville. If the student is a senior transfer, no work may be taken by correspondence.
- Students taking work for Teacher Certification purposes should consult the State Department of Education of their respective states concerning the amount of correspondence credit allowed for Teacher Certification.

¹ Correspondence credits are not accepted for students enrolled in the College of Law, or except by prior permission, for students in the Center for Health Sciences.

High School Deficiencies

Beginning with fall term 1989, the university adopted new undergraduate admission requirements to include certain specified courses. With the exception of American History, one high-school unit is comparable to one three-hour semester of university work.

- Freshmen must remove any deficiencies within their first 60 hours of university work.
- Transfer students graduating from high school in 1989 or later and having more than 12 hours of transfer work must remove the deficiencies within their first 30 hours at UT Knoxville.
- Transfer students graduating from high school in 1989 or later having 60 or more hours of transferable work will be exempt from university unit entrance requirements.
- Any student graduating from high school before 1989 will be exempt from university unit entrance requirements.
- If the course taken to remove a deficiency fulfills a curricular requirement, the hours will be counted toward satisfying the requirement. Those hours will not be counted toward total hours for graduation, effectively adding to the total number required for graduation.

For additional information and a list of courses that remove high school deficiencies, see http://registrar.tennessee.edu/records/hs_deficiencies.shtml.

Petitioning Process

The university offers a petitioning procedure through which students can occasionally gain exceptions to the general rules included in this catalog. It is the direct responsibility of the student who seeks to deviate from the rules to complete the petitioning process. In cases where this might affect the student's eligibility to enroll in a particular course, the student should begin the petitioning process during the previous term and must gain final approval for the petition no later than the add deadline of the term involved.

The steps involved in this process are as follows.

Curricular, Major, Minor and/or Graduation Requirements

- The student completes the petition with the assistance of his/her advisor and obtains the signatures of the advisor and department head or curricular chair.
- The department sends the petition to the college's advising center or dean's office for consideration.
- If the petition is approved, it is entered into DARS (Degree Audit Report System) by the college staff.

University General Education Requirement

- The student completes the petition with the assistance of his/her advisor and obtains the signatures of the advisor.
- The student takes the signed petition to the student's college advising office.
- The college sends the petition to the General Education Committee designee for consideration.
- If the petition is approved, it is entered into DARS (Degree Audit Report System) by the college staff.

University Students

Many students are undecided about their major when they enter UT Knoxville. All undecided students are designated University Students and are advised by Arts and Sciences Advising Services. While it is proper to explore alternative choices, students should also pursue a course of study that culminates in graduation. For this reason, there is a limit to the length of time students may remain as University Students.

At the completion of 45 hours, University Students who have entered the University of Tennessee, Knoxville, as freshmen must associate with a college or officially declare a major prior to the end of the next term of enrollment.

Students who transfer from another college or university may enroll as University Students. However, transfer students may remain as University Students no longer than through the completion of 15 semester hours if the total number of hours transferred is 30 or more.

UT Knoxville students who fail to progress in a given major, college, or school and are undecided about an alternative course of study may continue at the University of Tennessee, Knoxville, as University Students for a maximum of 15 semester hours.

Writing Competence

The faculty of all colleges expect students to communicate effectively in standard written English in laboratory reports, examinations, essays, and other written assignments.

If a student cannot fulfill the requirements for a course because of an inability to communicate in writing, the instructor will give the student an IW to designate "incomplete due to writing." Any student who receives an IW should contact the Writing Center Director (212 Humanities and Social Sciences Building).

- The instructor of the course determines the appropriate requirement for remediation and sends any student work requiring revision to the Writing Center director.
- The Writing Center director determines when the requirement has been fulfilled. Upon the Writing Center director's recommendation, the student's work is returned to the instructor, who will change the student's grade accordingly.
- As with other incompletes, the student will have one calendar year to make up the deficiency before the grade automatically changes to reflect failure for the course.

