



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://web.utk.edu/~homepage/hilltopics/default.html>) 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.

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 individ-

ual, 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, each student is asked to indicate whether he/she has 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 Review 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 available in the advising center and/or the dean's office of each college. Students can also print their own individual audit in the Office of the University Registrar, 209 Student Services Building.

Students should contact their advisor or Advising Office with any questions pertaining to their DARS audit. 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

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 information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university.

Specific examples of plagiarism 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 *Hill-topics* 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.