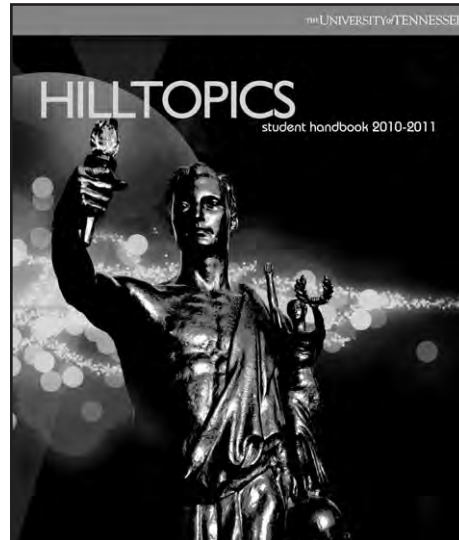


HILLTOPICS

student handbook 2010-2011





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*For up-to-date information, please refer to
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ACADEMIC CALENDAR 2010-2011

FALL SEMESTER, 2010

Classes Begin • August 18
Labor Day (no classes) • September 6
First Session Ends • October 6
Fall Break (no classes) • October 7-8
Second Session Begins • October 11
Thanksgiving Break • November 25-26
Classes End • November 30
Study Day • December 1
Final Exams • December 2, 3, 6, 7, 8, 9
Graduate Hooding Ceremony • December 10
Commencement Ceremony • December 11

SPRING SEMESTER, 2011

Classes Begin • January 12
MLK Holiday (no classes) • January 17
First Session Ends • March 2
Second Session Begins • March 3
Spring Break • March 14-18
Spring Recess (no classes) • April 22
Classes End • April 29
Study Day • May 2
Final Exams • May 3, 4, 5, 6, 9, 10
Graduate Hooding Ceremony • May 12
Commencement Ceremonies • May 11-13

SUMMER TERM, 2011

Mini Session Begins • May 11
Memorial Holiday • May 30
Mini Session Ends • June 1
Full and First Session Begins • June 2
Independence Day Holiday (no classes) • July 4
First Session Ends • July 6
Second Session Begins • July 7
Full and Second Session Ends • August 9
*Summer Graduation Date • August 17

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

HISTORICAL OVERVIEW

THE PAST

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

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

The transformation of the institution into "East Tennessee College" in 1807 resulted from the receipt of a grant of public land from the state, as provided for in an 1806 act of the U.S. Congress. In 1840, the state legislature widened the scope of the institution by changing its name to East Tennessee University.

Not until after the Civil War did the university begin to acquire its present character. In 1869, the legislature selected East Tennessee University as Tennessee's Federal Land-Grant Institution. Funds from the federal government obtained from the sale of public land enabled the institution to broaden its offerings from a base of classical and scientific studies to include "the practical education of the industrial classes in the several pursuits and professions of life."

Two years later, the legislature made this institution the state university and changed the name to The

University of Tennessee, reflecting its status as the capstone of the state's public education system. Since that time, the university has grown steadily to become statewide in its physical location as well as its services. The establishment of campuses in other regions of the state began early in the Twentieth Century.

THE PRESENT

The University of Tennessee ranks among the nation's top public research institutions. The university is a single accredited institution including the flagship campus at Knoxville, the Institute of Agriculture in Knoxville, the Health Science Center in Memphis, the Institute for Public Service, and the University of Tennessee Space Institute in Tullahoma. The university has a total enrollment of approximately 29,000 and an annual research budget of nearly \$250 million.

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

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

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

INTRODUCTION

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.

By registering in the university, the student neither loses the rights nor escapes the duties of a citizen. Each student should conduct his/her personal life in the context of mutual regard for the rights and privileges of others. Therefore, it is 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 rules and regulations relating to students, and for complying with them in the interest of an orderly and productive community. In addition to the rules and policies listed in this handbook, each student shall be held responsible for those policies either listed elsewhere in university publications or promulgated and announced by authorized university personnel. Therefore, in addition to the policies listed in this handbook, each student should consult the university catalog and, where applicable, any publication produced by the college or school in which the student takes a class, the Interfraternity Council and Panhellenic Council Constitutions and By-laws, residence hall publications, and other regulations pertaining to students.



The policies and procedures described in this document have been established to ensure the rights and privileges of all members of the university community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the university.

For interpretation of the policy statements, the following definitions are applicable:

STUDENT: A person who is registered for a credit course or person who is enrolled in a course or program for which no credit is given (correspondence study excluded).

FACULTY MEMBER: A university employee whose job classification is "academic."

ADMINISTRATOR: A university employee whose job classification is "administrative professional or "administrative."

STAFF MEMBER: A university employee whose job classification is "clerical and supporting."

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

GUEST-VISITOR: A person invited by a university student or employee to visit the campus at a specific time, place, and occasion. A person making repeated use of university facilities and/or grounds shall not be considered a guest. Failure or refusal to comply with the rules and policies established by the university may subject the offender to disciplinary action up to and including permanent dismissal from the university.

RESOURCES FOR STUDENT QUESTIONS AND CONCERNS

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

ACADEMIC COURSEWORK AND ADVISING

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

CAMPUS LIFE

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

CAMPUS RESOURCES

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

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

Student Success Center

1817 Melrose Avenue, 865-974-6641

812 Volunteer Boulevard, 865-974-6641

The Student Success Center (SSC) helps students with academic problem resolution. The Center works with the Undergraduate Council to assist in the administration of appeals for academic dismissals, grade appeals that have gone through the college dean's level, readmission of students who were academically dismissed after previous enrollment at UT, and retroactive withdrawal appeals for individual courses. In addition, the SSC educates students about an array of opportunities available to enhance their educational experiences. The center is directly responsible for the administration of First Year Studies, Pathways Learning Community, UT LEAD, Supplemental Instruction, and the Early Alert Program.

Graduate School

P-105 Andy Holt Tower, 865-974-2475

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

Office of the Dean of Students

413 Student Services Building, 865-974-3179

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

Office of Equity and Diversity

1840 Melrose Avenue, 865-974-2498

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

STANDARDS OF CONDUCT

ACADEMIC STANDARDS OF CONDUCT

The Honor Statement

An essential feature of the University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

A thorough understanding of the Honor Statement, stated above, is essential to the success of the honor system. The following avenues will be utilized to facilitate implementation of the statement:

1. The Honor Statement, with its attendant pledge, will appear on applications for admission (undergraduate and graduate); and applicants to the university will be required to acknowledge their affirmation by signing and dating the document as specified.
2. Information regarding the Honor Statement will be included in the catalogs (undergraduate and graduate) and in this handbook.
3. The Honor Statement will be discussed during freshman, transfer, graduate student, and international student orientation programs.
4. A thorough discussion of the Honor Statement in freshman English is encouraged.
5. Implementation methods and alternatives will be discussed during faculty orientation programs.

Responsibilities

All groups within 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 act of plagiarism. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undoc-

umented 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:

1. Copying without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
2. Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);
3. Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);
4. Collaborating on a graded assignment without the instructor's approval;
5. Submitting work, either in whole or in 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.

Each administrator has the responsibility to maintain the Honor Statement and its associated review process.

GENERAL STANDARDS OF CONDUCT

Exclusion from the university or any lesser penalty may result from any of the following misconduct:

1. Academic cheating or plagiarism;
2. Furnishing false information to the university with

the intent to deceive;

3. Knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
4. Violation of the terms of probation;
5. Vandalism, malicious destruction, damage, or misuse of private or public property, including library material;
6. Forgery, alteration, destruction, or misuse of university documents, records, or identification;
7. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other university activities, including public service functions, or of any authorized activities on university premises;
8. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off university property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution;
9. Theft, wrongful appropriation (i.e., theft with intent to temporarily deprive the owner of possession), unauthorized possession, or sale or damage to property of the university or of any organization affiliated with the university or of another member of the university community (i.e., faculty, staff, student, or campus visitor);
10. Unauthorized use of or entry to university facilities and/or unauthorized possession of keys to university facilities;
11. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on university-owned or controlled property or during university activities;
12. Possession, while on university-owned or controlled property or at university sponsored or supervised activities, of any weapon such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives, such as firecrackers, unless authorized in writing by the Chief of Police;
13. Disorderly conduct or lewd, indecent, or obscene conduct on university-owned or controlled property or at university-sponsored or supervised functions;
14. Failure to pay promptly, after notice, all university bills, accounts, and other university financial obligations;
15. Participation of students in group activities on or adjacent to the campus which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the university or the normal flow of traffic;
16. Use, possession, or being under the influence of alcoholic beverages on university-owned or controlled

property;

17. Violation of properly constituted rules and regulations governing the use of motor vehicles on university-owned or controlled property;
18. Refusal to respond to a request to report to a university administrative office;
19. Failure to comply with directives of university officials acting in the performance of their duty;
20. Violation of written university policies or regulations as stipulated herein or as promulgated and announced by authorized personnel;
21. Inciting other students to violate written university policies or regulations as promulgated and announced by authorized personnel;
22. Falsely reporting the presence of an unlawful explosive or incendiary device with the intent to mislead, deceive, or disrupt the operation of the university or a scheduled event sponsored by the university;
23. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment;
24. Willful failure to appear at a judicial board hearing following proper notification to appear either as a party or as a witness;
25. An attempt to commit or to be accessory to the commission of any act in violation of other Standards of Conduct;
26. Commission of an act or an attempt to commit an act on university property or involving members of the university community (i.e., faculty, staff, student or campus visitor) that would be in violation of state or federal law;
27. Unauthorized use or misuse of the university's computing facilities to include: logging on an account without the knowledge and permission of the owner; changing, deleting, or adding to the programs, files and/or data without authorization of the owner; theft of program data or machine resources; attempts to thwart security of the computer system; attempts to disrupt the normal operations of the computer system, including hardware and software;
28. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects or seriously interferes with the university's normal educational function, or which injures or endangers the welfare of any member of the university community. Such violations include, but are not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault,

arson, or any other felonious crime against person or property;

29. Participation of students in hazing activities.

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

DISCIPLINARY REGULATIONS AND PROCEDURES

FUNDAMENTAL RIGHTS OF THE ACCUSED

Persons accused of violations of existing rules and/or regulations of The University of Tennessee, University Housing, dining services, the Interfraternity Council, or the Panhellenic Council are entitled to the following rights under The University of Tennessee Judicial System:

1. Written notice of the charge(s), account of the alleged misconduct, witnesses, and notice of the scheduled hearing delivered 72 hours before the hearing. The student may request additional time by showing good cause.
2. The right to a public hearing. A public hearing can involve only a limited number of spectators, and appropriate control measures will be established by the Dean of Students. If there is difficulty with crowd control, the hearing board chairperson can designate those parties to be present.
3. Notice of the maximum allowable penalty (i.e., permanent dismissal).
4. The assistance of the counsel of his/her choice.
5. The right to testify or remain silent at his/her option.
6. The right to present witnesses.
7. The presumption of innocence. The burden of proof rests with the university, such that the university

must prove the student’s guilt by a preponderance of the evidence.

8. A written decision specifying the rule violated, penalty assessed, and right of appeal.

9. The right to challenge the seating of any board member for good cause. The dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairperson. If the chairperson is challenged, he/she may be excused at the discretion of the majority of the hearing board.

10. The right to have his/her case heard only on the misconduct specified in the written notice.

11. The right to challenge the admissibility of evidence.

12. The right to remain silent or confront or cross-examine all available adverse witnesses.

13. The right to appeal to the next higher board.

ADMINISTRATIVE RESPONSIBILITY

In accordance with the provisions of the University Charter, By-Laws and Trustee actions, the Chancellor, who is the chief disciplinary officer, delegates the supervision of student discipline to the Vice Chancellor for Student Affairs and his/her staff, and to the Student Affairs Council. Actions of the Student Affairs Council or other judicial bodies are subject to review by the Chancellor.

The Vice Chancellor for Student Affairs, the Dean of Students, the Director of Student Judicial Affairs, and members of their staffs who have been delegated specific responsibilities work with students to encourage compliance with university standards. These personnel help train and supervise the student judicial bodies that share responsibility for the efficient operation of disciplinary processes. Specific responsibilities of the Student Affairs staff and the student judicial bodies are described in the following paragraphs. Any question pertaining to disciplinary matters, including judicial structures and procedures, should be referred to the Office of Student Judicial Affairs.

Staff

Director and Associate Director of Student Judicial Affairs

The Director of Student Judicial Affairs, Associate Director of Student Judicial Affairs, and their staff have primary responsibility for the administration of the stu-

dent judicial system. The Director or his/her designee serves as the discipline executive for the student judicial boards and is responsible for all disciplinary records, which are confidential. The Director and Associate Director receive reports, conduct investigations, prepare appropriate charges, and initiate disciplinary action. The Director and Associate Director are responsible for seeing that cases are presented to the boards and for records of the hearings themselves. After a determination of guilt, the Director or his/her designee advises the board of the precedent for the offense, the student's previous disciplinary record, if any, and the Dean of Students' recommendation concerning an appropriate penalty. Additionally, the Director and Associate Director coordinate the monitoring process for students placed on disciplinary probation. Students on probation may be referred to other agencies for assistance with psychological, drug, and alcohol problems. The Director and Associate Director determine the length and requirements of disciplinary probation.

Student Judicial Advisors

The university has created the Student Judicial Advisor positions to assist students involved in campus judicial proceedings. Student Judicial Advisors are students in the College of Law who may serve as advisor and counsel to students in university disciplinary matters. Student Judicial Advisors are employed as graduate assistants in the Office of Student Judicial Affairs and may be contacted through that office.

Judicial Bodies

Judicial Advisory Board

The Judicial Advisory Board has a primary responsibility to observe and work with all judicial bodies in consultation, training, investigation, and evaluation. The Board shall consist of the chairperson or chairperson's designated representative of the following boards: Student Tribunal, each Student Disciplinary Board, Interfraternity Council Judicial Board, and the Panhellenic Judicial Board. The Judicial Advisory Board shall meet at the call of the Director or Associate Director of Student Judicial Affairs to discuss observations, make appropriate recommendations, and receive suggestions for consideration from the Dean of Students. The respective boards shall, at the beginning of each term, designate their representative for that term.

Academic Review Boards

Academic integrity is a responsibility of all members of the academic community. In a university as large and complex as The University of Tennessee, a system to monitor, supervise, and guarantee the essentials of aca-

ademic integrity is necessary. To implement such a system, an Academic Review Board has been created for each of the following academic units:

- Graduate School
- College of Agricultural Sciences & Natural Resources
- College of Architecture and Design
- College of Business Administration
- College of Communication & Information
- College of Education, Health & Human Sciences
- College of Engineering
- College of Law
- College of Arts & Sciences (includes Air Force & Army ROTC)
- College of Nursing
- College of Veterinary Medicine
- College of Social Work

Each board shall have primary jurisdiction in the following instances:

1. Cases alleging violation of Standard of Conduct # 1, "academic cheating or plagiarism." (Academic units may adopt additional standards of academic conduct with the approval of the unit head and faculty.) Cases shall be assigned to the Academic Review Board of the academic unit in which the instructor involved is a member. Jurisdiction may include cases of academic dishonesty which involve violations of other Standards of Conduct, but such cases shall initially be referred to the Office of the Dean of Students for determination of appropriate jurisdiction.
2. Appeals by students against whom a penalty has been assessed by an instructor for alleged academic misconduct. Appeal cases shall be assigned to the Academic Review Board of the academic unit in which the instructor involved is a member.

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

CHAIRPERSON: In order to establish continuity among the various review boards and to ensure the maintenance of procedural due process, a member of the

Dean of Students staff shall serve as the non-voting chairperson of each of the Academic Review Boards. His/her responsibilities shall include the scheduling of meetings, notification of parties and witnesses, and reporting regularly to the Student Affairs Council the activities of the Academic Review Boards.

QUORUM: A quorum shall consist of six (6) members. The academic unit shall make provision for alternates to ensure the availability of a quorum.

DECISIONS: All decisions shall be by a two-thirds vote. Representatives of the Academic Review Boards shall meet at least once annually to review the status of academic integrity at The University of Tennessee. The results of the review, together with any recommendations, shall be forwarded to the Student Affairs Council and Faculty Senate for appropriate action.

Interfraternity Council Judicial Board

This board has primary jurisdiction in cases in which a fraternity, fraternities, or fraternity members have allegedly violated the Interfraternity Council (IFC) rules, Constitution, or By-Laws, or University Standards of Conduct. Following a hearing, the board shall determine guilt or innocence and decide upon an appropriate penalty. Appeals of these decisions are to the Student Tribunal and must be made in writing within seven (7) calendar days of notice of the decision. Individual(s) alleged to have violated a University Standard of Conduct will be referred to the Dean of Students for appropriate action. The Dean of Students, who will decide all jurisdictional questions, may assign jurisdiction over cases of individual discipline to the IFC Judicial Board. In such cases, the board will operate under the procedures established for the Student Disciplinary Board. Appeals of these decisions are to Student Disciplinary Board and must be filed with the Dean of Students in accordance with the requirements of "Appeal and Scope of Review."

MEMBERSHIP: Guidelines for appointing, replacing, and removing board members will be suggested by the Interfraternity Council to the Dean of Students for approval. Students serving as members of the Interfraternity Council Judicial Board must be active members of fraternities in good standing during their terms of office. Members of this board will be required to participate in training seminars scheduled by the Office of Student Judicial Affairs.

Panhellenic Judicial Board

This board has primary jurisdiction in cases in which a sorority, sororities, or sorority members have allegedly

violated the Panhellenic rules, Constitution, or By-Laws, or University Standards of Conduct. Following a hearing, the board shall determine guilt or innocence and decide upon an appropriate penalty. Appeals of these decisions are to the Student Tribunal and must be made in writing within seven (7) calendar days of notice of the decision. An individual(s) alleged to have violated a University Standard of Conduct will be referred to the Dean of Students for appropriate action. The Dean of Students, who will decide all jurisdictional questions, may assign jurisdiction over cases of individual discipline to the Panhellenic Judicial Board. In such cases, the board will operate under the procedures established for the Student Disciplinary Board. Appeals of such decisions are to Student Disciplinary Board and must be filed with the Dean of Students in accordance with the requirements of "Appeal and Scope of Review."

Student Publications Board

If, in the opinion of either the Director of Student Publications or the appropriate student editor, a student staff member of a university publication has violated a standard in the Code of Ethics of the American Society of Newspaper Editors or other university regulation, and by doing so has compromised his/her effectiveness in the position he/she holds, that student staff member may be temporarily suspended for a period not to exceed ten (10) calendar days without financial penalty until the Student Publications Board meets, considers, and adjudicates the alleged infraction. A finding by the Student Publications Board may be appealed by either party through the appropriate administrative channels.

Student Disciplinary Boards

The primary hearing boards are the Student Disciplinary Boards. Each is comprised of five (5) student members. The number of boards required will be determined by the Dean of Students. These boards share a pool of 15 alternate members to be used as needed during the year. The Student Disciplinary Boards have the following responsibilities:

1. To hear allegations of student misconduct involving violations of the Standards of Conduct or of University Housing or Dining Services rules and regulations referred to the board for original jurisdiction by the Dean of Students.
2. To determine whether the student violated a Standard of Conduct and establish an appropriate penalty.
3. To hear individual discipline cases appealed from the Interfraternity Council or Panhellenic Council

Judicial Board and to make decisions appropriate with appellate responsibility.

Appeals from the Student Disciplinary Boards may be made to the Student Tribunal or Student Affairs Council in accordance with the procedure provided in "Appeal and Scope of Review."