GRADES, CREDIT HOURS, AND GRADE POINT AVERAGE

The basic unit of credit at UT Knoxville is the semester hour. This normally represents one hour of lecture or recitation or 2 hours of laboratory work per week. Each course at the university carries a number of credit hours specified in the course description. At the completion of each course, a student will be assigned a grade reflecting the student's performance in the course. Passing grades carry a certain number of quality points per credit hour in the course. A student's grade point average is obtained by dividing the number of quality points the student has accumulated at UT Knoxville by the number of hours the student has attempted at UT Knoxville, not including hours for which grades of I, N, NC, NR, P, S, W, WP, and WF have been received.

Undergraduate Grades

Grade	Performance Level	Quality Points Per Semester Hours of Credit
A	Superior	4.00
A-	Intermediate Grade	3.70
B+	Very Good	3.30
B	Good	3.00
B-	Intermediate Grade	2.70
C+	Fair	2.30
C	Satisfactory	2.00
C-	Unsatisfactory	1.70
D+	Unsatisfactory	1.30
D	Unsatisfactory	1.00
D-	Unsatisfactory	.70
F	Failure	0.00

Note: WP and WF carry no quality points or credit hours.

Freshman English

English 101, 102, 118, 131, and 132 are offered on a system of A, A-, B+, B, B-, C+, C, I, NC, W grading. All entering freshman, except international students, must enroll in English 101, 102 or 118.

Grade of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course but cannot complete the course for reasons beyond their control.

- The I grade is not issued in lieu of the grade F.
- The terms for the removal of the I, including the time limit for removal of the I, is decided by the instructor.
- It is the responsibility of the student receiving an I to arrange with the instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of Incomplete.
- Students may not remove an I grade by re-enrolling in the course.
- The I grade does not carry quality points and is not computed as a grade of F in the grade point average.
- If the I grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.
- A student need not be enrolled at the university to remove a grade of incomplete.
- In addition, a grade of IW may be assigned if a student cannot fulfill the requirements for a course because of an inability to communicate in writing. (See Writing Competence for more information about the IW grade.)

Grades that do not Influence Grade Point Average

The following grades carry no quality points and hours for which these grades are earned are not counted in computing a student's grade point average.

- NC (No Credit) indicates failure to complete a course satisfactorily when taken on an S/NC basis.
- S (Satisfactory) is assigned for C or better work when a course is taken on an S/NC grading basis.
- W (Withdrawal) is assigned in courses when a student has officially withdrawn from the university. W is also assigned in courses when a student withdraws from a course between the 11th and 63rd calendar day of classes. Regulations concerning withdrawal from courses or from the university appear under Changes in Registration.
- WP (Withdrawn Passing) is assigned in courses when a student withdraws from a course after the 63rd calendar day of classes and is passing the course at the time of withdrawal.
- WF (Withdrawn Failing) is assigned in courses when a student withdraws from a course after the 63rd calendar day of classes and is failing the course at the time of withdrawal.

Satisfactory/No Credit Grading System

The purpose of this system is to encourage the student to venture beyond the limits of those courses in which the student usually does well and, motivated by intellectual curiosity, explore subject matter in which performance may be somewhat less outstanding than work in other subjects. To this end, Satisfactory/No Credit (S/NC) grading has been developed for undergraduate courses (100-, 200-, 300, and 400-level courses).

- Neither grade is counted in a student's grade point average, but, like all other grades, is entered on the permanent record.
- S is given for C or better work on the traditional grading scale and NC is given for grades of C-, D+, D, D-, and F.
- The student only receives credit in the course if an S is received.

- A student may not repeat a course for S/NC if the student received a conventional grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F).
- If the student elects non-conventional grading, grades of A, A-, B+, B, B-, C+, C will be recorded on the student's permanent academic record as S, and C-, D+, D, D- or F as NC.
- The grade of I for incomplete work will be recorded as an SI, which will not be computed in the average.
- A student is permitted to change the system of grading in a course through the add deadline.
- The changing of an S/NC grade to a conventional letter grade or vice versa is not permitted unless an error is determined by the Office of the University Registrar.

Repeating Courses

For the first three repeated lower-division courses (100-200 level), only the last grade earned in the repeated courses will be counted in computing the grade point average. In the case where a student earned a grade of C-, D+, D, or D- in the course and subsequently repeats the course with a failing grade (F), the grade of D will be counted in computing the grade point average. If the same course is repeated more than once, the additional repeats count as part of the repeat total. Repeating a course in which an NC grade has been earned does not count as one of the repeats covered by this policy. Grades of W, WP, and WF do not count as one of the repeats covered by this policy. For all courses repeated after the first three, all grades will be included when computing the grade point average. All grades for all courses remain on the transcript.

Unless it is otherwise specified in the course description, no course may be attempted more than three times. A grade of W does not count as one of the available 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. 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. Each course is counted only once in determining credit hours presented for graduation.

ENROLLMENT

Maximum Hours per Term

Undergraduate students may enroll for a maximum of 19 credit hours each semester. Enrollment in more than 19 hours must be approved by the dean of the student's college or school.

Maximum Hours for Mini Session

Undergraduate students may enroll in one course during mini session which is part of summer term. Enrollment that exceeds the maximum must be approved by the dean of the student's college.

Maximum Hours for Summer Term

Undergraduate students may enroll for a maximum of 6 credit hours for each of the first and second sessions. Students may enroll for a maximum of 12 credit hours for those courses that extend through the entire session. Students may enroll for a maximum of 12 credit hours in any combination of summer session courses. Enrollment that exceeds the maximum must be approved by the dean of the student's college.

Auditing Courses

Students may enter classes as auditors with the consent of the instructor. The instructor will determine the appropriate requirements or restrictions. Auditors receive no credit and the audited course will not be recorded on the transcript. The student's name will appear on the class roll to inform the instructor that the student is properly enrolled as auditor.

Auditors are required to register and pay fees. Prior to the add deadline, a change from credit to audit or from audit to credit may be made by completing the change of credit portion of the Add Course (Change of Registration) form and having it processed in 209 Student Services Building. After the add deadline, the signature of the dean or designee of the student's college or school is needed in order to change credit. Once the drop deadline is passed, a change will not be allowed.

Prerequisite and Corequisite Courses

Students must meet prerequisite and corequisite requirements for all courses with such restrictions, and no student shall be permitted to register for those courses in which the requirements have not been met.

Changes in Registration

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 63rd calendar day, students may drop courses which will receive the notation of W (Withdrawn) for full term courses in Fall and Spring.
- The W grade is not computed in the grade point average.
- Courses may be dropped on the Web (<http://cpo.utk.edu>).
- After the 63rd calendar day and to the 84th day of classes, courses may be dropped and will be assigned a WP (Withdrawn Passing) or a WF (Withdrawn Failing) for full term courses in fall and spring. Instructor's signature is required. The form, once signed, should be taken to the Office of the University Registrar for processing.
- After the 84th day, no drops are permitted.
- 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 Web site at <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 an F grade.

Withdrawing from the University

Undergraduate students who need to leave the university before a term is finished must apply for withdrawal in the Office of the University Registrar, 209 Student Services Building. Information on dropping a single course is provided in the catalog section, Changes in Registration.

Requests for withdrawal are routinely approved when the student applies by the deadline listed on the Web (www.cpo.utk.edu). The word "withdrawn" will be posted on the transcript.

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. Students who do officially withdraw must apply for readmission in advance of their next term of anticipated enrollment, except for withdrawal from summer term.

Enrolled students are liable for payment of fees. Any refunds that may be due upon a student's 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.

Extracurricular Participation

Students who are enrolled or eligible to enroll at the university may participate in extracurricular activities as permitted by the individual club or organization.

ACADEMIC STANDING

The University of Tennessee, Knoxville, expects all students who enter 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 catalog contains additional requirements for specific programs.

Good Academic Standing

A student is in good academic standing when both the student's term and cumulative GPAs 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 2.00 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.

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 2.00 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 coursework with at least a 2.50 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 2.00 minimum term GPA at the end of the first semester after readmission and every term thereafter until the cumulative GPA reaches a 2.00.