MEMBERSHIP: Members and alternates of the Student Disciplinary Boards shall be screened and selected by a committee composed of the Director of Student Judicial Affairs, a chairperson of one of the Student Disciplinary Boards, and the Dean of Students or their representatives. During spring term and at other times when vacancies arise, the Dean of Students shall call for applications for membership on the Student Disciplinary Boards by placing an appropriate announcement in *The Daily Beacon*. Members or alternates selected for membership must be sophomores or above. Undergraduate and law students must have at least a 2.0 overall grade point average. Graduate students must have at least a 3.0 grade point average in all graduate work attempted. No person may serve more than one academic year (not including summer school) unless he/she has been reappointed to the board by the screening committee (screening is not required for reappointment). A member may be removed from office for cause by the Student Affairs Council following notice and a hearing.

At the first meeting in the fall or after a vacancy on a board, the Director of Student Judicial Affairs shall appoint a chairperson for each board. Unless reappointed, the chairperson's term ends at the first meeting in the succeeding fall. In the absence of the chairperson, one of the members shall assume the duties of the chairperson and shall conduct the hearing and rule on all motions, subject to objection from the other board members.

HEARING PROCEDURES:

The following procedures are followed for Student Judicial Board hearings:

1. A quorum of three (3) board members must be present in order to hear a case. A majority vote of the members present is required for all decisions of the board.
2. Any board member who cannot hear the evidence fairly and objectively for any reason is obligated to dismiss himself/herself from the case.
3. The chairperson shall ascertain that the accused has been advised of his/her rights and shall then read the statement of charges. A student who fails to appear before the Student Disciplinary Board in accordance

with proper notification shall be deemed to have waived his/her rights to be present during the presentation of evidence to the board, to know the evidence against him/her, to present evidence in his/her own behalf, and to exercise reasonable cross-examination of witnesses appearing against him/her. This waiver shall become effective if the student fails to appear at the designated time and place of the hearing unless prior to the time set for the hearing, the student communicates in writing to the Dean of Students good cause for granting a continuance of a scheduled hearing.

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

5. The chairperson is in charge of maintaining an orderly discussion throughout the hearing. Proceedings should be conducted with fitting dignity and should reflect the importance and seriousness of the hearings. Any person who fails to follow the instructions of the chairperson after a warning shall be referred to the Dean of Students for appropriate disciplinary action.

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

7. The Dean of Students or his/her designee shall present such evidence as he/she has at the hearing, including any witnesses. He/she shall not present written statements as evidence unless circumstances make such presentation necessary and unavoidable. Under similar restrictions, the accused may present written statements in his/her defense. Unsigned statements shall not be admitted as evidence. Hearsay evidence is, however, admissible.

8. After the presentation of evidence by the Dean of Students, or his/her designee, the accused shall be allowed to present all relevant evidence. If a not guilty plea has been entered, evidence in mitigation of the alleged offense shall be presented only after the board has determined the issue of innocence or guilt.

9. During board deliberations, all persons except the board members shall be excused from the hearing room. All matters upon which the decision may be based must be introduced at the hearing, and the decision shall be based solely upon the evidence presented. No mention will be made during the

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

10. After a determination of guilt by the board, the previous disciplinary record of the accused, if any, shall be given to the board together with the recommendation of the Dean of Students as to an appropriate penalty.

11. After the Board determines the penalty, the accused shall be advised in writing of its decision.

12. The results of the board's decision shall be kept on official university judicial forms, and such a record will be considered sufficient. If a verbatim record of the hearing is prepared, it shall be retained in the custody of the Dean of Students and considered a confidential disciplinary record. If necessary for adjudication of an appeal, the Dean of Students may prepare a summary certified by the chairperson of the Student Disciplinary Board or that portion of the record that has been designated by the Tribunal or Student Affairs Council as material to the appeal.

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

Student Tribunal

The Student Tribunal has primary jurisdiction in cases of conflicts between student organizations or conflicts between individuals and student organizations, cases which involve interpretation of the Student Government Constitution, cases of challenge to results of Student Government elections, and discipline cases involving charges of dishonesty in these elections. Procedures for hearings are set forth in the Tribunal By-Laws. The Student Tribunal has appellate jurisdiction to review decisions of the Student Disciplinary Boards, the Panhellenic Judicial Board, and the Interfraternity Council Judicial Board in those cases concerning alleged violations of the IFC or Panhellenic rules, Constitution, or By-Laws, or violations of University Standards of Conduct by a fraternity or sorority. Any other jurisdiction may be assigned by the Dean of Students. The forms to be used on appeal and other procedural requirements shall be established by Tribunal By-Laws. The Tribunal By-Laws must be approved by the Judicial Advisory Board and the Dean of Students.

MEMBERSHIP: The Student Tribunal consists of seven (7) members. Members and alternates are selected by a screening committee composed of the Director of Student Judicial Affairs, the Chairperson, the Chairperson of the Tribunal, and the Director of Student Judicial Affairs or their representatives. During spring term and at other times when vacancies arise, the Dean of Students shall call for applications for membership by placing an appropriate announcement in *The Daily Beacon*. Members and alternates selected must be juniors or above. The minimum overall grade point average required is 2.0 for undergraduates and law students, and 3.0 for graduate students. Because of the basic appellate nature of this board, special consideration will be given to an applicant with a legal background or previous experience on a Student Disciplinary Board. No person may serve more than one academic year (not including summer school) unless he/she has been reappointed to the board by the screening committee (screening is not required for reappointment).

Student Affairs Council

The Council has jurisdiction to review decisions of the Student Tribunal, decisions of the Academic Review Boards (except a board's decision to support the instructor in a student's appeal of a professorial penalty), and appeals filed by the Dean of Students of any board's decision. The decision of any board or administrative officer of the University of Tennessee is subject to review by the Chancellor and President of the University of Tennessee.

MEMBERSHIP: The Council is composed of the following members: The Vice Chancellor for Student Affairs who serves as chairperson; All the deans of the University of Tennessee, Knoxville; Three (3) faculty members, associate professor or above, appointed by the faculty senate (the initial term shall be staggered so that one new faculty member is appointed each year after the initial appointment); and eight (8) student members (one of whom shall be a graduate student) appointed by the Student Government Association for a period of one year. The Council shall periodically review the status of student conduct and the judicial system and make appropriate recommendations.

Emergency Powers

When, in the judgment of the Student Affairs Council of The University of Tennessee, conditions are such that it is impractical for the Student Disciplinary Boards to function, the Vice Chancellor for Student Affairs may suspend these procedural regulations and appoint an ad hoc committee to hear disciplinary matters. Any such ad hoc committee shall follow procedures that will ensure

the protection of the rights of the student involved as stated herein. Any decisions by the ad hoc committee may be appealed to the Student Affairs Council.

Special Note

Seminars on judicial and disciplinary procedures shall be conducted annually, and at such other times as is necessary, by the Office of the Dean of Students. All individuals serving on university judicial boards must attend these training seminars. A waiver of this regulation may be issued by the Dean of Students only for “good cause.” Training seminars should commence as soon as possible following selection of new judicial board members. In addition to the Dean of Students, the Student Tribunal, the Judicial Advisory Board, the Director and Associate Director of Student Judicial Affairs, and Residence Hall staff will be involved in the annual seminar and in a continuing training program.

PENALTIES

The penalties which may be assessed and brief explanatory notes are as follows:

Loss of Privilege

These penalties are intended to serve as reminders of operating regulations and are for specific periods of time. Such penalties may include loss of scholarship, stipend, right to participate in certain extracurricular activities, use of facilities, etc.

Disciplinary Reprimand

Disciplinary reprimands are used for minor infractions. A reprimand indicates that further violations will result in more severe disciplinary actions. Reprimands may be issued to a student orally or in written form.

Disciplinary Probation

Disciplinary probation means that a student is permitted to remain in the university on a probationary status. If a student is found responsible for a similar violation during probation the student may be suspended. Other conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer or to participate in specified student activities. The Dean of Students and/or the Director of the Office of Student Judicial Affairs who is charged with the responsibility of supervising those on probation may also specify the terms of probation.

Suspension for a Specific Period of Time

Suspensions for a specific period of time is used in cases of serious misconduct or repeat offenders and means

that the student is withdrawn from the university and is not eligible to apply for readmission for the designated period of time. Usually, the period of designated suspension does not exceed one year.

Indefinite Suspension

Indefinite suspension means that no specific date has been recommended by the board for the readmission of the suspended student. This penalty is used when the prognosis of rehabilitation is uncertain and the board desires that some additional evidence of rehabilitation be presented by the student before he/she is readmitted to the university. Applications for readmission shall be considered by the Student Affairs Council.

Permanent Dismissal

Permanent dismissal means that a student is permanently barred from matriculating as a student on the Knoxville campus. This penalty is used when the violation of one or more of the institution’s Standards of Conduct is deemed so serious as to warrant total and permanent disassociation from the university community without the possibility of re-enrollment; or when by his/her repeated violation of the institution’s Standards of Conduct, a student exhibits blatant disregard for the health and safety of other members of the university community or the university’s right to establish rules of conduct.

In cases where a board desires to impose permanent dismissal or suspension, it may be so recommended to the Dean of Students. In the event a recommendation for permanent dismissal or suspension is not approved by the Dean of Students, he/she may substitute any less severe penalty. If probation is substituted, it may be for a greater period than the period specified for suspension. The Dean of Students shall notify the Director of Student Judicial Affairs when a recommendation for permanent dismissal or suspension is not approved.

APPEAL AND SCOPE OF REVIEW

Appellate Process

The disciplinary action of any board may be appealed to the next higher board. The standard procedure for an appeal is as follows:

1. In all cases, the request for appeal must be submitted in writing to the Dean of Students within seven (7) calendar days of written notice of the board decision. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.

2. If written briefs are submitted or if required by the appellate board's by-laws, they must be submitted within the same time allowed for filing a request for appeal. Under normal circumstances, appeals will be heard within fourteen (14) days after they have been filed.

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

4. The appellate board will review the request for appeal as well as with any written briefs or other supporting documents to determine if the appeal presents a substantial question within the scope of review. The scope of review shall be limited to the following:

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

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

C. Due Process: In cases appealed on the grounds of denial of due process, the moving party must show that the adjudicatory process of the initial hearing was not conducted in conformity with properly prescribed procedures. In this regard, the moving party must also show that the alleged discrepancy was materially adverse to the moving party's interest. Nothing contained in the foregoing shall be construed as limiting the right of the Dean of Students to request the Student Affairs Council to review the decision of any judicial board.

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

Appellate Jurisdiction

The appellate jurisdiction of each judicial board is set forth as follows:

Student Disciplinary Board

Decisions of the Interfraternity Council or Panhellenic Judicial Boards involving individual discipline.

Student Tribunal

Decisions of the Student Disciplinary Boards and decisions by the Panhellenic Judicial Board, or decisions of the Interfraternity Council Judicial Boards in cases of alleged violation of the IFC and Panhellenic Council rules, Constitution or By-Laws, or violations of University Standards of Conduct by a fraternity or sorority. If a student appeals a professorial penalty for alleged academic dishonesty to an Academic Review Board and the Board supports the instructor, the student may make an appeal based on procedural due process to the Student Tribunal.

ADDITIONAL PROCEDURES

Academic Dishonesty

Student classroom conduct, including academic dishonesty, is the immediate responsibility of the instructor. He/she has full authority to suspend a student from his/her class, to assign an "F" in an exercise or examination, or to assign an "F" in the course. In addition to or prior to establishing a penalty, the instructor may refer the case to an Academic Review Board by notifying the administrative head of his/her academic unit and the Office of the Dean of Students, which shall prepare and present the case to the appropriate Academic Review Board. In all cases involving suspension of a student from his/her class, the student must be provided a hearing, as hereinafter described, prior to the effective date of such suspension.

Notification

An instructor shall notify, in writing, countersigned by the department head, any student to whom a penalty is 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.

Appeal of Professorial Penalty

Initially a student shall discuss the penalty with the instructor involved and, if necessary, the department head (when no department exists within the academic unit, the administrative head may appoint an individual to fulfill this responsibility). If the student is unable to resolve the penalty with the instructor and department head, he/she may appeal said penalty to the Academic Review Board by notifying the Dean of Students within seven (7) calendar days of receipt of written notice of the penalty from the instructor.

STUDENT APPEAL STATEMENT: An appeal by a student to an Academic Review Board must be in writ-

ing. It is the responsibility of the student to make a complete and thorough case for the appeal to the Board. This is particularly important because of the procedure which allows the Academic Review Board to make a determination based on documentary evidence without providing the student an opportunity to make an oral presentation. The appeal statement should contain the following information:

1. Name the person your appeal is against, what class (if any) is involved, and when and where the problem took place.
2. What is your complaint? In what way were you aggrieved, harmed, injured, or denied your rights? (Example: unjust allegation of academic dishonesty)
3. Give specifics of the problem. A mere statement like, "I did not cheat, misuse materials, etc. ..." is not sufficient. State why you feel the penalty is improper or unfair.
4. Verification: What papers, exams, reports, etc., exist to verify your statements? Is there anyone (another student, advisor, etc.) who can verify the facts?
5. History: What have you done to solve the problem? Have you talked to the person with whom you have the problem? To whom have you talked or attempted to talk? When?
6. Remedy: What solution do you want to your appeal?
7. Identification: Give your name, university email address, telephone number, and student identification number. Sign the appeal statement.

Academic Review Board Hearing

The procedure for adjudication of alleged acts of academic dishonesty by the Academic Review Board shall be in accordance with the rules governing other violations of university Standards of Conduct. The procedure shall be established by the Academic Review Board with the approval of the Student Affairs Council. The procedure adopted shall provide necessary safeguards to ensure that fundamental fairness is extended both to the student and the instructor involved. The hearing procedure shall also provide for a two-step process as follows:

Step One: The Academic Review Board shall review all written documentation and, if necessary, conduct a pre-

liminary investigation to determine if a full evidentiary hearing by the board is necessary.

Step Two: If a formal hearing is approved by the Academic Review Board, the procedure for that hearing shall include the right to counsel, the right to cross examination, the right to a closed hearing, the right to challenge members of the board for cause, and the right to receive a written decision of the board.

DECISION AND RIGHT OF APPEAL: If the board supports the determination made by the instructor, the case is terminated. However, an appeal based upon procedural due process may be made to the Student Tribunal in accordance with its prescribed procedure. If the board makes findings and recommendations at variance with the determination of the instructor, these recommendations shall be forwarded to the instructor and the administrative head of the academic unit. The instructor may choose to either accept or not accept the recommendations of the Academic Review Board.

Instructor Accepts Recommendation: If the instructor accepts the recommendations of the board, the case is terminated.

Instructor Does Not Accept Recommendation: If the instructor elects not to follow the recommendation of the Academic Review Board, the student may appeal the penalty to the Student Affairs Council by notifying the Office of the Dean of Students.

The results of the appeal shall be forwarded by the Dean of Students to the administrative head of all academic units involved.

Appeal of Academic Review Board Decision

An appeal of a decision of the Academic Review Board concerning alleged academic dishonesty is to the Student Affairs Council and shall be conducted in accordance with the appeal procedure specified in "Appeal and Scope of Review." The right of the university to appeal any decision of an Academic Review Board regarding alleged violations of academic dishonesty may be exercised by the head of the academic unit involved by notifying the Office of the Dean of Students.

DECISION AND RIGHT OF APPEAL: If the Student Affairs Council supports the determination made by the instructor, the case is terminated. Any other recommendations of the Student Affairs Council will be forwarded to the Chancellor for final adjudication (when a case involves a graduate student, it shall be forwarded to the

Dean of Graduate Studies and the Chancellor for final adjudication). The results of the appeal shall be forwarded by the Dean of Students to the administrative head of all academic units involved.

Review of Decision by the Chancellor or President

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

Violation of Residence Hall Regulations

Initially, violations of residence hall regulations will be handled by the Hall Director of the appropriate residence hall. Based upon the nature of the alleged violations and the past conduct of the accused, the Hall Director shall determine if the Hall Director Option is appropriate or refer the case to the Dean of Students. If the Hall Director Option is deemed appropriate, it will be administered as follows:

1. The accused student will be notified in writing:
 - A. That he/she is suspected of an alleged violation;
 - B. Of the circumstances of the violation;
 - C. Of his/her rights under the judicial system;
 - D. Of his/her rights to have his/her case heard by a Student Disciplinary Board;
 - E. That the Hall Director Option does not include imposition of a penalty; and
 - F. That acceptance of the Hall Director Option constitutes an admission of guilt which may be introduced at any subsequent disciplinary hearing.

2. If the student accepts the Hall Director Option, he/she shall reply, in writing:
 - A. Acknowledging his/her participation in the alleged offense;
 - B. Waiving his/her right to a hearing before the Student Disciplinary Board; and
 - C. Waiving a right to appeal the administrative decision.

3. If the student requests that his/her case be heard by a Student Disciplinary Board, the case shall be referred to the Dean of Students for action in accordance with violations of Standards of Conduct.

When allegations of individual misconduct are referred to the Dean of Students, the student will be scheduled for a conference. In the event that the student wishes to waive his/her right to a hearing before the Student Disciplinary Board and have his/her case determined administratively, he/she may request the

Dean of Students to assume jurisdiction. If the Dean accepts jurisdiction, he/she may, after determining that a violation was committed, impose an appropriate penalty. Once a student has been informed of his/her rights and has voluntarily waived in writing his/her right to a hearing before the board, the action of the Dean of Students shall be final except in cases of indefinite suspension or permanent dismissal which may be appealed to the Student Affairs Council. If the matter is not resolved by the conference, the Dean of Students shall refer it to an appropriate board.

Investigations

All university investigations shall be conducted in an ethical manner. The policies governing searches of student rooms and effects and interrogations are outlined below. Facts and information concerning an alleged incident of misconduct involving a student or students are gathered and studied by responsible staff or faculty members. If the results of the investigation suggest a violation of university policy or standards, or if an unfounded report jeopardizes a student's reputation, the student is called for an interview concerning the report and the results of the investigation. During this interview the student is informed that the interview is a matter of record and the information given may be used against him/her but will be treated in confidence by the university.

Inspections and Searches

Entry by university authorities into occupied rooms in residence halls will be divided into three categories: inspection, search, and emergency.

Inspection

Inspection is defined as the entry into an occupied room by university authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Scheduled inspections by on-campus authorities with the exception of daily janitorial operations shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection there will be no search of drawers, closets, or personal belongings. This policy is applicable for residence halls and fraternity houses.

Search

Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law. On-campus authorities will not enter a room for purposes of search without permission from the resident(s) or prior permission from a) the

Dean of Students, b) the Vice Chancellor for Student Affairs, c) their designees, or d) in compliance with federal or state law.

SEARCH OF A RESIDENCE HALL ROOM: A request for permission to search may be made by a Hall Director, Assistant Hall Director, or their superiors when reasonable cause exists to suspect that a violation is occurring or has occurred. If permission to search is verbally authorized, it must be verified in writing to the occupant(s) of the facility searched by the hall staff member requesting the search. A copy of the authorization form shall be presented to the occupant(s) or left in the room if the occupant(s) is absent. The authorization form shall contain the following: a) description of the place to be searched; b) name of the person authorizing the search; c) description of the item(s) sought; and d) name of the person requesting the search authorization.

SEARCH OF A FRATERNITY HOUSE: For purposes of search, the fraternity house will be divided into open and closed areas. The closed areas will be the dorm section and chapter room. University authorities may enter the open areas for purpose of inspection or search without permission, but there will be no search of personal belongings. University authorities will not enter the closed areas without written permission of a) the Dean of Students, b) the Vice Chancellor for Student Affairs, c) their designees, or d) in compliance with federal or state laws.

Emergency

An emergency situation exists when the delay necessary to obtain a search authorization constitutes a danger to person, property, or the building itself.

Should a resident believe that a university staff member has misused or abused his/her authority to inspect his/her room, the resident should file a complaint. He/she may prepare a written statement for review by the Judicial Advisory Board. The statement should be delivered to the Office of the Dean of Students. Or, if he/she prefers, the resident may state his/her complaint to an Area Coordinator or to a staff member of the Office of the Dean of Students. The complaint will then be investigated, appropriate action will be taken, and the student will be informed in writing of the results of the investigation.

Arrests

Arrests of students on campus may be made by police officers. Alleged thefts in the University Bookstore and alleged thefts, assaults, or use of drugs in university housing have led to arrests by police officers or referral by

appropriate administrators for arrest. The Dean of Students or his/her designee is notified of the arrest and prepares on-campus charges when appropriate. The student who may have violated a criminal law and a university Standard of Conduct is subject to rulings by both jurisdictions.

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

He/she may remain silent;

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

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

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

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

UNIFORM ADMINISTRATIVE PROCEDURES ACT

The university, with the assistance and advice of students, employees and other members of the university community, has developed procedures for handling a variety of situations involving student rights and privileges. Examples of these procedures, including opportunities for a hearing, are included in this student handbook. The university believes that these procedures will serve the interests of students in obtaining full and fair hearings with minimum expense, complexity, and inconvenience. An alternative to these procedures, however, is the Uniform Administrative Procedures Act (Public Acts, 1974, Ch. 725 Tennessee Code Annotated §4-5-101 et seq.), which became effective July 1, 1975. This act provides that any party whose legal rights, duties or privileges are required by any statute or constitutional provision to be determined after an opportunity for a hearing, shall be afforded an opportunity for such a hearing in accordance with the provisions of Tenn. Code Ann. §4-5-301 et seq.

Whenever a student requests a hearing to which he/she is legally entitled by virtue of the Uniform Administrative Procedures Act, that hearing will be conducted in accordance with the provisions of the “contested cases” section of the Uniform Administrative Procedures Act (Tenn. Code Ann. §4-5- 301 et seq.), unless the student executes a waiver of his/her right to proceed under the Act and elects to follow the procedures set forth in the student handbook. If a student elects to invoke the hearing procedures of the Act, no right exists to pursue the university’s procedures herein stated, or to appeal through the Chancellor and to the President, since the Act provides a method of review of agency action. Appropriate waiver forms are available to students desiring to proceed under the university’s procedures. Contact the Office of Student Judicial Affairs, 409 Student Services Building.

GENERAL CAMPUS POLICIES AND PROCEDURES

ACCESS TO CAMPUS

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

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

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

FACILITIES AND GROUNDS USAGE

Guidelines to be followed in implementing university policies concerning the use of facilities and grounds shall include, but not be restricted to, the following procedures:

1. Campus streets and adjoining sidewalks maintained by the City of Knoxville shall not be deemed university grounds for purpose of these policy statements.
2. Signs bearing the message “Use of This Facility Restricted to Students, university Employees and Guests,” shall be placed at the entrances to all facilities used primarily for student activities.
3. Persons in charge of the University Center and RecSports Facilities shall make, in cooperation with the University Police Department, regular and mandatory identification checks of persons using these facilities.
4. Campus service and RecSports Facilities shall be restricted to university personnel and bona fide guest-, visitors and invitees. Persons in charge of these facilities shall make regular and mandatory checks for identification or qualification.
5. Generally, programs and activities of student organizations and groups shall be restricted to members, guest-visitors and university personnel. Student organizations and groups desiring to have programs and activities open to the public shall have such events approved in advance by the Dean of Students.
6. The Vice Chancellor for Student Affairs or other authorized university official shall require, if deemed advisable, acceptable identification for admission to university events or programs not open to the public. Implementation of this requirement shall be accomplished in cooperation with the sponsoring university organization or group.
7. Written reports of identification checks and incidents germane to these policies shall be submitted to the Vice Chancellor for Student Affairs or a designee.

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

FREEDOM OF ASSEMBLY AND DEMONSTRATION

Because free inquiry and free expression are indispensable to the attainment of the goals of a university, the University of Tennessee encourages students to develop the capacity for critical judgment and to engage in an independent search for truth. The institution supports the rights of students and other members of the University of Tennessee community to express freely their views for or against actions and opinions with which they agree or disagree.

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

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

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

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

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

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

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

FREEDOM OF EXPRESSION AND SPEECH

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

To these ends, registered student organizations on campus may freely select, without prior restraints, persons they wish to invite as guest speakers. There are no restrictions to control the point of view expressed by speakers other than those imposed by local, state, and federal laws. Any person sponsored by a registered campus organization is free to speak. This openness of forum does not release speakers and sponsors from accountability to campus and civil authorities under university regulations, local, state, and federal laws; and it does not countenance disruption of the university, injury to persons or property, obscene or indecent behavior, or incitement to riot as defined by these regulations. The sponsoring organization shall be responsible for informing its guest speakers of these restrictions and advising them that violation of the law may result in arrest and prosecution by appropriate authorities (and violation of university regulations may result in termination of the program). Granting of an invitation to a speaker does not imply approval or sponsoring of the speaker's views by the university.

Any student group inviting a speaker must register the name of the speaker, the date and time of the appearance, and such pertinent information as will facilitate adequate physical preparations and adequate publicity for the event with the Office of the Dean of Students. Officers and program chairpersons of all registered organizations are advised that reasonable notice will be necessary to handle requests for facilities and security. The criterion for a negative decision will be a demonstrable inability to make such physical arrangements. The events scheduling procedure will not be used as a device for a prior restraint of speakers. When a negative decision on a particular speaker must be made, the sponsoring organization is free to seek a more suitable date. It shall be the responsibility of the Dean of Students to consider and dispose of procedural complaints.

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

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

It is recognized that in the area of speaker policy, as in other areas, the administration has no legal power to delegate its basic authority and control over the university to any other person or group. In that connection, it is possible that a situation may arise in which the above described speaker policy might have to be suspended and replaced with such action as seems needed and in

accordance with state and federal constitutional principles as applied to the concrete situation presented. Students representing various points of views, when exercising the privilege to invite outside speakers to the campus, are expected to act as a responsible part of the university community and to exercise this privilege with discretion. In that connection, the university speaker policy is not to be interpreted to concede any absolute autonomy to the student sector if a tense situation arises which clearly involves matters of proper concern to the academic community as a whole.

LITERATURE DISTRIBUTION

The distribution of leaflets and handbills and the circulation of petitions on campus shall be free and unhindered. Any material to be distributed should be in accordance with the applicable local, state, and federal laws. Special racks and bulletin boards are provided at numerous places on the campus and may be used by members of the university community. Litter produced by an individual and/or group as a result of leafleteering is the responsibility of the individual or group. Continued littering will result in appropriate judicial action. Traffic and specialized usage of certain facilities dictate the following specialized guidelines:

IN THE CLASSROOM - generally not permitted; special requests should be presented to the professor using the classroom.

IN ACADEMIC BUILDINGS - requests should be presented to the academic officer in charge of the facility.

IN THE UNIVERSITY CENTER - booths are provided for organizations in the lobby of the first floor; bulletin boards and literature distribution racks are numerous. Traffic usually precludes wholesale distribution in other areas. Consult the Director of the University Center in special cases.

IN RECSports FACILITIES - requests should be presented to the Administrative Office (upper level) in the TRECS facility for approval by RecSports administration. Requests for the TRECS, Student Aquatic Center, Bubble, Intramural Field, HPER Building, and surrounding grounds must be submitted to this location for approval.

IN RESIDENCE HALLS - distribution is limited to the main bulletin board and/or literature distribution racks in the main lobby. Distribution may not take place in the living areas of the residence hall. Postal boxes may not be used unless the material is

considered U.S. Mail. For special pamphlet/leaflet distribution in lobby areas, approval of the hall student government and the Hall Director is required.

IN CAMPUS OUTDOOR AREAS - posting of information is only allowed on general bulletin boards. For a complete list of board locations visit the Facilities Services website. Posting of any item on painted surfaces, doors, or windows is prohibited. Items posted in violation of this policy will be removed, and the individual posting them will be assessed any costs of removal or repair of damage.

POLITICAL ACTIVITY

The University of Tennessee recognizes and appreciates the growing interest of students in the political processes related to local, state, and federal governments. Student participation in political campaigns is a natural and desirable result of the enfranchisement of all students. Accordingly, it is the intent of the university to provide, within the constraints of university regulations and local, state, and federal laws, a campus environment in which students may participate fully in appropriate political activity. Toward that end, the following guidelines shall apply to the political activity of students on UT campuses:

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

SOLICITATION

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

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

the registered student organization, the statement in its constitution will be followed.

Requests for approval of any form of solicitation must be made online at <http://go.utk.edu/events> no later than seven working days preceding the date of the proposed date of the activity. Prior to approval by the Office of the Dean of Students, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval for the project is not a guarantee of the availability of the space. The Office of the Dean of Students will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the residence halls will not be used for purposes of solicitation.

PARENTAL NOTIFICATION POLICY

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

ALCOHOL ON CAMPUS

University regulations prohibit all student organizations from serving or permitting the consumption, possession, or display of any alcoholic beverage or containers at any time, or by anyone on university premises. Student organization officers are responsible for refusing admission to their social gatherings of persons under the influence of alcoholic beverages. Student organizations sponsoring any social affair are responsible for its general decorum.

POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

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

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

Violation of this policy is grounds for disciplinary action - up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-17-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

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

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

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

ALCOHOL ABUSE HEALTH RISKS

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

DRUG USE HEALTH RISKS

- Overdosing — psychosis, convulsions, coma, death
- Long term use — organ damage, mental illness, malnutrition, death
- Casual use — heart attack, stroke, brain damage, death
- Needles — infections, hepatitis, AIDS, death
- If a pregnant mother uses drugs, her baby can be born addicted or dead.

OFFICIAL UNIVERSITY OF TENNESSEE, KNOXVILLE ELECTRONIC MAIL POLICY

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

To set up your UT email account, visit <http://tmail.utk.edu/initialsetup/>

INCIDENTS OF BIAS

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

Definitions:

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

Bias/Hate Crime – Is defined as any criminal offense or attempted criminal offense that one could reasonably and prudently conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, dis-

ability, gender, gender identity or expression, height, immigration or citizenship status, marital status, national origin, race, religion, religious practice, sexual orientation, socioeconomic status, or weight.

Procedure for Reporting Incidents of Bias:

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

Student Related Incidents

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

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

Faculty and Staff Related Incidents

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

- Call 911 if s/he feels threatened or in immediate danger.
- If the threat is not immediate initiate a complaint through the Department of Human Resources 865-946-8847; the Office of Equity and Diversity 865-974-2498; or the academic dean of the appropriate college. The individual may also consult her/his immediate supervisor or another person in authority within the department. Complaints lodged in any of these offices will be referred for further investigation, and as appropriate, to the University of Tennessee Police Department. We also encourage you to submit a Bias Incident Reporting Form Online at <http://bias.utk.edu/>.

Visitor Related Incidents

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

- Call 911 if s/he feels threatened or in immediate danger.
- If the threat is not immediate initiate a complaint through the University of Tennessee Police Department (UTPD), 974-3114 and/or submit a Bias Incident Reporting Form Online at <http://bias.utk.edu/>.

Procedure for Responding to Bias Incidents:

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

Critical Response Subcommittee

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

Bias Response Team

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

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

HAZING

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

INCLEMENT WEATHER

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

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

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

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

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

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

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

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

MEDICAL EXCUSE

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

NON-DISCRIMINATION

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

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

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

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

Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 865-974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

Should questions arise, please contact the Office of Equity and Diversity (OED) at 865-974 2498 or 865-974-2440.

SAFETY

Anyone who observes a situation perceived to be a safety or health concern should contact the campus Department of Environmental Health and Safety Services. If an individual observes an accident, he/she should file a report of the incident. Environmental Health and Safety Services can be contacted by telephone at (865) 974-5084 or by fax at (865) 974-0094. Contact can be made in writing (the name of the person reporting is optional) at Environmental Health and Safety Services, 916 22nd St., Knoxville, TN 37996-3503. Correspondence may be sent either by US mail or campus mail. A report can also be made by e-mail to safety@tennessee.edu. In the sponsoring of any event, particular attention should be paid to safety factors. Flammable decorations or materials and the obstruction of exits are specifically prohibited by fire laws and insurance policies. Further information in this regard may be obtained by contacting Environmental Health and Safety Services at the address noted above.

SECURITY INFORMATION

In accordance with The Tennessee College and University Security Information Act of 1989 and the Student Right-to-Know and Campus Security Act of 1999 (the "Clery Act"), the University of Tennessee has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. The UT Security Brochure for the

Knoxville campus is available on the Office of the Dean of Students web page at <http://dos.utk.edu> where you may print the entire document for your use. Additionally, a free, printed copy of this report may be obtained by any student employee, or applicant for admission or employment from the Office of the Dean of Students, 413 Student Services Building.

SEXUAL HARASSMENT

The University of Tennessee, Knoxville, campus, university-wide administration, university athletic departments, Institute for Public Service, and Institute of Agriculture are committed to providing an environment free of sexual harassment. Sexual harassment by any member (faculty, staff, students, applicants) of the university community is a violation of federal and state laws and university policy. Sexual harassment will not be tolerated. Sexual harassment is an issue that may affect any member of the university community and will be dealt with promptly by the university administration.

Definition of Sexual Harassment

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions (grades, academic progress, internship, etc.) affecting the individual; or
3. Such conduct substantially interferes with an individual's work performance, academic performance, or creates an intimidating, hostile, or offensive work environment.

This is a summary of the university's sexual harassment policy. Please refer to the full HR0280 policy (available under "Sexual Harrassment" at <http://hr.utk.edu/policies.shtml>).

What to do if you are sexually harassed:

1. Know your rights. Sexual harassment is illegal, and university policy prohibits university employees and students from engaging in sexual harassment.
2. Speak up at the time. Say "NO" clearly, firmly, and without smiling. This is not the time to be polite or vague.
3. Don't blame yourself. Sexual harassment is an

unwanted action that the harasser decides to take.

It is not your fault.

4. Don't delay. If you delay action, the harassment is likely to continue. An employee or student may obtain information and assistance by contacting the Office of Equity and Diversity, the dean of students, a department head or dean, or human resources.

Where to go for help or more information:

Office of Equity and Diversity (OED)

1840 Melrose Ave.

865-974-2498 (V/TTY)

or

Dean of Students

413 Student Services Building

865-974-3179

or

Human Resources

600 Henley Street, Suite 224

865-974-5151

REPORTING A SEXUAL OFFENSE

When a rape/sexual offense is reported, the university will make every effort to see that the victim is offered anonymity and medical and psychological care, as well as information about prosecuting the suspect through criminal and university disciplinary channels. University students who are victims of sexual offenses are encouraged to report the incident to the UT Police. If the suspect is a student, the student victim is encouraged to contact the Office of Student Judicial Affairs immediately. All university Student Affairs staff members, including those from the Office of the Dean of Students and the Department of University Housing, can assist the victim in contacting the UT Police (865-974-3114) and the Office of Student Judicial Affairs (865-974-3171), or the victim can contact those offices directly.

A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to the University of Tennessee Regional Medical Center. If immediate attention is not warranted, the University Student Health Clinic (865-974-3135) and the Student Counseling Center (865-974-2196) should be contacted as soon as possible for appropriate follow-up with the victim. It is important that the victim seek medical attention in order to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

Students have the option of contacting Safe Haven at 865-558-9040.

Victim's Rights

Special rights attach to the victim if a suspect in a sexual offense case is a student and that suspect is charged with violating Standard of Conduct #8. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. The victim, therefore, has the right to have counsel of his/her choice present during a Student Disciplinary Board hearing. In the event a student defendant elects to have a public hearing, both the accuser and the accused have the right to have counsel as well as others present. In addition, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought as a result of these charges.

REQUESTS TO REPORT TO AN ADMINISTRATIVE OFFICE

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

SMOKING

Smoking is not permitted in university-owned buildings and parking garages. Select entrances to buildings are also smoke-free and are clearly marked.

SOCIAL ACTIVITIES

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

STUDENT RECORDS AND DATA/FERPA

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

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

Family Educational Rights and Privacy Act (FERPA)

The university's policy regarding the use and release of student records is governed by Public Law 93-380, the Family Educational Rights and Privacy Act, (FERPA, "the Act"), and the Tennessee Public Records Act. Under the terms of those laws, the university and its employees are charged with protecting the confidentiality of the educational records of its prospective, current, and former students. The university will disclose educational records to individuals other than the student in accordance with the limited exceptions set forth under federal and state law. All exceptions to this policy, including disclosure to non-university persons or agencies, shall be administered by the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Affairs, the Dean of Students, the Assistant Provost and Director of Enrollment Services, or the University Registrar. The student has the right to file complaints concerning alleged failures of the university's compliance with the Act or the regulations. Such complaints may be filed with SEPPA, U.S. Department of Education, Rm. 5411, Switzer Building, 400 Maryland Avenue, SW, Washington, D.C. 20202. Phone 202-245-0233. For complete FERPA policy details, please see appendix page 80-82.

Access by Student

A student shall be permitted to inspect and review his/her records within forty-five days following the date on which he/she notifies the university that he/she desires access to such records. Reasonable requests by a student for an explanation or interpretation of records shall be granted.

A student shall be provided, upon request, with a copy of any part or all of his/her records but may be charged an amount not to exceed the university's cost of producing the copy as a condition to receiving it. The charge for material conveniently copied will be ten (10) cents per page. Other materials will be charged according to the actual cost involved in reproducing. There is a charge of \$7.50 for an official transcript. A student shall be entitled to challenge the content of his/her records. Disputes concerning the content of a student's education record may

be settled informally between the university and the student. However, either the university or the student shall have the right to request a hearing in order to resolve the dispute. When a formal hearing is requested by a student, it shall be granted through adherence to the following procedures:

1. A challenge by a student of his/her records shall be submitted in writing by the student to the university official immediately in charge of the office or department wherein the particular records challenged are maintained.
2. The written challenge shall specify as briefly and precisely as possible the nature of the claimed inaccuracy or other defect in the records and the date of submission.
3. The challenge shall be signed by the student.
4. The university official in charge of the office or department to which the challenge is submitted shall mark the date of submission on the front page of the challenge.
5. Within ten (10) days after receipt of the challenge, the official shall notify the student in writing:
 - A. When the hearing will be conducted (no later than thirty (30) days from the date on which notification is given or mailed to the student).
 - B. Where the hearing will be conducted.
 - C. Who will conduct the hearing (the official in charge of the office or department or his/her designee may act as hearing examiner. The hearing examiner shall not have an interest in the outcome of the hearing).
6. The student shall be provided with a reasonable period of time for the hearing and shall be permitted to offer evidence in support of his/her challenge of any records, testimony or witness, or other evidence which the student reasonably believes to support his/her challenge. The student has the right to be assisted or represented by any individual of his/her choice, including an attorney. Material which is redundant or immaterial need not be accepted or considered as evidence. The hearing examiner may require that voluminous material be summarized if he/she deems such action appropriate.
7. The hearing examiner may request the presence at the hearing of witnesses in addition to those called by the student. In reaching a decision, the hearing examiner shall consider the testimony of witnesses and all other evidence available to him/her. The

student shall be made aware of and have an opportunity to rebut any evidence considered by the hearing examiner which would serve to disprove the student's challenge.

8. Within thirty (30) days of the conclusion of the hearing, the hearing examiner shall notify the student in writing of the decision reached.

9. A record of the hearing shall be maintained in the office or department concerned which notes all particulars of the challenge including date received, date of hearing, name of hearing examiner, names of witnesses, decision reached, and date on which notification of decision was sent. The record shall include a copy of the challenge, the decision, and any written or other tangible evidence submitted.