For further information on readmission after academic dismissal, see Readmission to the University under the Admission to the University section of this 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 the University of Tennessee, Knoxville, but is now performing satisfactory work. Granting it is an acknowledgment 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 2.50 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 the University of Tennessee, 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/>) for instructions and Academic Second Opportunity petition form. To initiate the petitioning process, students should meet with designated advisors in their colleges.

EXAMS

Proficiency Examination

A proficiency examination may be given in any academic course offered for undergraduate credit. University policy is to reserve to departments the decisions as to which courses, if any, can be passed by proficiency examinations. Proficiency examination credit is avail-

able only for the University of Tennessee, Knoxville, students.

When applying to a department for a proficiency examination, a student should present evidence of having developed the abilities, knowledge, and attitudes expected of those who have taken the course in question. The giving of the examination must be approved by the head of the department in which the course is offered. A fee must be paid in advance at the Bursar's Office.

Subject to the grading policy of the college in which the student is enrolled, and except for courses which are graded only on an S/NC basis, a student who passes a proficiency examination and who wishes to have the grade recorded may choose to take the grade on the examination (A, A-, B+, B, B-, C+ or C) or take an S. An S gives credit for the course but does not affect the grade point average. If a grade of C-, D+, D, D- or F is made on a proficiency examination, the department is expected to note the attempt but no record of the examination is made on the student's transcript. The maximum credits obtainable through proficiency examination and the use of proficiency examinations to remove failing grades (also the grade of I) are determined by the department offering the proficiency examination.

Entering international students whose native language is not English are required to take the University of Tennessee, Knoxville, English Proficiency Examination to determine placement in the appropriate English course. No credit for any English course is awarded through this special examination.

Final Exams

Final exams must be given during the final exam period at the scheduled time and in the scheduled place, although alternative uses of the scheduled exam period may be designated by the instructor. Examples would include group presentations, presentations of final projects or general discussions regarding course content.

Students are not required to take more than two exams on any day. The instructor(s) of the last non-departmental exam(s) on that day must reschedule the student's exam during the final exam period. It is the obligation of students with such conflicts to make appropriate arrangements with the instructor at least two weeks prior to the end of classes.

In-class, written quizzes or tests counting more than 10% of the semester grade may not be given the last five instructional days before the study period. The study period, designated as "Study Day" on the Academic Calendar, is set aside for final examination study. There should be no assignments or projects due during this time.

No exams may be scheduled during the designated Study Period. No regular exams may be scheduled during the "Make Up Exam" times.

GENERAL REQUIREMENTS FOR A BACHELOR'S DEGREE

To receive a bachelor's degree from the University of Tennessee, Knoxville, a student must complete all of the requirements listed below.

- Complete satisfactorily all requirements of the curriculum for which the student is enrolled, as described in the portion of this catalog devoted to the college or school offering the curriculum, and the University General Education Requirement, as described in the front of this catalog. Curricular requirements change frequently and students should note the caution on the second page of this catalog. A student is allowed to satisfy requirements for a bachelor's degree under any curriculum in effect during the student's attendance at UT Knoxville provided the curriculum has been in effect within six years of the date of graduation. This does not obligate the university to offer a discontinued course. Programs may be adjusted by the student's faculty advisor and college dean in consultation with the Office of the University Registrar.
- Achieve a grade point average of at least 2.00 on all work attempted at the University of Tennessee, Knoxville. In-

completes and Not Reported grades must have a letter grade prior to graduation.