10. Decisions of examiners shall be subject to review by the Student Affairs Council.

11. If the result of the hearing is to deny the student's request for amendment of the records, the student is permitted to insert a written statement commenting on information in the records which he/she believes to be incorrect and setting forth his/her reasons for such belief. The appropriate University of Tennessee official may also insert an accompanying statement giving reasons for maintaining the written material as is recorded. Both statements will accompany the educational record whenever it is released to any third party and will be maintained as long as the educational record is maintained by the university.

Limitation on Access by Student

A student's access to their records is limited by the following:

A student shall be denied access to a parent's financial records.

A student shall be denied access to confidential letters and statements of recommendation which were placed in the university's records prior to January 1, 1975.

A student shall be denied access to confidential recommendations respecting his/her admission to the university, application for employment, or receipt of an honor or honorary recognition if he/she has signed a waiver of access rights.

1. The university shall not require any student to waive access rights.

2. A party from which a recommendation is sought may require such a waiver.

3. A student who has signed a waiver shall be notified by the university of the names of parties providing confidential recommendations.

4. Confidential recommendations and letters shall be used only for the purpose for which they were solicited.

A student shall not be permitted to inspect records which personally identify other students even if he/she is personally identified. In such a case he/she shall simply be informed of the information contained in the record.

Release of Transcripts or Information on Students' Records

(also see FERPA in appendix)

The basic rule of need-to-know is used in selecting those groups of university staff, faculty, and other employees who will have access to the records. University employees who have access to all student records are the President, Vice Presidents, Chancellor, Vice Chancellors, Provost, Academic Deans, Dean of Students, Director of Student Judicial Affairs, Director of Counseling Services, and Directors of Advising Centers. Advising Center Coordinators and Department Heads will have access to students majoring within their respective departments only. Advisors listed as official advisor for a student may have access to the student's records. Other staff or faculty requesting transcripts or information from student records other than directory information must obtain approval from one of the following: University Registrar, Assistant Provost and Director of Enrollment Services, or Dean of Students. Release of information is subject to the following procedures:

University Staff or Faculty Member

Recognition to the satisfaction of Enrollment Services personnel responding to the request is necessary. If the staff member is not readily recognized, identification must be by official University ID card. Administrators or staff members may designate another person, such as staff in that respective office, as approved to obtain copies of transcripts in that official's letter to the University Registrar, giving authority for this individual to pick up transcripts. Any individual picking up transcripts or other confidential information from the Office of the University Registrar must show a university ID or be readily recognized by the Office of the University Registrar staff. If the university administrator or staff member

desires confidential information available at another office in Enrollment Services other than records or addresses, the request must be made to the Assistant Provost and Director of Enrollment Services.

Students Appearing in Person

Student identification cards must be shown.

Completion of required request form for transcript is also necessary if transcript is to be mailed.

Graduates or Former Students Not Having Social Security Numbers

Individuals may either pick up transcripts at the office or fax their request with authorizing signature. A driver's license or photographic identification card, such as employee's identification card from a company or a military identification card, must be shown. These individuals should also give identifying information that is normally requested on the transcript request form.

Consent to Release Options

At times it will be necessary for the university to obtain a student's protected information. All consent to release information must have the following components:

- Purpose;
- Type of record to be released;
- Name of student;
- Person or class of parties to whom the information can be released;
- Date; and
- Student's signature

To access UT forms for release please see:

<http://registrar.tennessee.edu/forms/index.shtml>

Release of Other Records Information

Students may telephone the various offices in Enrollment Services to determine if a certain action in question has been taken. Examples of inquiries include: has an incomplete grade been removed for a given course (no grades will be given on phone), has transfer work been received from another institution (no details of record will be given), has application for admission been received?

Release of Records to Third Parties/Directory Information

Directory information, on the Web Directory and in sports brochures, shall be released to third parties without first obtaining the written consent of the student. (Directory information includes a student's name, semester and permanent address, university email addresses, telephone number, NetID, participation in officially rec-

ognized activities and sports, weight and height, dates of attendance, degrees and awards received, major field of study, full-time or part-time status, graduate or undergraduate level, classification, college and the most recent previous educational agency or institution attended by the student.) Public notice of the categories of information to be contained in such a directory shall be provided. A student may request directory exclusion which prevents publication of any or all such information about him/her in the Web Directory. Exclusion of a student's directory information from the Web Directory is not tied to any deadline and the information is removed whenever a request for directory exclusion is made. A request is made by following the instructions on the University Registrar's website or in person in room 218 SSB, an office of the University Registrar (<http://registrar.tennessee.edu>).

To request directory exclusion, print the Request for Directory Exclusion form, complete it and mail or fax to the Office of the University Registrar, or bring to 218 SSB. A student may request that additional stringent steps be taken to prevent disclosure of directory information to UT and/or non-UT entities.

Information contained in university records shall be provided without a student's consent:

- To third parties engaged in the validation, development or administration of tests, accreditation activities, or research conducted on behalf of the university provided such information is not revealed to any other parties;
- In connection with a student's application for, or receipt of, financial aid;
- In accordance with federal and/or state law governing the release of educational records.

Records shall be released without notifying or obtaining the consent of a student to:

- University personnel authorized by the university to have access to such records.
- Authorized federal and state government officials. A reasonable effort will be made to contact the student prior to release in response to the judicial order.
- Officials of other institutions in which the student seeks to enroll.

Educational records shall be released to third parties in emergency situations involving health or safety.

Records may be released by the university to any third party including a parent with the written consent of the student. The written consent of the student must be

signed, dated, and specify the records to be released and to whom the records are to be released. A record shall be maintained by the university which indicates all parties who have obtained or requested access to a student's educational records.

Whenever records are released to any third party, a statement shall accompany the records released stating that the release is conditioned upon the third party not permitting any other party to have access to the records without the student's written consent.

Destruction of Educational Records

At any time, all or part of a student's educational record may be removed from a file and destroyed by university personnel authorized to perform such an act. However, once a student requests access to his/her records, such removal and destruction may not occur until access has been granted.

Custodians of Student Records

The Chancellor shall serve as custodian of all student records maintained by colleges, schools, and academic departments. Student records maintained by Graduate Studies shall be the responsibility of the Vice Chancellor for Student Affairs. All other student records shall be in the custody of the Vice Chancellor of Academic Affairs, the Vice Chancellor for Student Affairs, or the Vice President for Finance and Administration. Specific student records are located as follows:

Academic Permanent Records:

University Registrar
209 Student Services Building

Admissions:

Director of Admissions
320 Student Services Building

Counseling Information Records:

Director of Counseling Center
900 Volunteer Boulevard

Current Official Address:

University Registrar
209 Student Services Building

Financial Aid:

Director of Financial Aid
115 Student Services Building

Immigration Records:

Director of Center for International Education
1620 Melrose Avenue

Placement Records:

Director of Career Services
100 Dunford Hall

Readmissions:

Director of Admissions
320 Student Services Building

Residency:

Assistant Dean of Enrollment Services
209 Student Services Building

Student Disciplinary Records:

Dean of Students
413 Student Services Building

Student Health Records:

Director of Student Health Service
1818 Andy Holt Avenue

Student Housing Records:

Director of University Housing
405 Student Services Building

Student Organization Records:

Dean of Students
413 Student Services Building

General Guidelines for the Release of Student Data

In compliance with the state and federal laws regarding confidentiality, the following guidelines will be used in responding to requests for special student data from the Office of the University Registrar. Examples of information requested in the past are lists of students by college according to academic standing, lists of all students without grade point averages, and lists of veterans.

The guidelines for release of this information are divided into three (3) categories in order to be compatible with present state and federal laws. Faculty and staff of the university will be able to obtain data on a need only basis. Access by student organizations and outside agencies, which will be kept to a minimum, and access will be limited to directory information.

Faculty, Department, College, or University Unit Request for Student Data

All requests should be directed to Student Data Resources, 218 Student Services Building.

Student Organization Requests for Student Information or Data

Requests must be submitted to the Dean of Students, 413 Student Services Building. Requests not granted approval by the Dean of Students may be appealed to the Vice Chancellor for Student Affairs, 515 Andy Holt Tower. The responsible person for the student organization must sign a statement acknowledging receipt of material, agreeing to use data only for stated purpose, and agreeing to return material to the Dean of Students for proper disposal after having no further use of the material. Costs of computer printouts, special labor for assembling material, and other expenses involved will be paid by the organization requesting the information. Charges will be made by the Office of the Dean of Students. Confidential information will be handled in this category of requests only if each student whose record is involved has previously signed releases, and the university receives assurances from the organization that the material will be handled judiciously.

Non-University Related Organization Requests for Student Data

Requests must be submitted either to the Office of the Dean of Students or the Office of the University Registrar. When it is determined that it is appropriate for the requested data to be provided, the Office of Student Data Resources will calculate the cost of such provision and will convey the charges to the requesting party.

TERMINATION OF STUDENT EMPLOYMENT

The provisions of this policy statement apply to all student employees except those on college work-study (see policy statement on termination of financial assistance.) The purpose of this statement is to provide procedures for the termination of student employees.

Definitions

Student Employee

An employee who is classified as a “student employee” by the payroll section of the Office of the Treasurer, the University of Tennessee.

Contract Employee

A student employee who has a written contract with the university providing employment for a specified period of time.

Non-Contract Employee

All students not employed for a specified period of time, their employment being terminable at the will of either party irrespective of the quality of the performance of

the other party.

Gross Misconduct

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

Grounds for Termination of Contract Employees

Contract employees may be terminated during the term of their employment for gross misconduct or inadequate job performance.

Notice

Non-Contract Employees

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

Contract Employees

Whenever a supervisor is of the opinion that a contract employee should be terminated, he/she shall notify the appropriate Vice Chancellor. The Vice Chancellor shall notify the employee in writing of the reasons for his/her immediate termination or suspension, as appropriate, and of his/her right to request a hearing in accordance with the Administrative Procedures Act (Tenn. Code Ann. §4-507 et seq.) or as hereinafter provided.

Request for a Hearing

Contract Employee

Whenever a supervisor is of the opinion that a contract employee should be terminated, he/she shall notify the appropriate Vice Chancellor. The Vice Chancellor shall notify the employee in writing of the reasons for his/her immediate termination or suspension, as appropriate, and of his/her right to request a hearing in accordance with the Administrative Procedures Act (Tenn. Code Ann. §4-507 et seq.) or as hereinafter provided.

Non-Contract Employees

Non-Contract employees may appeal their termination through the appropriate Dean/Director and Vice Chancellor to the Chancellor. No right to a hearing accompanies this right of appeal.

Responsibility of the Hearing Committee

It shall be the responsibility of the hearing committee to:

1. Conduct a hearing within ten (10) working days of the employee's request for said hearing;
2. Make findings of fact and recommendations to the appropriate Vice Chancellor;
3. Notify the employee within five (5) working days after the hearing of the committee's findings and recommendations;
4. Prepare and forward as soon as it is practicable a written report of the hearing to the appropriate Vice Chancellor.

Hearing Procedures

Employees who are entitled to a hearing as provided above are entitled to the following procedural rights:

1. A written account of the alleged misconduct or grounds for inadequate work performance;
2. Reasonable notice of the time and place of the requested hearing;
3. The assistance of a representative of his/her choice; if the employee requesting a hearing desires to be represented by an attorney, the appropriate Vice Chancellor must be notified by the employee at least three (3) days prior to the scheduled hearing;
4. To present all pertinent evidence including witnesses;
5. To confront and cross-examine all adverse witnesses.

Decision and Appeal

Hearing Committee

The appropriate Vice Chancellor shall [Within five (5) working days after receipt of findings and recommendations of the hearing committee,] notify the employee in writing of his/her decision and of the employee's right to appeal as provided by Article 5, Section 7 of the University Bylaws: Officers, faculty and staff members, students, employees, alumni, and all others who feel that they may have a grievance against the university shall have the right of appeal through the Chancellor to the President.

An employee's appeal must be submitted in writing to

the Chancellor within ten (10) working days after receipt of the decision.

Administrative Procedures Act

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

TERMINATION OF FINANCIAL ASSISTANCE

The provisions of this policy apply to student financial assistance, except graduate assistantships and fellowships.

The purpose of this policy is to provide procedures for the termination of financial assistance.

Definitions

Athletic Grant-In-Aid

A contract for financial assistance which has been approved by the Advisory Committee on Student Financial Aid and awarded in accordance with the provisions of the Constitution and Bylaws of the Southeastern Conference and the National Collegiate Athletic Association.

Financial Aid

Assistance awarded to a student in one of the following categories: federal work study, scholarships (including graduate), loans, and grants.

Notice

Athletic Grant-In-Aid

Whenever the Athletic Department proposes that the financial assistance be terminated within the contract period, the student shall be notified in writing by the Director of Financial Aid of the proposed termination. The notice shall contain the reasons for termination, the student's right to a hearing in accordance with the contested case provision of the Administrative Procedures Act or in accordance with the provisions hereinafter provided. Whenever athletic financial aid is not to be renewed at the end of the contract period, the student shall be notified of his/her right to a hearing, in accordance with the requirements of the Constitution of the National Collegiate Athletic Association, before the Financial Aid Hearing Committee (Article 3, Section 4 (d)).

Financial Aid

Whenever financial aid is to be modified or terminated, the student shall be notified of the reasons for the proposed modification or termination and of the right to appeal by contacting the Director of Financial Aid. If the

Director of Financial Aid is unable to amiably resolve the student's appeal, it shall proceed as follows:

1. If the appeal concerns interpretation of policy, the student shall be afforded the right of further appeal through the Dean of Enrollment Services and the Provost and Vice Chancellor for Academic Affairs to the Chancellor.
2. If the appeal concerns a disputed question of fact, the student shall be advised of the right to a hearing before the Financial Aid Hearing Committee or in accordance with the Administrative Procedures Act.

Request For a Hearing

The request for a hearing together with the student's election of an Administrative Procedures Act hearing or one under this policy shall be made in writing to the Director of Financial Aid within five (5) calendar days of receipt of the notice of proposed termination.

1. If the student elects a hearing under the provisions of the Administrative Procedures Act, the Director of Financial Aid shall forward the file to the Chancellor for the appointment of a hearing officer.
2. If the student elects a hearing under this policy statement, the Director of Financial Aid shall immediately forward the request for a hearing and a copy of the complete file to the Chairperson of the Advisory Committee on Student Financial Aid.

Hearing Committee

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

Responsibility of the Hearing Committee

It shall be the responsibility of the hearing committee to:

1. Conduct a hearing within ten (10) working days of the student's request for said hearing. When the university is not in session, the hearing shall be held as soon as reasonably possible.
2. Make findings of fact and a determination as to the termination of financial aid.
3. Notify the student as soon as possible of the committee's decision.
4. Notify the student of his/her right to appeal, as indicated below.

Hearing Procedures

Students who are entitled to a hearing as above provided are entitled to the following procedural rights:

1. A written notice of the alleged grounds for termination of financial assistance.
2. To reasonable notice of the time and place of the requested hearing.
3. The assistance of a representative of his/her choice. If the student requesting a hearing desires to be represented by an attorney, the university must be notified by the student at least three days prior to the scheduled hearing.
4. To present all pertinent evidence including witnesses.
5. To confront and cross-examine all adverse witnesses.

Appeal

Hearing Committee Decision

The student may appeal the decision of the hearing committee in accordance with Article V, Section 7 of the University By-Laws: Officers, faculty and staff members, students, employees, alumni and all others who feel that they may have a grievance against the university shall have the right of appeal through the Chancellor to the President. An appeal must be submitted in writing to the Chancellor within five (5) working days.

Administrative Procedures Act

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

TERMINATION OF STUDENT HOUSING CONTRACT

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

a housing contract and evicting a student from the residence hall are as follows:

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

2. If the Executive Director of University Housing (or designee) determines that the alleged misconduct would indicate that the continued residency of a student would pose a danger to the life, limb, health, or general well-being of other members of the residential community, the Executive Director (or designee) will advise the student in writing that his/her housing contract will be terminated twenty-four (24) hours from the date of the receipt of the notice, the specific reasons for this action, and the time and place of the preliminary hearing. The Executive Director of University Housing (or designee) will schedule a preliminary hearing prior to the twenty-four (24) hour termination date, the purpose of which will be to determine if sufficient grounds exist to support eviction upon twenty-four (24) hours notice as provided in the housing contract. At the conclusion of the preliminary hearing the student will be advised of the decision of the Executive Director (or designee), and if immediate eviction is upheld, of the student's right to a full evidentiary hearing, as provided in paragraph three (3) below, as soon as practicable. If the student does not attend the preliminary hearing, the termination and eviction will become effective as set forth in the original letter of notification.

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

A. If the student elects a hearing under the provisions

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

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

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

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

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

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

VOLCARD

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

immediately report it lost or stolen if the card is not in their possession. It must be shown when requested by any university official.

WEAPONS

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

ACADEMIC POLICIES AND PROCEDURES

GUIDELINES FOR STUDENTS

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

Adequate Preparation

With regard to learning in his or her respective courses, the student has the responsibility to seek information (which should be readily available from the instructor) as to necessary preparation for participation in the classroom activity. The instructor should provide specific information about the course objectives, nature of testing, and course requirements. The learning and integration of the course material is the student's responsibility. Accordingly, the student should accept responsibility for adequate preparation for each class meeting, arriving for class able and willing to interact through classroom participation, testing, writing, in-class exercises, and other methods provided by the teacher. Basic to these activities is the need for the student to employ appropriate resources, as assigned by the instructor, such as textbooks, other supplies, and outside reading materials.

Academic Integrity

Study, preparation and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present his or her own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work. (See Academic Standards of Conduct, pg. 11).

Observation of Deadlines

It is the responsibility of the student to use guidelines and schedules provided by the instructor in an efficient manner. Papers and other outside assignments should be presented on time. When a student is necessarily absent from class, including laboratory, it is the responsibility of

the student to secure material he or she may have missed. When a student is absent from a test, he or she should contact the instructor immediately to see if a substitution for that test can be arranged.

Class Attendance

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 first year composition may state in a syllabus how many absences are allowed before a student receives a grade of No Credit. 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.

Academic Advising

The University of Tennessee recognizes academic advising to be a critical component of the educational experience and student success. Faculty, administrators, and professional staff promote academic advising as a shared responsibility with students. Academic advising serves to develop and enrich students' educational plans in ways that are consistent with their personal values, goals, and career plans, preparing them for a life of learning in a global society.

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 Services. 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 evaluation.

Prior to advanced registration, all students who have earned fewer than 30 hours at UT Knoxville, are on

Academic Probation, or have not declared a major within a specific college (undecided, pre-major, interest, undeclared) 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. However, students are encouraged to consult with a college or major advisor at any point during a term or academic year. Students whose ID numbers end in an even digit are required to meet with an advisor during fall semester. Students whose ID numbers end in an odd digit are required to meet with an advisor during spring semester.

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

Observation of University Deadlines

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

Student/Faculty Relationships

Freedom of Expression

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

Academic Evaluation

Students may expect their performance to be evaluated

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

Academic Integrity

The university expects that all academic work will provide an honest reflection of the knowledge and abilities of both students and faculty. Cheating, plagiarism, fabrication of data, providing unauthorized help, and other acts of academic dishonesty are abhorrent to the purposes for which the university exists. In support of its commitment to academic integrity, the university has adopted an Honor Statement (see page 11).

GUIDELINES FOR FACULTY

The brief statement that follows is intended to provide some guidelines for faculty members (all members of the university's academic teaching staff) with regard to the teaching/ learning process. The guidelines are offered in the form of advice and counsel; they are not so comprehensive as to cover every possible eventuality in the teaching/learning experience. There would be other equally good ways of handling some of the circumstances mentioned here.

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

Course Organization

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

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

Conducting the Course

The faculty member should set an example for students in being faithful in attendance and punctual in starting and ending classes. Students should be informed of all planned absences as early as possible. When a faculty member must be away from class to attend a conference or deal with other professional matters, he or she should arrange for a colleague substitute, arrange a substitute class session or substitute an assignment, in consultation with the class. In an emergency, the faculty member should have the class notified through the departmental office that he or she is compelled to be absent.

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

Atmosphere for Teaching and Learning

It is very important that the faculty member create from the beginning, and preserve throughout the course, an atmosphere conducive to learning. Both teacher and student should feel that they have come together in the common cause of the pursuit of learning. In such a pursuit, the faculty member must be continually sensitive to students' needs, desires, and expectations and should exercise the kinds of judgments which demonstrate this kind of sensitivity. This does not mean that the faculty member is subject to the wills and whims of students enrolled in his or her course, but with such faculty

awareness, unreasonable confrontations may be avoided. It is in the atmosphere of friendly and serious scholarship that the cause of learning can be most appropriately advanced. All faculty members, especially those who are official advisors, should observe regularly scheduled office hours each term for consultation with students. Faculty members who supervise graduate teaching assistants should ensure that the teaching assistant has an appropriate level of competency in the classroom.

PROBLEM RESOLUTION FOR ISSUES RELATED TO ACADEMIC COURSEWORK

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

UNDERGRADUATE GRADE APPEAL PROCESS

Appeals to the Undergraduate Council

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

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

Grounds for Appeal

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

1. A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness or accident).

2. Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper, examinations, or class attendance).
3. Inability of instructor to deal with course responsibilities.
4. An exam setting which makes concentration extremely difficult.

The Appeals Procedure

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

• **Departmental Level:** If the student appeals to the department head after attempts to resolve the matter with the instructor have failed, it is the responsibility of the department head to determine the circumstances surrounding the assignment of the grade.

If the department head has reason to believe that none of the four academic conditions specified above apply, then the department head should encourage the student to accept the assigned grade. If the student wishes to pursue the appeal further, he or she may appeal in writing to the dean of the college in which the department is located.

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

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

• **Undergraduate Council Level:** The student may forward to the Assistant Provost for Student Success and the Chair of the Undergraduate Council a statement requesting a review of the student's complaint concerning his or her grade. The appeal must be written and must be based upon one or more of the four allowable grounds, explaining in detail why the appeal is based upon these grounds. No appeals will be accepted via fax or e-mail. The appeal must be sent via mail or hand delivered and include a signature. Appeals can be mailed to The Student Success Center, Attention Appeals Committee; 1817 Melrose Ave.; University of Tennessee; Knoxville, TN 37996-3707.

The Assistant 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.

REPEATING COURSES

General Repeat Policy

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.

Grade Replacement Policy for Three Lower Division (100-200 Level) 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 C-, D+, D, or 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.

DROPPING, ADDING, WITHDRAWING FROM CLASSES

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 calendar day until the 63rd calendar day, students may drop courses which 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 (<http://cpo.utk.edu/CPOWeb/>).

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. Grades of WP and WF are not computed in the grade point average.

After the 84th day, no drops are permitted.

Summer and mini term drop and add deadlines 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 at (<http://cpo.utk.edu/CPOWeb/>). Deadline dates will be moved to the next business day 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.

ACADEMIC PROBATION AND DISMISSAL

The University of Tennessee, Knoxville, expects all students who enroll to make progress toward graduation. To graduate from UT Knoxville, a student must earn a minimum cumulative grade point average (GPA) of 2.00. The university reviews students' academic records at the end of each term to determine academic standing. The undergraduate catalog contains additional requirements for specific programs.

ACADEMIC STANDING

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

ACADEMIC PROBATION

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

- The cumulative GPA is below a 2.0, and
- The term GPA is below a 2.0

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

ACADEMIC DISMISSAL

Academic dismissal is the end result of a pattern of receiving grades that are below the university's standards

for good academic standing (GPA of 2.0 or better). Students who have been academically dismissed are not eligible to enroll in classes, either full-time or part-time at the University of Tennessee (including correspondence and on-line courses). Academically dismissed students are not permitted to live in university housing and no longer have the privileges provided through the UT student identification card (VolCard). Academically dismissed students must remain away from the university for a mandatory absence and should use the period of dismissal to reflect on and address the factors that led to poor performance.

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

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

ACADEMIC SECOND OPPORTUNITY

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

An undergraduate student may petition for Academic Second Opportunity upon meeting the following

requirements: the student has re-enrolled following an absence from UT Knoxville of at least three full calendar years; the student's previous academic record at the university was unsatisfactory (normally, below a C average); since readmission, the student has completed 15 or more graded hours (correspondence coursework may not be included in the 15 hours), earning a 2.5 GPA or above.

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

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

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

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.

Requests for withdrawal are routinely approved when the student applies by the deadline listed on the Web (<http://cpo.utk.edu/CPOWeb/>). 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 stu-

dent 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 and financial aid 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.

WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO MENTAL OR PHYSICAL PROBLEMS

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

Withdrawal

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

Temporary Suspension

Whenever a student, because of his/her mental or physical condition, constitutes a danger to persons or property, or when his/her behavior is disruptive to the normal educational processes of the university, he/she may be suspended from the university, for a reasonable period of time, by the Vice Chancellor for Student

Affairs or the Dean of Students. If the university does not withdraw the student in accordance with the procedures outlined above, he/she may return to the university at the end of the suspension period. When a student is temporarily suspended from the university, he/she may be assigned a grade of "W" or "I" whichever is deemed appropriate by the faculty member involved.

DISTRESSED STUDENT PROTOCOL

The Distressed Student Protocol is designed to assist the campus community in identifying students who appear to be a threat to themselves or others or are distressing to other members of the campus. "VolAware" is the campus prevention efforts that work to educate and disseminate information regarding mental health, suicide prevention and campus support services. The Case Management Team serves to address immediate and emerging concerns related to student behavior. Referrals to the Case Management Team can be made by contacting 865-974-HELP (865-974-4357). The University of Tennessee is committed to connecting students with the services they need to succeed in a safe environment.

DISTRESSED FACULTY AND STAFF PROTOCOL

Similar to the Distressed Student Protocol, resources exist which provide support and protection to staff and faculty employed by the University of Tennessee. The Distressed Staff and Faculty Response Team is designed to assist staff or faculty who appear to be a threat to themselves or others, or are distressing to other members of the campus community. The Response Team offers training, individual counseling through the Employee Assistance Program, and other helpful resources. If you encounter a staff or faculty member who appears to be in distress, contact 865-974-5151.

STUDENT SUPPORT SERVICES AND PROGRAMS

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs relates directly to non-academic areas of student life.

Departments and units in the Division deal specifically with the individual student. Personnel in these offices are available to provide the student with assistance, in the areas of university procedure, personal matters, campus activities, or specific services. The Division consists of the following administrative units:

Career Services; Minority Student Affairs; Office of the

Dean of Students (including Disability Services, Fraternity and Panhellenic Affairs, RecSports, Student Activities, Student Judicial Affairs, Student Orientation and Leadership Development, and Student Publications); Parents Association; Safety, Environment and Education (SEE) Center; Student Counseling Services; Student Health Services; University Center; and University Housing.

Office of the Vice Chancellor for Student Affairs

515 Andy Holt Tower

865-974-7449

<http://studentaffairs.utk.edu>

The Vice Chancellor for Student Affairs coordinates the offices of the university which serve, supervise and counsel students concerning their education and life outside the classroom.

Career Services

100 Dunford Hall

865-974-5435

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

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

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

A part-time employment service is available to students at Career Services. On- and Off-campus position listings are available on the departmental website through Hire-a-Vol or in print at Career Services. Jobs range from child care, to retail, to office work. A Part-Time Job Fair is conducted every August.

College consultants are available for students seeking assistance with internship and job searches. They provide industry specific career advising on topics including resumes, interviewing, job search strategies, and graduate school admission. Students are encouraged to make

appointments with the consultants for their colleges by contacting Career Services. Students can also take advantage of workshops, resume critiques, mock interviews, and classes offered by the staff and Peer Career Advisors.

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

The large campus-wide events include the Fall Job Fair (September), the Summer Job and Internship Fair (February), and the Spring Job Fair (March). Other fairs in particular industries occur throughout the year; check the Career Services calendar for details. The Career Services website offers a comprehensive collection of resources regarding majors, careers, and job search preparation.

Office of the Dean of Students

413 Student Services Building

865-974-3179

<http://dos.utk.edu>

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

Office of Disability Services

915 Volunteer Boulevard

2227 Dunford Hall

865-974-6087 V/TTY/VP

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

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

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

Students with documented disabilities are strongly encouraged to register with ODS as soon as they have been admitted to the university in order to ensure timely identification and provision of needed accommodations. Accommodations are determined on a case-by-case basis after reviewing appropriate disability related documentation and meeting with the student. Examples of accommodations include: peer note taking assistance, additional time or alternative testing environment to reduce distractions, books in alternate format (audio, electronic, Braille), ability to tape record lectures, sign language interpreters, transcribers, priority registration, assistive technology, and accessible transportation services on campus.

Students requesting disability related accommodations must complete and submit an ODS intake form (online or in the main office) along with all disability related documentation. Once the appropriate ODS staff member reviews and determines the student's eligibility for permanent or temporary accommodations, the student will receive written notification that their file is complete. In order to complete the intake process, the student should then schedule an intake appointment with the appropriate ODS staff member. During this intake appointment, students will be informed of specific accommodations, as well as the policies and procedures for requesting, using, and informing faculty and staff of the student's approved accommodations.

Each semester, students registered with ODS and requesting accommodations are required to complete and submit the Accommodation Letter Request form located on the ODS website. Printed copies are also available at the ODS main office. Students are strongly encouraged to submit their Accommodation Letter Request forms as soon as they have registered for classes each semester to ensure timely provision of approved accommodations. Students are responsible to schedule a meeting with each classroom professor/instructor to present the Accommodation Letter and discuss their

accommodation needs. Students are expected to follow UT, ODS, and classroom policies and procedures. Students are encouraged to communicate with their designated service coordinator on a regular basis and to immediately discuss any concerns or problems regarding their approved accommodations.

The University of Tennessee is a caring and supportive community that maintains high academic and personal expectations for each student. ODS is committed to ensuring access for students with disabilities to the university's curriculum, programs, activities, and facilities so that each student has the opportunity to realize their full potential during their tenure at the University of Tennessee.

Office of Fraternity Affairs

**413 Student Services Building
865-974-2236**

<http://fraternity.utk.edu>

The Office of Fraternity Affairs coordinates the activities of the Interfraternity Council and of the 26 social fraternities at the university. Additionally, the office provides assistance to these national fraternities in efforts of recruitment, membership education, scholarship, housing, chapter management, and leadership development.

Office of Panhellenic Affairs

**1531 West Cumberland Avenue
865-974-6604**

<http://sorority.utk.edu>

The Office of Panhellenic Affairs is located on the first floor of the Panhellenic Building and serves as the center for coordinating all sorority activities. The office staff and student leaders are readily available to provide information concerning the Panhellenic Council, individual sororities, and the recruitment registration process. For more information refer to the Panhellenic Council web page: <http://sorority.utk.edu>. The Panhellenic Building houses 15 of the 18 social sororities at UT. Although the building is not a residence hall facility, each sorority has a suite, which resembles a large living room. Sorority chapter mailboxes and a larger multi-purpose room are also located there. The building is open 16 hours a day during the academic year.

RecSports Department

**2111 Volunteer Blvd.
865-974-5165 (TRECS Welcome Center)**

865-974-0492 (Admin. Offices)

865-974-2307 (Intramural Hotline)

<http://recsports.utk.edu>

RecSports coordinates recreational and competitive activities for students, ranging from intramural and club competition to group fitness classes and outdoor adventure trips.

RecSports also operates the following facilities: the Tennessee Recreational Center for Students (TRECS), the Student Aquatic Center (SAC), the HPER Building, and the Bubble. Programs offered by RecSports include: Aquatics, Fitness, Intramurals, Informal Recreation, Outdoor Recreation, and Sport Clubs. A valid VolCard for enrolled students or RecSports membership for staff/faculty is required for participation in all programs and facilities except where noted. Please visit the website for further information on rules and policies associated with the programs and general use.

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

TENNESSEE RECREATIONAL CENTER FOR STUDENTS (TRECS)

865-974-5165

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

STUDENT AQUATIC CENTER

865-974-5167

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

INTRAMURAL SPORTS PROGRAM

865-974-2382

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

865-974-2307 (Intramural Hotline) for daily competition schedules and updates on play during inclement weather.

INFORMAL RECREATION PROGRAM

865-974-5165

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

THE BUBBLE

865-974-9766

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

HPER BUILDING

RecSports Office 865-974-4195

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

AQUATICS PROGRAM

865-974-5167

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

FITNESS PROGRAM

865-974-5165

The fitness program provides opportunities to improve fitness levels through participation in a variety of group exercise classes, wellness programming, personal fitness training and testing, and cardio and strength training

equipment. Classes are offered in step aerobics, water aerobics, kick boxing, yoga, indoor cycling and much more. All classes are free for enrolled students with a valid VolCard, and faculty/staff who are members of RecSports. Visit our website for a complete listing of class descriptions and schedules.

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

OUTDOOR RECREATION PROGRAM

865-974-9749

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

SPORT CLUBS PROGRAM

865-974-0492

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

Office of Student Activities

305 University Center

865-974-5455

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

The Office of Student Activities coordinates all major student activities for the university community. Full-time professional staff members work primarily with the students of the Central Program Council in the planning and production of these events. Other areas of responsibility include Welcome Week, Vol Night Long (late night programming), Dance Marathon, and the Student

Activities Fair. A major goal is to provide leadership opportunities for students while offering a diversified program of activities to the university at large.

WOMEN'S CENTER

301 University Center
865-974-1029

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

TEAMVOLS – VOLUNTEER CENTER

315 University Center
865-974-8481

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

The TeamVOLS Leadership Board coordinates community service activities. Members of the Leadership Board are students selected through an application and interview process each April. Students are selected to serve as Leadership Board coordinators in the following areas: Alternative Fall Break, Alternative Spring Break, Animal Outreach, Boys and Girls Clubs, Hospitals, Hunger and Homelessness, Literacy, Multicultural Outreach, Senior Citizens, Special Events, Special Persons, Sports and Recreation, Women's Issues, and Youth Outreach. Other Leadership Board positions include a Chairperson and two Vice Chairpersons.

Each year, TeamVOLS continues to grow and adapt to the needs of the students and the Knoxville community. All UT students, faculty and staff are encouraged to participate in serving the community through TeamVOLS.

Student Organizations Business Office

305A University Center
865-974-3168

The Student Organizations Business Office serves as a campus banking system for all campus organizations. Some applications for campus committees, events, and on-going activities are generally found in this office.

Office of Student Judicial Affairs

409 Student Services Building
865-974-3171

<http://judicialaffairs.utk.edu>

The Office of Student Judicial Affairs seeks to resolve university "Standards of Conduct" violations by students

and student organizations, and promotes a campus environment in which all members of the community can live and learn successfully. Student Judicial Affairs staff members initiate disciplinary proceedings when necessary, and serve as advisors to the student judicial system. The Office coordinates the monitoring process for students placed on disciplinary probation, as well as the appeals processes for academic dishonesty violations. Students, faculty, and staff members with concerns or questions regarding the student judicial process should contact the Office for advice and assistance. The Office of Student Judicial Affairs works to involve students in the judicial process, as well, recognizing the important role that they hold in promoting community standards. Students interested in serving on the Student Disciplinary Boards or Student Tribunal should contact the office for specific information about these opportunities.

Office of Student Orientation & Leadership Development

412 Student Services Building
865-974-2435

315F University Center

865-974-2313

<http://sold.utk.edu>

The mission of the Office of Student Orientation and Leadership Development (SOLD) is to introduce all entering undergraduate students and their families to university services and campus resources, and to provide all students with access to leadership development experiences. This mission is accomplished through our commitment to celebrating diversity, modeling social change, utilizing peer-leadership, and creating experiential learning opportunities.

SOLD is committed to assisting students with their personal and academic transition to the university. The Orientation programs are designed specifically for new students and parents, and are offered throughout the year.

SOLD also provides opportunities for students to maximize their potential to get involved outside the classroom and to connect to the university. SOLD offers a variety of programs and services open to any student who wants to enhance his or her leadership skills. By participating in any one of UT's leadership opportunities students can gain valuable skills that are useful in college and to future employers.

Students can become involved in Ignite Summit or Teams, the Emerging Leaders Class, the Leadership Learning Community, Leadershops, the Clifton M. Jones Leadership Conference, and the Women's Leadership Program. Students can also apply to be one of the

Leadership Guides, who are a team of undergraduate students committed to learning about leadership and serving the campus community as a peer resource team. Departments and organizations can also request Leadership Guides to present programs tailored specifically to their group via the SOLD website.

SOLD also offers leadership development for students through various positions in the office, including the Leadership Guides, Ignite Team Leaders, and Orientation Leaders. Applications for these positions are available in the fall, and each group participates in leadership training and group development activities to promote both individual growth and teamwork skills.

Office of Student Publications

5 Communications Building

865-974-3231

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

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

University Center

329 University Center

865-974-3455

<http://universitycenter.utk.edu>

The staff of the University Center Administrative Office manages the day-to-day operations of the Carolyn P. Brown Memorial University Center, balancing numerous and varied needs of patrons and tenants. The University Center, located near the center of campus, has approximately 12,000 – 16,000 visitors per day. It is a focal point on campus for programs, meetings, and leisure time activities. Referred to as “The Center of Activity,” the University Center is more than a building. Each aspect of the Center has been designed to bring people together. The University Center is the interaction of people and the growth and knowledge that occurs from that interaction. The University Center houses a wide variety of campus services and departments, including the following:

MEETING ROOM RESERVATIONS

329 University Center

865-974-3451

The University Center has 18 meeting rooms, including small, medium and large conference rooms; an auditorium; a seminar room; and a ballroom. The meeting rooms and a number of other spaces in the Center may be reserved by registered student organizations and university departments for meetings, conferences, banquets, and social gatherings. The Reservations Office also schedules an extensive array of audio-visual equipment for use in the Center’s meeting rooms. There is a charge for audio-visual equipment.

LOUNGES

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

PERMANENT ART COLLECTIONS

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

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

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

SWEET SHOP

Second Floor

865-974-1587

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

INFORMATION DESK

Second Floor 865-974-3453

The Information Desk is the central source of information in the University Center. It is located in the main lobby. The staff at the Information Desk is ready and willing to help with any questions about the University Center or the campus.

DOWN UNDER RECREATION CENTER

865-974-3450

Basement Level

The Down Under Recreation Center combines a number of leisure time activities to create a relaxing and entertaining environment for the campus community. It is a great place to unwind between or after classes. Activities include: bowling, pocket billiards, table tennis, table soccer, air hockey, two large screen television rooms, and an arcade.

UCOPY

865-974-5389

201 University Center

Located in room 201 of the Center, UCOPY offers a variety of copying and graphic design services to the university community. Services include regular and color copies, black/white and color banners and posters, T-shirts, computer generated graphics, lamination, buttons, faxes and more.

CENTRAL TICKET OFFICE*127 University Center*

865-974-3381

The Central Ticket Office sells tickets to Cultural Attractions Events, concerts, community events, KAT (Knoxville Area Transit) bus passes, and Six Flags over Georgia. The Central Ticket office serves as a Tickets Unlimited Outlet.

Tickets for UT Theatre productions must be obtained at the Clarence Brown Theatre box office. Athletic tickets for faculty, staff, and public must be obtained at the Athletic Ticket Office in Thompson-Boling Arena.

Spouse cards are valid for one semester and must be renewed each semester.