- Complete 60 hours of credit offered for the bachelor's degree at an accredited senior college.
- Complete the last 30 hours of credit offered for the bachelor's degree in residence at the University of Tennessee, Knoxville. Credit for correspondence courses taught by the faculty of the UT Knoxville campus may be counted as part of this requirement with the exception of the limitation noted in the regulations concerning correspondence work. Special arrangements to allow study abroad courses, work taken at other University of Tennessee campuses, and all other requests for waiving this requirement must be approved by the dean of the college in which the student is enrolled.
- Comply with the state law that one unit of American history at the high school level or 6 semester hours of collegiate work be satisfactorily completed. This requirement is effective for those graduating July 1, 1978, and thereafter. It may be satisfied by completing History 221-222 (or 227-228). History 449 may be used in lieu of 3 hours of American history. Students should consult the catalog of enrollment to determine how the six hour's credit for fulfillment of this requirement is to be included in individual curricula.
- Comply with the Southern Association of Colleges and Schools requirement that students complete 25 percent of the credit hours required for the bachelor's degree at the University of Tennessee, Knoxville.
- Satisfy all financial obligations (fees or fines) owed to the university.
- File an application for a degree with the Office of the University Registrar, Room 209, Student Services Building. Application deadlines for each term are on the Web. (<http://registrar.tennessee.edu/>).
- Comply with the Tennessee Higher Education Commission requirements (Senior General Education Test and Senior Major Field Assessment Test).

Hours completed at the university level to remove high school deficiencies may be used to meet specific curricular requirements. However, hours earned in these courses will not count toward the total hours required for graduation, effectively adding to the total number required for graduation.

Some colleges within the university have special requirements above and beyond those stated here. Students are advised to consult the appropriate section of this catalog for any further degree requirements. Each program presented by the candidate for a bachelor's degree is reviewed and approved for meeting the degree requirements by the Office of the University Registrar. Grades cannot be changed for courses within a degree that has been awarded.

Students who wish to participate in their graduating class commencement ceremony will need to place a cap and gown order with the University Center Book and Supply Store. Orders placed after the deadline date established by the Book and Supply Store will be subject to a late fee.

Multiple Concentrations

Multiple concentration listings may appear on a student's transcript when a minimum of 12 distinct credit hours differentiates one concentration from another. Once a bachelor's degree has been awarded, students may not add a different area of concentration.

Second Majors and Minors

Students may pursue any available minors or second majors. Second minors and majors will be noted on students' transcripts upon graduation. Meeting the requirements of minors or second majors may lengthen students' academic programs. Once a bachelor's degree has been awarded, students may not add a second major or minor to that degree.

Second Bachelor's Degree

A student who holds a bachelor's degree may receive a second bachelor's degree from the University of Tennessee, Knoxville, by satisfying the following.

- Meet all requirements of both degrees.
- Complete at least 30 semester hours in addition to the total hours required for the first bachelor's degree.
- Declare the intention to work for a second bachelor's degree with the Office of the University Registrar when application is made for the second degree.

Students are able to enroll in additional post-baccalaureate coursework in lieu of pursuing a second baccalaureate degree. Students are further encouraged to pursue graduate studies toward an advanced degree. Once a bachelor's degree has been awarded, a student may not add a second bachelor's degree in the same major as the first bachelor's degree even if the student wants to pursue a different concentration in that major. A student may not receive a second bachelor's degree in a major that has already been awarded as a minor in a first bachelor's degree.

Graduating Senior Privilege

A senior who fails one subject during the semester of intended graduation may, with approval, take an examination or other appropriate form of evaluation. The senior must receive the approval of the instructor and appropriate collegiate personnel which may include the department head and/or dean. The evaluation may take place at the beginning of or during the next semester and, if successful, the senior will receive the degree at the next commencement.

Honors Categories for Graduation

Honors are conferred upon graduating undergraduate students who have displayed a high level of achievement during their university career. Recipients of honors receive their degrees with

- cum laude 3.50 through 3.64.
- magna cum laude 3.65 through 3.79.
- summa cum laude 3.80 through 4.00.

These honors categories are based on a student's cumulative average at the end of the semester preceding the graduation semester. Students must have earned at least 60 hours at UT Knoxville in order to qualify for honors categories.

If, at graduation, a student's grade point average would allow a higher honors category than that determined at the end of the semester preceding the graduation semester, the student may, upon written request, receive a substitute diploma indicating the higher category.

Chancellor's Honors are conferred upon graduating students who have completed the Chancellor's Honors Program.