Student football ticket purchase information can be obtained by visiting bigorangetix.utk.edu

POST OFFICE

865-974-5407

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

Office of Minority Student Affairs**Black Cultural Center****1800 Melrose Avenue****865-974-6861****<http://omsa.utk.edu>**

The Office of Minority Student Affairs is housed in The Black Cultural Center. The office serves as a link

between the university and its minority student population. The office, located at 1800 Melrose Avenue, provides academic, educational, social and cultural enrichment programming designed to strengthen academic performance and retention.

Within the Office of Minority Student Affairs are the Academic Support Unit (ASU), which offers tutorial assistance, Book Loan Program (borrow textbooks free of charge), a variety of special programs, and various student organizations. Programming includes mentorship programs for freshmen and upperclassmen, academic support, leadership opportunities, graduate networking, and workshops for all students on a variety of academic, intellectual and social topics.

The Black Cultural Center—the facility—offers an outlet, gathering place and services to students. The Gallery features artwork that celebrates the African Diaspora and local African-American artists as well as serving as a satellite site for the Ewing Gallery and McClung Museum. The university's African-American Hall of Fame commemorates the history and contributions of African-Americans to the university.

Located within the facility are conference rooms, tutoring and study rooms; the Langston Hughes Library, a fully equipped computer lab and a student lounge designed to encourage relaxation between and after classes.

The Center is an integral part of The University of Tennessee. It is a place to gather, learn, share ideas, and experience a sense of community. It is a place for all students.

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

The UT Parents Association was founded in 2002 to help parents stay involved with their students and develop their own connection to the university. The mission of the Parents Association is to provide support and information to the parents or guardians of UT students and help them become partners with the university in the education and development of every student. The Parents Association keeps parents/guardians informed about critical campus news, dates to remember, and resources to ensure students' academic success, and a host of exciting events taking place on campus. Members of the Association receive weekly e-mails, a subscription to the Tennessee Family magazine, a Parent handbook, and are also eligible to receive discounts at carefully

selected local hotels, as well as attend Family Weekend events. Students whose parents/guardians are members are eligible to apply for International Academic, Leadership, and Service Scholarships. For further information or questions concerning the Parents Association, e-mail parents@utk.edu or call 865-974-4546.

Counseling Center

900 Volunteer Boulevard.

865-974-2196

<http://counselingcenter.utk.edu>

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

Student Health Service

1818 Andy Holt Avenue

865-974-3135

<http://studenthealth.utk.edu>

The Student Health Service provides outpatient medical care for all currently enrolled students who have paid the health fee each semester, either through payment of the full programs and services fee or optional payment of the health fee (for those taking 3-8 hrs.) Physicians are seen by appointment, though patients with urgent problems are seen on a walk-in basis. A staff psychiatrist and psychologist are available through appointment. Specialty consultants in physical therapy, surgery, sports medicine, and gynecology are seen at the clinic through referral by a staff physician. Referral to other specialists can be arranged at the student's expense. Allergy injections may be received at the Student Health Service.

Virtually all services at the Student Health Service (except for lab, x-ray, and disposable medical supplies) are provided to eligible students at no additional cost. During nights, weekends, and holidays students may receive medical care through the Emergency Room at UT Hospital; insurance is accepted as payment in full (except for specialist consultation/interpretation, labs, and x-rays).

Payment of a health fee at the university assures quality, short-term ambulatory health care within the scope and

capabilities of the professional staff and within the limitations of diagnostic and treatment parameters. Students with chronic or complex physical and/or mental disorders are expected to make arrangements for private health care at their own expense if such specialized and/or long-term care is desired or deemed necessary.

The staff of the Student Health Service will assist in the referral process whenever possible.

The Knox County Health Department operates a Family Planning Clinic at Student Health Service to provide contraceptive information, counseling and materials. Call 865-215-5016 for appointments.

Regular hours of the Student Health Service are 8:00 a.m. to 4:30 p.m. Monday through Friday, except Wednesdays which are 9:00 a.m. to 4:30 p.m. Evening, weekend, and holiday care is provided through the UT Hospital Emergency Room (1924 Alcoa Highway), which is open to students when the Student Health Service is closed. Transportation to either clinic from campus may be arranged through Campus Police, 974-3114.

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

Safety, Environment and Education (SEE) Center

203 University Center

865-974-9565

see@utk.edu

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

Issues surrounding alcohol, drugs and safety are a concern to students, parents, alumni, faculty, staff and administration. The SEE Center was established in 2005 with the goal of providing a collaborative, coordinated, comprehensive, coherent and visible effort to address safety concerns on The University of Tennessee, Knoxville campus. The Division of Student Affairs, in coordination with the SEE Center, seeks to reduce negative consequences commonly associated with the transition through college. To achieve this goal, the Center assesses the prevalence of high-risk behaviors and protective factors, evaluates the environmental and cultural influences present, and implements prevention

approaches to match these needs. Interested students, faculty, staff and community members are encouraged to contact us in our collective effort to implement programs, approaches and traditions to maximize student health and safety at The University of Tennessee, Knoxville.

University Housing

405 Student Services Building

865-974-2571

<http://uthousing.utk.edu>

The Department of University Housing manages a multifaceted operation encompassing 12 university operated residence halls housing a maximum of 7,500 students.

The Department of University Housing provides students with an educationally enriching environment complete with modern facilities and a wide range of activities. Full time and student Residence Hall staff members are available in each hall on a 24-hour basis to assist students with problems relating to their adjustment to university life. Various living options are available to meet the varied needs of students living on campus, and several "special interest" housing communities are available for students. All freshmen students are required to live on-campus unless they are living with their parent or legal guardian and are commuting to class.

Single students wanting to apply for assignment to a residence hall may obtain information and assistance from the Department of University Housing.

Questions or concerns of those who are already residents of halls should be directed to the respective Hall Director and/or staff. The University of Tennessee understands that comfortable, wholesome, and pleasant living conditions have a marked influence on a student's scholastic habits, attitudes, and ideals.

DIVISION OF FINANCE AND ADMINISTRATION

The Finance & Administration Division has fiduciary and leadership responsibility for the Knoxville campus in three primary areas of accountability: fiscal, physical, and auxiliary operations. The division includes Budget and Finance, Space and Facilities Management, Facilities Services, Campus Police, Bursar's Office, VolCard, Campus Dining, Bookstore, and various other offices that provide direct services to students. The functions of these student related offices can be found at <http://web.utk.edu/~finadmin/> and are detailed below.

Office of the Vice Chancellor for Finance and Administration

407 Andy Holt Tower

865-974-4204

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

Bookstore

University Center

865-974-3361

www.utbookstore.org

OUR VISION: To be a vital retailer that is a dynamic resource for the entire University of Tennessee community. OUR MISSION: As the primary source of retail services for the University of Tennessee, our mission is to provide to a diverse community the resources and materials necessary to foster academic success and enhance the overall campus experience.

In keeping with this mission, the bookstore offers an extensive line of new and used textbooks, school supplies, art supplies, graduation merchandise and services, collegiate items, calculators, personal computers, health & beauty aids, paperbacks, plus many other items. Eight stores serve the campus with the main store, Technology Center and Lobby Store located in the University Center, and branch stores located in Hodges Library, the Art and Architecture building, the Conference Center Building, and the newest stores in the Stadium and Stokely Athletics Center. All revenues generated by the bookstore stay on campus to help support the university's mission. Checks with proper ID, MasterCard, Visa, Discover, and VolCard are accepted at most locations.

Office of the Bursar

211 Student Services Building

865-974-4495

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

E-mail: bursar@utk.edu

The Office of the Bursar is responsible for collecting and depositing student fees, disbursement of excess financial aid. The VolXpress fee payment system is administered by the Bursar's Office. All statements of fees are e-mailed to the student's UTK e-mail address approximately six weeks prior to the beginning of each term. A current fee statement is always available online (<https://cpo.utk.edu/CPOWeb/>). Any fees which are listed on the VolXpress statement may be paid through the Bursar's Office. Credit card and e-check payments are accepted online (<https://cpo.utk.edu/CPOWeb/>). Excess financial aid is delivered to students through the Bursar's Office via Direct Deposit to the student's designated bank account after each term begins. Please see the Bursar's Office website for forms and instructions.

Volunteer Dining

108 Presidential Court Building

1017 Francis Street

Telephone: 865-974-4111

Fax: 865-974-5911

www.utdining.com

Dining with friends is an integral part of your college experience. Whether it's a quick bite on the go or a casual sit-down with your friends, a Meal Plan makes it easy to refuel and reconnect. Meal Plans are loaded right on your student ID making it one little card with lots of BIG advantages.

Meal Plans are designed to provide value and make your life easier. We offer everything from restaurant-style dining to convenience stores and coffee shops to enhance your dining experience – not to mention a great place to meet with your friends. We continuously create new great tastes—offering traditional American cuisine, international fare, low-fat, low-carb, and vegetarian options as well as comfort foods. We also have your favorite popular national brands like IHOP®, Pizza Hut®, Subway®, Chick-fil-A®, Starbucks®, Sbarro®, Einstein Bros. Bagels®, and Quiznos® to name a few.

Need to know info:

Enrolling in a Meal Plan ensures you have the opportunity to eat healthy, well-balanced meals and allows you to enjoy the great tastes on campus with friends.

- Secure spending – no worries about carrying cash
- No tax on food purchases using your Dining Dollars
- Prepaid at the beginning of each semester
- A convenient and safe way to obtain meals on campus
- Guaranteed all-you-care-to-eat meals and the flexibility of a la carte purchasing
- Contracted for one academic year
- Variety from over 30 delicious, comfortable locations

Take a moment to read in more detail all that Volunteer Dining Meal Plans have to offer. Concentrate on school and leave the dining to us. Remember it's affordable, reliable, and convenient.

Why do I need to buy a plan?

Our plans are created with you and your eating habits in mind – there's something for everyone. Created to provide you with opportunities to eat healthy, well-balanced meals and establish community in your living-learning environments, Meal Plans are designed to make your life easier while you are at college. They really take out the guesswork about where your next meal is coming from.

With our plans you get a specified number of all-you-care-to-eat meals per week or per semester in our Residential Restaurants plus varying amounts of Dining

(think declining balance) Dollars to use in all of our on-campus restaurants and convenience stores.

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

How do the plans work?

Dining Plans come in many convenient shapes and sizes. A magnetic stripe on the back of your student ID card works with our computer system to identify you as a Meal Plan holder. By combining a Weekly or Semester Meal Allowance with Dining Dollars, there is a plan that's right for you.

Weekly or Semester Meal Plan

- Enjoy all-you-care-to-eat dining for breakfast, lunch, and dinner in our Residential Restaurants; Morrill Dining, Sophie's Place, and Presidential Court Café
- Receive a set number of meals per week or per semester—depending on the plan.
- Each time you eat in the Residential Restaurants, one meal is subtracted from your semester or weekly meal allowance

Dining Dollars

- The Best Part of the Meal Plan!
- Can be used in ALL of our dining locations including the convenience stores and national brands
- Can be added at anytime online @ www.utdining.com, or in Room 108 of the Presidential Court Building
- Work like debit dollars; each time you make a purchase the total is subtracted from the balance in your account
- Dining Dollars do not come with the Varsity Inn Meal Plan but can be added at anytime
- Use your Dining Dollars account for beverages, snacks or full meals for yourself or friends and family
- On-campus residents are not taxed on Dining Dollars purchases
- Dining Dollars roll over from fall to spring semester
- Dining Dollars will expire at the end of spring semester

All-you-care-to-eat Dining

Our meal plans offer several choices designed especially for students living on or off-campus during the year. They let you enjoy all-you-care-to-eat dining for breakfast, lunch and dinner in our Residential Restaurants, Presidential Court Café, Sophie's Place and Morrill Dining. Choose your Meal Plan based on your eating habits and schedule.

Continuous Dining

Our meal periods are continuous throughout the day, allowing you to always be able to enjoy a meal or snack in one of our Residential Restaurants, Presidential Court Café, Sophie's Place and Morrill Dining. From 7:00 am to 7:30 pm, you can dine in these locations.

Meal Plans 2010-2011

Having a Meal Plan means you can hang out with your friends and enjoy great food at a great price. There are a lot of options that help you choose the plan that offers the best value for your busy schedule. Flexibility makes it easy to get the most value out of your plan. We have designed plans with both first-time students and upper class students in mind. There are two parts to each Meal Plan: Weekly & Semester Meal Allowance and Dining Dollars.

Meal Plan selection should be based on two primary factors:

- Eating habits
- Schedule

Resident Meal Plans 2010-2011

Vol Block Plan - \$1658.00 (per semester)

The Vol Block Plan gives you 165 meals to be enjoyed at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. These meals roll over from week to week – adding value to your plan! Plus, you also receive \$500.00 Dining Dollars per semester that can be used as cash at all UT Campus Dining Restaurants and Convenience Stores. Dining Dollars roll over from fall to spring semester. Meals roll over if you stay on the Vol Block Plan for both fall and spring semesters. 5 Free Guest Meals come with this plan per semester!

Unlimited Access Meal Plan - \$1427.00 (per semester)

The Unlimited Access Plan gives you the freedom to eat as many meals as you wish, full meals or snacks, anytime of the day at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$100.00 Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores. Dining Dollars roll over from fall to spring semester. 5 Free Guest Meals come with this plan per semester!

Unlimited Access Plus Meal Plan - \$1628.00 (per semester)

The Unlimited Access Plan gives you the freedom to eat as many meals as you wish, full meals or snacks, anytime of the day at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$300.00 Dining Dollars per semester that

can be used as cash at all Volunteer Dining Restaurants and Convenience Stores. Dining Dollars roll over from fall to spring semester. 5 Free Guest Meals come with this plan per semester!

Any 10 Meal Plan - \$1427.00 (per semester)

You choose up to 10 meals weekly to be enjoyed at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$300.00 Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores. Dining Dollars roll over from fall to spring semester. 5 Free Guest Meals come with this plan per semester!

Any 8 Meal Plan - \$1427.00 (per semester)

You choose up to 8 meals weekly to be enjoyed at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$450.00 Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores. Dining Dollars roll over from fall to spring semester. 5 Free Guest Meals come with this plan per semester!

Varsity Inn Fifteen Meal Plan - \$1156.00 (per semester)

The Varsity Inn Fifteen provides you with 15 meals per week, Monday-Friday, to be eaten exclusively at Varsity Inn in Gibbs Hall. Dining Dollars are not included with this plan, but may be added at any time.

***On Campus Residents living in the On Campus Residence Halls may choose a Residential Plan

***Students living in North Carrick, South Carrick, Humes, Reese, Gibbs and Morrill Halls are required to select a Residential meal plan.

Apartment Resident Meal Plans 2010-2011

Any 5 Apartment Resident Meal Plan - \$1034.00 + tax for off campus students (per semester)

5 Meals/Week

\$500.00 Dining Dollars

Dining Dollars Roll Over From Fall to Spring Semester
\$3.10 from each missed meal will roll over into Dining Dollars each week

5 Free Guest Meals come with this plan per semester!

Any 8 Apartment Resident Meal Plan - \$1034.00 + tax for off campus students (per semester)

8 Meals/Week

\$200.00 Dining Dollars

Dining Dollars Roll Over From Fall to Spring Semester
\$3.10 from each missed meal will roll over into Dining Dollars each week

5 Free Guest Meals come with this plan per semester!

Apartment Resident Dining Dollar Plan - \$1034.00 + tax for off campus students (per semester)

Straight Dining Dollar Plan

Dining Dollars Roll Over From Fall to Spring Semester

5 Free Guest Meals come with this plan per semester!

***On Campus Apartment Residents may choose an

Apartment Resident Plan or a Residential Plan

***Apartment Meal Plans are available to Commuters

Commuter Meal Plans 2010-2011

Commuter 75 Meal Plan - \$654.00 + tax (per semester)

You choose up to 75 meals to be enjoyed at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$100.00

Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores.

5 Free Guest Meals come with this plan per semester!

Unused Commuter Meals will convert into Dining Dollars at the end of the semester at a rate of \$3.10 per meal.

Commuter 50 Meal Plan - \$654.00 + tax (per semester)

You choose up to 50 meals to be enjoyed at our residential restaurants: Presidential Court Café, Sophie's Place, and Morrill Dining. Plus, you also receive \$200.00

Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores.

5 Free Guest Meals come with this plan per semester!

Unused Commuter Meals will convert into Dining Dollars at the end of the semester at a rate of \$3.10 per meal.

Commuter Dining Dollar Meal Plan - \$654.00 + tax (per semester)

You receive \$654.00 Dining Dollars per semester that can be used as cash at all Volunteer Dining Restaurants and Convenience Stores. Use these Dining Dollars anytime, anyplace you wish. And, when you run low – you can always add more! Enjoy the freedom!

5 Free Guest Meals come with this plan per semester!

***Commuters may choose from any of the Meal Plan options

Meal Plan contracts span the entire academic year (fall and spring semesters). Prices listed are on a semester basis. The rates listed are subject to final University approval. Meal Plans are not valid between semesters

and during spring break.

Plans end on the last day of finals for each semester.

Meal week begins Monday at breakfast and ends on Sunday at dinner.

Meal plans do not work for the dinner meal on Saturday.

Please check each location or www.utdining.com for hours of operation at each location.

Dining Dollars

Dining Dollars work like ATM or debit card dollars and can be used at all Volunteer Dining locations.

Dining Dollars roll over from fall to spring semester!

All unused Dining Dollars at the end of fall semester will be transferred over and added to your spring semester balances.

Unused Dining Dollars at the end of spring semester are not refundable and will expire.

Dining Dollars may be added at any time, with a minimum of \$15 required. Add Dining Dollars online at www.utdining.com, or in the Volunteer Dining office at 108 Presidential Court Building.

Block Meal Plans

Block meal plans (Vol-Block, Commuter 50 and Commuter 75) meals will not expire at the end of the fall semester. All unused block meals at the end of fall semester will be transferred over to your spring semester balances and expire at the end of spring semester. You must stay with the same plan both semesters in order for these meals to roll over from fall to spring.

Meal Equivalency

Meal Equivalency is a feature of the Meal Plans. It is a specified dollar amount allotted per meal (a "meal equivalent" amount) for dining at select retail Restaurants. You have the choice to use your meal equivalency amount per meal period, but once you use it during a meal period, you cannot use it during that same meal period for a residential meal or another retail meal. One meal equivalency meal is allowed per meal period. Check the website for Meal Equivalency locations and rates. Meal Equivalency is accepted at ALL National Brands for dinner.

Special Meal Equivalency combos are offered at Andy's Pantry, Laurel Grocery, Greve Grocery, Vol Hall Grocery, PCB Grocery and Hess Grocery.

The VolCard Account may also be used in Volunteer Dining locations, but will be charged sales tax on purchases. Contact the VolCard Office at (865) 974-3430 for more information about the VolCard Account.

Parking and Transit Services

Room 24 University Center
2121 Stephenson Drive
865-974-6031
<http://web.utk.edu/~pso>

The Parking and Transit Services Department is a multi-faceted auxiliary services operation that provides parking and transportation services in support of academic, athletic, and public service programs for The University of Tennessee, Knoxville.

“The T,” as the transportation service is called, provides campus connectivity for students, faculty, and staff. This comprehensive transportation system offers service through fixed routes, late night shuttles, and disability transports. Passengers requiring late night services or disability accommodations may utilize the campus blue phone system or by calling 865-974-4080. Complete information on the system is available at www.RideTheT.com/ or from the Parking and Transit Services web site.

The department annually publishes traffic and parking regulations that includes detailed information on parking facilities, registration of vehicles, fees, penalties and appeals. These regulations are available in the Parking and Transit Services Offices, Circle Park Visitor Information Center, on the department web site or when registering a vehicle at other locations.

Police Department

1101 Cumberland Avenue
865-974-3111
www.utpolice.org

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

VolCard Office

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

The VolCard Office is responsible for producing each student's VolCard (University ID). This card is used in

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

INTERCOLLEGIATE ATHLETICS

Good sportsmanship is a necessary ingredient for wholesome athletic competition. The University of Tennessee cherishes the reputation its fans and athletes have earned for sportsmanship and for extending hospitality to our visitors. The university urges students to conduct themselves in a way that will enhance the university’s reputation for providing a cordial atmosphere at sporting events.

Men’s Varsity Athletics

255 Stokely Athletics Center
865-974-1212
<http://www.utsports.com>

Teams from The University of Tennessee participate in men’s varsity competition against Southeastern Conference schools in football, basketball, track (indoor and outdoor), swimming, cross country, baseball, golf, and tennis. Those students wishing to play should contact the respective coaches.

STUDENT FOOTBALL TICKETS:

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

Student tickets are available for both home and away games. Visit the link above for updated information on the 2010 schedule and how to purchase tickets.

OTHER SPORTS:

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

Women’s Varsity Athletics

208 THOMPSON-BOLING ARENA
865-974-0001
<http://www.utladyvols.com>

Women’s varsity teams compete in basketball, rowing, cross country, golf, soccer, softball, swimming and diving, tennis, indoor and outdoor track and field, and volleyball. Admission to all women’s athletic events is free to

full-time UT students presenting a valid VolCard. For admission to women's ticketed sporting events, students must present their VolCard at the appropriate gate for free admission. Any full-time (12 hours) undergraduate women wishing to participate should contact the respective coaches.

OTHER SERVICES

Alumni Affairs and Annual Giving

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

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

Center for International Education

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

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

For All Students

The Programs Abroad Office (PAO)

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

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

For International Students

The Center for International Education provides information and assistance in matters relating to United States immigration regulations, to UT registration policies. International student advisors are available to discuss academic and personal concerns and to facilitate adjustment to life at UT.

International House

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

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

Office of Undergraduate Admissions

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

Undergraduate Admissions actively recruits undergraduate students, conducts on-campus recruitment programs, conducts extensive visits to high schools and community colleges, receives and processes applications for admission from freshmen and transfer students, processes applications for readmission of former students, and conducts campus tours for prospective students and their families.

Office of Equity and Diversity (OED)

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

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

Office of Financial Aid and Scholarships

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

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

Graduate School

P-105 Andy Holt Tower
865-974-2475
<http://gradschool.utk.edu>
gradschool@utk.edu

The Graduate School administers policies related to graduate students at the University and works with faculty campus-wide to recruit and maintain a diverse graduate student population and to foster opportunities for academic and professional development. The Graduate School offers the Best Practices in Teaching Program to graduate teaching assistants and selected new faculty. In addition, the Graduate School provides assistance with graduate student appeals, deadline dates, course overload requests, late change of registration requests, requests for faculty approval to direct dissertations, and requests for senior privilege for graduate credit. The thesis/dissertation consultant is available to provide workshops and seminars on submitting theses and dissertations to students nearing graduation. The consultant provides technical consultation, pre-checking, and final checking before acceptance of theses and dissertations. Graduate School fellowship programs are administered in this office. The Office of Graduate Training and Mentorship identifies and creates resources to enhance and sustain a culture for academic success and professional development of graduate students through coor-

inating recruitment and retention efforts across campus, collaborating with faculty and the Office of Research and Engagement on training and in grant development, and assisting with building faculty-student collaborative research teams and interdisciplinary projects. The Graduate School coordinates activities of the Graduate Council and its committees, as well as communicates with the campus through listserves for directors for graduate studies and a Blackboard site with information on graduate education for academic departments.

Hearing and Speech Center

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

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

Office of Information Technology

<http://oit.utk.edu>

The Office of Information Technology (OIT) provides computing and telecommunications resources and services for students, faculty, and staff. Information about OIT is available on the OIT web site (<http://oit.utk.edu>). OIT provides the core information technology equipment and services for The University of Tennessee. OIT provides public-access computer labs, central computing, administrative information systems and network services, as well as information security for UT. Individual computer accounts are provided at no charge for all UT students. These accounts may be used for email, course work, research, and personal Web pages. Students on the Knoxville campus may access the Internet through direct Ethernet or wireless. All students can take advantage of UT's wireless network found throughout the UTK campus.

To provide access to computing facilities on campus, OIT maintains five staffed computing labs, several unstaffed labs, and supports computing installations in residence halls. The computing labs are equipped with more than 300 computers including current models of Apple and Dell machines. In addition, there are laser printers, scanners, and CDRW/DVDRW drives available. A variety of industry standard software applications are available for use on the machines in the computing laboratories. Please refer to <http://oit.utk.edu/labs> for more information.

Information Security Office

Information technology security has become an essential part of the university's day-to-day activities. University Fiscal Policy 805, which guides information security at the University of Tennessee, states: The use of university information technology resources is a privilege extended in good faith to authorized students, employees, alumni and affiliates for purposes relating to education, research, service and administration. Responsible and acceptable use promotes the confidence, integrity and availability of information technology resources, as well as the authentication and accountability of each user.

In keeping with this policy, the university's chief information officer has established the Information Security Office within the Office of Information Technology (OIT). This office is charged to develop and maintain a statewide Information Technology Security Program for the University of Tennessee and create the Information Technology Security Strategy for the Knoxville area campus. For more information, please visit the security website (<http://security.utk.edu>).

OIT HelpDesk

OIT provides the telephone HelpDesk as a centralized source of information and service for the computer and network resources managed by OIT. Help Desk services are available to all UT students. Students may call the HelpDesk with questions in such areas as your e-mail, Internet usage, Online@UT/Blackboard, wireless and ResNet connectivity, and questions about your UNIX account. To contact the HelpDesk, please dial 865-974-9900 or fill out a HelpDesk trouble ticket (<http://oit.utk.edu/contact>).

Student Computer Support Service Center

OIT maintains a Student Service Center in the Commons, South, 2nd floor, Hodges Library. Students may obtain free computer support in the Commons funded by the Student Technology Fee. Students can bring their computer (desktop or notebook) to the Commons and receive assistance with installing software, reloading an operating system, removing spyware and viruses, removing unwanted software, installing Ethernet or wireless cards, or troubleshoot network problems. The Customer Service Center is open Monday through Thursday, 9 a.m. – 9 p.m., Friday 9 a.m. – 4 p.m.

Internet and Network Services

High speed network access is provided in all residence halls by OIT's Network Services department. This allows students to access the Internet, email, and other network applications from the comfort of their rooms. The UTK

campus connects to the Internet via redundant, high speed connections in order to provide uninterrupted access. A direct link to the Oak Ridge National Laboratory provides more direct access for researchers to supercomputers located at the lab. Wireless network access is available across the UTK campus, including residence halls. Wired network connections (Ethernet) are also available in the residence halls. Students who need cables to connect to the wired network may pick one up for free at the OIT HelpDesk in the Commons area in Hodges Library. For more information, please visit the OIT HelpDesk web site (<http://oit.utk.edu/helpdesk>).

OIT Technology Training

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

OIT Research Computing Support

UT students, faculty, and staff can receive help to enhance the quality of their research by working together to effectively apply analytical methods, especially statistics. Other supported areas include computing, data file conversion, data mining, graphics, mathematics, text analysis, thematic mapping, visualization, and Web survey design. These services are centrally funded for the first ten hours of assistance each semester. Additional hours are billed to individuals or departments. Assistance is available by appointment via the HelpDesk at 865-974-9900 or by walk-in at 200 SMC. For more details, please visit the website (<http://oit.utk.edu/research>).

OIT Web Site and Documentation

The OIT Web site (<http://oit.utk.edu>) provides you with access to, or information about, many IT services. This information includes The Life Preserver (<http://oit.utk.edu/lifep>), a manual to help you get started using your UNIX account, sending/receiving e-mail, quick reference guides, and frequently-asked-questions (FAQ) Web pages.

Campus Phone and Cable TV

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

Online@UT and LiveOnline@UT

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

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

The University Libraries

865-974-4171
www.lib.utk.edu

UT Knoxville students have access to the collections and services of a major research library at the John C. Hodges Main Library, the Agriculture and Veterinary Medicine Library, and the Music Library. At the libraries, students can get help with research, find a comfortable space for quiet or group study, and access extensive digital resources and a 3-million-volume collection.

Many library resources - such as e-books and e-journals, databases, and search tools - are accessible remotely. From the Libraries' website at www.lib.utk.edu students can search the catalog, have an online "chat" with a librarian, connect to the Libraries via Facebook or Twitter, or explore library services. The Libraries' mobile gateway (m.lib.utk.edu) makes selected services and library resources accessible from a phone or other mobile device.

The Commons

John C. Hodges Main Library
2nd Floor
865-974-4171

<http://commons.utk.edu>

Research assistance and computers are available in the Commons. The Commons offers a wide range of software applications and computer equipment, a computer help desk, and loaner laptops configured to access the wireless network. The Commons also provides spaces for individual and group study, a practice presentation room, and tutoring services from the Stat Lab and the Writing Center. The Commons is open 24 hours a day, from noon on Sunday to midnight on Friday, during Fall and Spring Semesters.

Other Library Services

CHECK OUT: A valid UT ID VolCard is required for all library borrowing. Items can be renewed or recalled online using the MY ACCOUNT link on the Libraries' homepage. Students may borrow materials from the libraries at any of the University of Tennessee campuses across the state.

INTERLIBRARY LOAN: Interlibrary Services will locate and borrow materials that are not available in the UT Libraries. Enter your interlibrary loan requests online (www.lib.utk.edu/ils/).

MAP SERVICES: (G20 Hodges Library, 865-974-4315) supports research needs for maps and geographic information. GPS units are available for checkout.

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

RESERVE: Items placed "on reserve" are given a shorter borrowing period (sometimes as little as a few hours) in order to make them available to all class members. Electronic reserves may be accessed online anytime. Use the search box on the Libraries' homepage to find course reserves.

THE STUDIO: (245 Hodges Library, 865-974-6396) offers students a state-of-the-art lab for graphics, video and web production. Still and video cameras are available for checkout. The Studio also offers short courses on video editing, iMovie, GarageBand, and Photoshop.

SPECIAL COLLECTIONS: (120 Hodges Library, 865-974-4480) is dedicated to building collections of manuscripts, rare books, and other unique research materials. Materials from Special Collections cannot be checked out but may be requested and used on site. Special Collections also maintains the university's archives, including official records of the university, items published by its units, departments and agencies, and materials that document University of Tennessee life.

Frank H. McClung Museum

1327 Circle Park
865-974-2144

<http://mcclungmuseum.utk.edu>

Officially dedicated in 1963, the McClung Museum is actively involved in the collection, preservation, and exhibition of objects in the fields of anthropology, archaeology, decorative arts, local history and natural history. Admission is always free. The museum is open every day except New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, and December 24th and 25th.

School of Music

1741 Volunteer Boulevard

865-974-3598

General program information 865-974-8935

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

Choral Ensembles

Representing the university in both on- and off-campus productions are the UT Singers, the Concert Choir, the Men's Chorale, the Women's Chorale and the Chamber Singers. All choral groups are open to university students.

Symphony Orchestra

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

UT Chamber Orchestra

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

Opera Theatre

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

Bands

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

Concerts and Recitals

A series of concerts and recitals by faculty members, visiting artists and students are presented by the School of Music throughout the academic year. Most programs are free of charge. Visit

<http://www.music.utk.edu/events/index.html> or contact the concert line at 865-974-5678.

Psychological Clinic

227 Austin Peay Psychology Building

865-974-2161

<http://psychology.utk.edu/clinic/index.shtml>

The Psychological Clinic is a service, research and training facility of the Department of Psychology. The Clinic serves university students, faculty and staff, as well as members of the greater Knoxville community, including

adults and children. Services include individual, marital, family, and group psychotherapy, and psychological or psycho-educational evaluations. Services are provided by doctoral students in Clinical Psychology under faculty supervision. All patients pay \$35 for the standard intake appointment. Additional fees are modest, using a sliding scale. Clients are seen by appointment only. The clinic is open M-TH, 8 am-8 pm and Fri, 8 am - 5 pm.

Professional standards of confidentiality are maintained.

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

Office of the University Registrar

209 Student Services Building

865-974-2101

<http://registrar.tennessee.edu>

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

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

Student Success Center

<http://studentsuccess.tennessee.edu>

865-974-6641

studentsuccess@utk.edu

Hours: 8 am – 5 pm Monday – Friday.

The staff of the Student Success Center is committed to helping students take charge of their success at the University of Tennessee. Through academic coaching, first-year programs, academic support services, educational enhancement programs, the web site, and referral

to the university's other excellent support resources, the staff promotes undergraduate student success and persistence to graduation. The Student Success Center's web site provides not only students, but also faculty, staff and parents with a wealth of easy to access information designed to support student success, available not only through the Center's programs, but also campus academic advising and tutoring/ learning assistance.

The Student Success Center offers two locations on campus. Students seeking academic support may visit either facility. In addition to providing general academic support for all undergraduate students, the 1817 Melrose Avenue location houses programs that focus on Academic Appeals, Readmission Appeals, and academic success workshops. The 812 Volunteer Boulevard location serves as the home for the UT LEAD Program, First Year Studies 101, and Supplemental Instruction.

• *First Year Studies*

First Year Studies 101: The UT Experience is a one credit hour, graded first-year seminar designed for students who want to make the most of their college careers. FYS is an excellent way for students to become part of the university community, to examine personal interests and strengths, and to share ideas and solutions to problems in a small class environment.

• *Academic Appeals*

The Student Success Center assists students with academic problem resolution and works with the Undergraduate Council to assist in the administration of appeals for academic dismissals, university readmission appeals, grade appeals that have gone through the college dean's level, and retroactive withdrawal appeals for individual courses. The forms needed for the various academic appeals are located on the Student Success Center's website (<http://studentsuccess.tennessee.edu>).

• *UT LEAD Program*

The LEAD Program promotes academic excellence and undergraduate success through a support program for students who have been awarded the Tennessee Pledge and/or Tennessee Promise Scholarships. LEAD students participate in special academic counseling programs, first-year seminars, leadership development programs, academic success workshops, and other UT learning opportunities.

• *Supplemental Instruction*

Supplemental Instruction (SI) offers free, out of class, study sessions for traditionally difficult courses. Attendance at sessions is voluntary. SI provides a chance to work together with students in the same class to com-

pare notes, practice problems, discuss important concepts, develop strategies for studying the subject, and to take practice quizzes and exams. Each SI session is facilitated by a student who has successfully completed the course and is trained in collaborative learning strategies. SI sessions are offered for those enrolled in Mathematics 119, 130, Engineering Fundamentals 151, 152, Chemistry 120, 130, and Biology 101, 102.

Theatres

865-974-6011

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

Since the construction of the Carousel Theatre in 1951, UT's theatres have been a vital part of life on the UT campus with over 300 productions, hundreds of movie showings, and numerous presentations. In 1974, a rare blend of professional and educational theatre was created with the formation of the Clarence Brown Theatre Company—a professional company and member of LORT (the League of Resident Theatres). This artistic environment brings professional artists from all over the world to delight East Tennessee audiences and presents students with a wide array of creative opportunities as they work and learn alongside professionals. Tickets and information for all CBT productions are available at the CBT Box Office located in the Main Lobby, on the phone at (865) 974-5161, or via the web. Discounts for UT students, faculty, and staff are available. For questions about theatre coursework or administration, call the Department of Theatre (206 McClung Tower) at (865) 974-6011.

The Facilities

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

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

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

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

Tutorial Services

Tutorial services are available to students through a number of sources on campus. A listing of these services can be found in the appendices of this handbook on pages 85-87.

UNIVERSITY PROGRAMS AND SERVICES FEE

DEFINITION OF THE FEE

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

PURPOSE AND USE OF THE FEE

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

CONTROL OF THE FEE

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

POLICIES ON EXPENDITURES OF THE FEE

University Programs and Services Fee money will be allocated annually to support appropriate program and

service offerings in seven categories as follows:

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

In the allocation of funds, primary consideration will be given to university programs and services available to all students. Under no condition will funds be appropriated for use by "special interest" organizations or select group programming. However, any group may submit a cultural or all campus program for funding to the appropriate programming board. It is recognized, therefore, that the fee is meant to support those university programs and services which will serve to encourage broad student participation and interest and, further, will serve to contribute to the intellectual development of students.

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

UPSF BOARDS

Cultural Affairs Board

The Board is charged with advising the Vice Chancellor for Student Affairs on the allocation of a portion of the University Programs and Services Fee for programming which reflects offerings in Theatre, Dance, Art and other "fine art" areas. Each semester the Board solicits new programs for funding consideration. The Cultural Affairs Board is comprised as follows:

1. One representative of the Speech and Theatre Department
 2. One representative of the Art Department
 3. One representative of the Music Department or Music Education
 4. One member of the general university faculty
 5. Six students appointed by the SGA (one alternate)
 6. One alumni representative
 7. One member of the Board of Deans
 8. The Dean of Students or his/her designee
 9. The Student Chairperson of the Central Program Council
 10. The Student Chairperson of the Black Cultural Programming Committee
 11. The Director of Administrative Services
 12. An International House staff representative
- All members of the Board are appointed by the

Chancellor with the exception of student members who are appointed by the Student Government Association President. The Chancellor appoints the Board Chairperson.

Student Publications Board

The Student Publications Board develops policies and selects the editors for the student publications that receive support from the University Programs and Services Fee. The Board is comprised of one administrator, one member from the Board of Deans, three faculty, and two alumni who are appointed by the Chancellor and six students appointed by the Student Government Association President. The Board's five ex-officio members are the Editor of The Daily Beacon, Advertising Manager of The Daily Beacon, Editor of Phoenix magazine, Editor of Evolve, the Volunteer yearbook and the Director of Student Publications. Allocations from the fee are used to subsidize basic operational costs.

Recreation, Entertainment, and Social Board

The Recreation, Entertainment, and Social Board is charged with advising the Vice Chancellor for Student Affairs on the allocation of a portion of the University Programs and Services Fee for program offerings inclusive of, but not necessarily limited to, films, popular concerts, dances, exhibits, speakers, and other such activities as may be appropriate. The members of the board are:

1. Two members of the university faculty appointed by the Chancellor
2. Two alumni appointed by the Chancellor
3. The Director of Administrative Services
4. One student representative of the RecSports Council
5. The Student Chairperson of the Black Cultural Programming Committee
6. The Student Chairperson of the Central Program Council
7. The Director of Student Activities
8. The Director of RecSports
9. The Director of the Center for International Education
10. The Director of Minority Student Affairs
11. Six student representatives appointed by the Student Government Association
12. The Dean of Students or his/her designee
13. An International Student Representative selected by the Director of the International House
14. The outgoing/former SGA president

The Board Chairperson is appointed by the Chancellor.

STUDENT ORGANIZATIONS

The university encourages students to participate in a variety of co-curricular activities and organizations. A complete listing of registered student organizations is maintained in the Student Organization System (<http://go.utk.edu>.)

UNIVERSITY LIABILITY

Student organizations, although registered or otherwise permitted to operate on or near university property and even though required to conform to certain prescribed university procedures in some cases, are not in any way or manner operated under the general supervision of the University or its Trustees, officers, administrators, or employees. Neither the University nor any of its Trustees, administrators, officers and employees are in any way or manner liable for acts or failures to act on the part of such organizations. It is especially noted that the University is not responsible for bodily harm or death to participants in voluntary organizations or activities.

CATEGORIES OF STUDENT ORGANIZATIONS

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

Continuing Registered Student Organizations

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

Temporary Registered Student Organizations

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

Student Political Parties

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

Sororities and Fraternities

Any group seeking to establish a social fraternal organization on campus must contact either the Office of

Panhellenic or Fraternity Affairs for procedures and policies relative to this action. Registration is granted by the Chancellor on the recommendation of the Student Affairs staff. Withdrawal of registration of social fraternal organizations may be initiated by the University administration or the respective governing body with the final decision being the responsibility of the University administration.

Social fraternities and sororities shall not be required to reveal their secret rituals provided these rituals do not conflict with local, state or federal law or with University regulations.

ADVISORY COMMITTEE ON STUDENT ORGANIZATIONS

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

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

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

Registration Policy

At The University of Tennessee, voluntary associations of students are an important part of the educational process. The University has a positive responsibility to encourage such associations as a means by which students can develop full civic and social awareness. In doing so it neither endorses nor disclaims any particular idea, system of thought or point of view. The ultimate testing place for all of these is not in any one office or council, but in the minds of responsible citizenry.

When groups of students wish to have a continuous association causing them to congregate for activities on the campus, requiring from time to time the use of the University facilities and holding themselves out to the general public as a group centered on the campus, it is proper that they be registered by the University. All registered associations shall be accorded the same privileges and bound by the same obligations. Registration by the University does not constitute endorsement of the pur-

poses or activities of an association by the faculty, administration, or student body.

Registration Process

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

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

NAME OF THE ORGANIZATION:

The phrase "The University of Tennessee" is regarded as a trademark and consequently cannot precede the name of a campus organization; however, the phrase may follow the name, e.g., Chess Club at The University of Tennessee.

STATEMENT OF PURPOSE:

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

MEMBERSHIP ELIGIBILITY REQUIREMENTS:

Registered student organizations, including those affiliated with an extramural organization, shall be open to all student—unless the organization, by its nature, exists explicitly for a certain subgroup—in selecting its membership. There must be no discrimination with respect to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

This statement must appear verbatim in organization constitutions.

OFFICERS:

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

STATEMENT OF THE TERMS OF OFFICERS AND THE TIME AND METHOD OF ELECTION

FREQUENCY OF MEETINGS

FINANCIAL STATEMENT:

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

PROVISIONS FOR A FACULTY OR STAFF ADVISOR:

All registered student organizations must choose one or more advisors, and a provision for this selection must be included in the constitution, but the name of the advisor(s) should not be listed. Except for local chapters of national social fraternities and sororities, which may have alumni advisors, the advisor shall be a fulltime faculty or staff. In procuring an advisor, questions regarding faculty or staff status should be referred to the Office of the Dean of Students. Advisors are responsible for being familiar with the constitution and purposes of the student organization they are advising and with University policies regarding student organizations. Advisors may counsel their organization in the exercise of responsibility, but they do not have the authority to control the policy of the organization. The officers of the organization are responsible for keeping their advisors aware of the policies and actions of their organization. Financial records must be available to

the organization's advisors at all times. A listing of the names and titles of all officers as well as the names of at least ten (10) petitioning members shall be submitted with the organization's application via the student organization system found online (<http://go.utk.edu>). The ACSO will review the constitution and any other information available in order to determine whether the organization conforms to the policies and regulations established for the registration of student organizations.

Recommendation for Registration

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

Denial of Registration

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

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

Terms of Registration

An updated list of registered student organizations is available online (<http://go.utk.edu>). Organizations must update their information in the Student Organization System each year between January 1 and May 15 to continue their status as a registered student organization. Failing to update information with the office of the Dean of Students may result in a student organization losing its active status and all rights and privileges such status entails. A student organization may be removed from the list of registered student organizations by the ACSO or the Dean of Students if:

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

including those governing student organizations, or local, state, or federal laws.

Appeals

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

1. The ACSO or Dean of Students (depending on whose decision is being appealed) has the burden of proving the charges against the organization, including the presentation of a detailed statement of why the organization should be denied registration or registration should be withdrawn under the University's policy governing student organizations.
2. The organization may be represented by an advisor of its choice.
3. The organization may present a defense against the charges. A copy of the charges must have been provided to the organization a reasonable time in advance of the hearing, along with all information available to the ACSO or the Dean of Students in drawing up the charges.

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

Affiliations

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

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

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

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

Organization Email and Website Accounts

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

STUDENT GOVERNING BODIES AND ORGANIZATIONS

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

Student Government Association

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

The Student Government Association at The University of Tennessee exists to provide the student body with a means to deal with the affairs of students and as a forum for the expression of student views and interests concerning student life within the University.

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

to final actions and decisions by the Chancellor, President, and the Board of Trustees of The University of Tennessee.

Student Senate

Students are elected to represent academic areas and geographic living areas. The Senate participates in the establishment of policies and regulations regarding areas of primary interest to student members of the University community, including those related to academics, the regulation of student conduct, student housing, food services, student activities and organizations, non-academic student facilities, and the establishing of disciplinary appeal procedures. The Student Senate is comprised of the following members:

Thirty-two elected representatives from academic areas:

- College of Agriculture (2)
- School of Architecture (2)
- College of Arts and Sciences (10)
- College of Business Administration (5)
- College of Communication (2)
- College of Education, Health & Human Sciences (4)
- College of Engineering (3)
- College of Nursing (2)
- School of Social Work (2)

Forty-four elected representatives from geographic areas:

- Gibbs residence halls (1)
- Clement, Massey, Reese, Humes, North Carrick, and South Carrick residence halls and Laurel Apartments (2 each)
- Fraternity Park (2)
- Morrill, Hess residence halls and Volunteer Hall (3)
- Andy Holt Apartments (4)
- Students who live in zip code areas other than 37916 or 37902 (10)
- Fort Sanders and other walk-on areas (4)

Graduate Student Senate

The Graduate Student Senate, hereafter the GSS, represents the student body in all matters relating to the concerns of graduate and advanced professional students. The GSS participates in the establishment of policies and regulations relating to the graduate program, in consultation with and subject to the final approval of the Dean of Graduate Studies and the other aforementioned University officials. The GSS shall also make recommendations to appropriate decision-making officers in matters concerning graduate and advanced professional students.

The voting membership of the Graduate Student Senate consists of the President and Vice President plus representatives from every college and other divisions offering a graduate degree program, who are elected by the graduate students of each college.

Freshman Council

The Freshman Council represents the needs and interests of first-time students at The University of Tennessee. The Freshman Council exists to provide a forum to voice freshman opinions; to participate in Student Government and campus-wide activities; to inform freshmen of all the operations of the SGA; and to communicate freshman concerns directly to the SGA. Forty members are selected for the Council each year by a screening committee chosen by the Student Body Vice President.

Student Services Committees

The Student Service Committees deal with all service functions of the SGA. The nine committees are as follows:

ACADEMIC AFFAIRS

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

CAMPUS BEAUTIFICATION

The Campus Beautification committee strives to keep the University's campus clean and green. The committee hosts a campus cleanup each semester in addition to other events throughout the year.

CAMPUS OUTREACH

This committee is responsible for reaching out to administration, other organizations, and students in order to unite campus, co-sponsor events, and help address concerns for SGA.

DIVERSITY AFFAIRS

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

GOVERNMENT AFFAIRS

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

TECHNOLOGY SERVICES

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

NEW STUDENT RELATIONS

This committee is responsible for helping new students transition to life at UT, which includes providing information and planning various events connecting new Volunteers with the University.

TRADITIONS COMMITTEE

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

VOLUNTEER SERVICES

Committed to campus life, Volunteer Services participates and organizes important volunteer projects and works with various University departments.

Interfraternity Council

**315C University Center
974-3205**

The Interfraternity Council is the governing body for the NIC social fraternities at UT. A delegate from every fraternity comprises the legislative body of the Council which has the responsibility of determining policies relative to recruitment, chapter relations and judicial matters. The IFC has an office that is located in the Student Organization Suite of the University Center. Office hours vary each semester.

National Panhellenic Council

The National Panhellenic Council is the governing body of the NPHC social fraternities and sororities at UT. A delegate from every chapter comprises the legislative body of the Council which has the responsibility of determining policies relative to new member intake, chapter relations, and judicial matters. The NPHC is advised by the Fraternity Advisor, Panhellenic Advisor, and a Graduate Assistant to the NPHC.

Panhellenic Council

The Panhellenic Council is the coordinating and governing body of the social sororities at UT. It consists of one voting delegate from each chapter and meets regularly to formulate ideas for various programs and projects, to regulate sorority activities and to serve as a forum for idea exchange and communication.

The Panhellenic Council not only strengthens the sororities by sponsoring workshops on leadership development, officer training, and scholastic achievement, but also provides campus-wide programs of interest to all female students. This group encourages high scholarship and active community service and also provides guidelines for recruitment.

**STUDENT PROGRAMMING BODIES
AND ORGANIZATIONS****Central Program Council (CPC)**

The major student programming body for the campus is the Central Program Council (CPC). The overall purpose is to serve the student body and greater University community by providing dynamic and purposeful co-curricular programs that promote the educational, cultural, recreational, and personal development of all students. CPC is comprised of seven committees; a brief description of each of the committees is provided below. Each committee establishes its own membership selection policies. Broad student participation is encouraged.

CPC - All Campus Events

The All Campus Events (ACE) Committee programs annual campus-wide events which have become long standing UT traditions. Fall's Homecoming activities begin with a kick-off celebration and continue through a week of competitions, games, and excitement, including a large parade with floats and VIPs. ACE also sponsors the Volunteer Challenge each fall semester, where student groups are matched up with social service agencies in the community in a week-long competition that celebrates creativity, initiative and volunteer spirit. Spring semester brings All Sing, a choral music competition, and Carnicus, an event in which students present skits of their own design.

CPC - Campus Entertainment Board

The Campus Entertainment Board is responsible for promoting various forms of contemporary entertainment covering a wide range of music, comedy, and novelty events. From well known acts to exciting up-and-coming talent, CEB brings the best in entertainment. CEB has produced events such as Jimmy Fallon, Ben Folds, Margaret Cho, D.L. Hughley, Howie Day, Carrot Top, Harry Connick Jr. and behind the scenes with MTV's Real World. Comedy, and music are just a sampling of CEB's events. The annual Battle of the Bands competition is held each year, showcasing local student bands and ending the year with a bang. Volapalooza, an outdoor music festival in the Spring, features up-and-coming bands. Vol Night Long, a late night event, offers a variety of novelty games and activities and a midnight breakfast.

CPC - Cultural Attractions Committee

The Cultural Attractions Committee brings the best of performing arts to the campus community. The committee presents diverse programs in areas of dance and music. Past performers include the Trinity Irish Dance Company, Ladysmith Black Mambazo, Pilobolus, Smithsonian Jazz Masterworks, Ballet Hispanico, Marcel Marceau, the Russian National Ballet and Arlo Guthrie.

Students gain experience working with agents in the performing arts, publicizing large events, and hosting the performers.

CPC - Film Committee

The Film Committee selects the films and operates the University theatres, providing students and the University community with discounted access to the world's best cinematic entertainment. Featuring Hollywood blockbusters, cinematic classics, independent films, sneak previews, and foreign movies, they offer one of the best and most diverse film schedules found anywhere. Films are shown on Wednesdays, Fridays, Saturdays, and Sundays, with special premiere screenings scheduled throughout the semester.

CPC - Issues Committee

The Issues Committee presents a lecture series featuring some of the world's most exciting and informative speakers. The committee is dedicated to providing extracurricular education that examines pertinent issues in a creative and balanced manner. Past programs include writer Maya Angelou, Ralph Nader, Lewis Black, Al Sharpton, Tucker Carlson, and Dr. Drew Pinsky. Other programs have featured debates and speeches on the Death Penalty, Art and Censorship, The Patriot Act, HIV/AIDS, and the Separation of Church and State.

CPC - Visual Arts Committee

The Visual Arts Committee works to bring the arts to campus through exhibitions, lectures, live demonstrations, and events. They select exhibits for the University Center from artists around the United States. Past exhibits include a display of TVA Dam photographs, Charlie Daniel's cartoons, the artwork of Diana Jacobs, and a display of works by the Guerilla Girls. The committee partners with other organizations to sponsor a lecturing artist series, which has included guests such as Saya Woofalk, Jon Pylypchuk, Diana al-Hadid, and Steven Hull.

CPC - Women's Coordinating Council

The Women's Coordinating Council presents programs on a variety of issues related to women. These programs are available to students, faculty and staff. The issues addressed include women's health, body image, gender and sexuality, sexual abuse and assault awareness. WCC also programs speakers, entertainers, politicians, informal discussions and interactive workshops. Some recent programs include Rebekka Armstrong, Rebecca Walker, and the Guerrilla Girls. Each year, WCC produces the Take Back the Night March, to make others aware of sexual assault and domestic violence.

Black Cultural Programming Committee

The Black Cultural Programming Committee, (BCPC) is a student organization that develops and presents cultural programs and activities that enhance and promote awareness of African-American Culture and its accomplishments. Through its programming, BCPC fosters an atmosphere for unity, diversity, and interaction among students, faculty and staff. BCPC sponsors a variety of cultural, recreational, and social activities that include appearances by Hill Harper, Harry Belafonte, Debbie Allen, Donna Brazile, Alvin Ailey Dance Theatre, Tavis Smiley, Spike Lee, and Dr. Maya Angelou. Getting involved with BCPC as a volunteer or a member provides an opportunity to learn about programming, teamwork, leadership, and African-American Culture.

Minority Achievement Program

The Minority Achievement Program (MAP) is designed to provide personal support, assistance, social guidance, and positive campus survival skills to first-year minority students. Peer mentors serve as valuable resources to program participants by encouraging a positive transition to campus life and academic success. MAP coordinates events and activities that help facilitate academic success, adjustment to campus life, and promote student involvement.

STUDENT PUBLICATION ORGANIZATIONS

Evolve, The Volunteer Annual of UT

**5 Communications Building
865-974-3231**

Evolve, the Volunteer Annual of the University of Tennessee, is the official annual of the University and has been published for more than 100 years. Campus life and traditions, student organizations, academic departments and sports are documented each school year. Applications for staff positions are accepted throughout the year. Electronic application is online (<http://dailybeacon.utk.edu/jobs/jobs.php>).

The Daily Beacon

**5 Communications Building
865-974-3226 News/Editorial
865-974-5206 Advertising**

The Daily Beacon is UT's official student newspaper. It is published Monday through Friday when classes are in session and is distributed free of charge on news stands across campus. During summer it is published on Tuesday and Friday. Commentary and regular news coverage of student life, sports, academics, government and entertainment are offered to campus readers in print and online formats. Advertising, production and editorial

positions are filled by students, and applications are accepted throughout the year. The Daily Beacon is online (<http://dailybeacon.utk.edu>).

Phoenix

5 Communications Building
865-974-3231

Phoenix is the University student literary/art magazine in its 50th year of publication. Twice annually Phoenix presents selected student submission of poetry, short stories, prose works, photography and art. Students submit contributions or apply for staff positions throughout the year. Fall issue deadline is Sept. 10, and Spring issue deadline is Feb. 10. An electronic application is available online (<http://dailybeacon.utk.edu/jobs/jobs.php>).

RESIDENCE HALL ASSOCIATIONS

Every residence hall on the UT campus has a residence hall association in which all residents of the hall are members (unless they choose to opt out.) Most associations elect officers annually which comprise the Executive Council. In most halls, a representative from each floor is also elected to serve on the Executive Council. Hall associations provide additional services, sports, kitchen equipment, games, social activities, educational programs, and facilities that are available only to dues paying members. Movies, parties, lectures, and intramural competition are activities frequently sponsored by these associations.

United Residence Hall Council (URHC)

The URHC is composed of representatives from each hall association. Other residence hall students who wish to be active ex-officio members are welcome. The major functions of the URHC are to provide interaction and cohesion in hall representation and governance, and to provide coordination of campus-wide residence hall programs.

Residence Hall Organizations

Residence Hall Organizations
Apartment Residence Tenants Association (ARTA)
Clement Hall Residents Association
Gibbs Residents Association
Hess Hall Council
Humes Hall Residents Association
Laurel Apt. Resident Association
Massey Hall Council
Morrill Hall Residents Association
National Residence Hall Honorary
North Carrick Residents Association
Reese Hall Residents Association
South Carrick Residents Association

Volunteer Hall Residents Association
United Residence Halls Council

GREEK LETTER ORGANIZATIONS

The first fraternity was founded at The University of Tennessee in 1872, followed by the first sorority in 1900. Since that time the membership of these groups has grown until at present there are 26 fraternity chapters and 18 sororities. These organizations are dedicated to the development of individual potential, emphasizing sound scholarship and the interests and talents of their members. Fraternities and sororities foster a balanced program of social activities and service projects within both the University and the community. Through participation in these programs, members have ample opportunity for the development and practice of leadership skills and for a wide variety of experiences in human relationships. Fraternities and sororities are open to new members throughout the school year and encourage interested people to acquaint themselves with the Greek community at any time.

Social Fraternities

The following is a list of fraternity chapters at the University of Tennessee, including the date the chapter was established at UT and the chapter's address.

Alpha Phi Alpha; 1976 – No House
Alpha Epsilon Pi; 1949 - No House
Alpha Gamma Rho; 1951 - 1840 Fraternity Park Drive
Alpha Tau Omega; 1872 - 1812 Fraternity Park Drive
Beta Theta Pi; 1967 - 1844 Fraternity Park Drive
Chi Phi; 2007 - No House
Delta Tau Delta; 2006 – No House
Farmhouse; 1959 - 1901 Lake Avenue
Kappa Alpha; 2006 – No House
Kappa Alpha Psi; 2008 - No House
Kappa Sigma; 2008 – 1730 Melrose Place
Lambda Chi Alpha; 1932 - 1848 Fraternity Park Drive
Lambda Theta Phi; 2003 - No House
Omega Psi Phi; 2002 - No House
Phi Beta Sigma; 1979 - No House
Phi Delta Theta; 2001 - 918 Francis Street
Phi Gamma Delta; 1880 - 1836 Fraternity Park Drive
Phi Kappa Psi; 1967 – 1804 Fraternity Park Drive
Phi Kappa Tau; 1968 - No House
Phi Sigma Kappa; 1925 - 1800 Fraternity Park Drive
Pi Kappa Alpha; 1874 - 1820 Fraternity Park Drive
Pi Kappa Phi; 1931 - 1828 Fraternity Park Drive
Sigma Alpha Epsilon; 2007-1808 Fraternity Park Drive
Sigma Chi; 1917 - 1816 Fraternity Park Drive
Sigma Nu; 1921 - 1824 Fraternity Park Drive
Sigma Phi Epsilon; 1913 - 1832 Fraternity Park Drive

Social Sororities

PANHELLENIC BUILDING

865-974-6604

web.utk.edu/~sorority

The following is a list of sororities at the University of Tennessee, including the date the chapter was established and the location of its suite in the Panhellenic Building.

Alpha Chi Omega; 1961 - Suite 303
 Alpha Delta Pi; 1920 - Suite 203
 Alpha Kappa Alpha; 1970 - Suite 108
 Alpha Omicron Pi; 1902 - Suite 206
 Chi Omega; 1900 - Suite 306
 Delta Delta Delta; 1924 - Suite 301
 Delta Gamma; 1947 - Suite 204
 Delta Phi Omega; 2008 (No Suite)
 Delta Sigma Theta; 1975 - (No Suite)
 Delta Zeta; 1933 - Suite 401
 Kappa Delta; 1925 - Suite 305
 Kappa Kappa Gamma; 1967 - Suite 406
 Lambda Theta Alpha; 2001 - (No Suite)
 Phi Mu; 1908 - Suite 304
 Pi Beta Phi; 1948 - Suite 302
 Sigma Kappa; 1921 - Suite 202
 Sigma Sigma Rho; 2010- (No Suite)
 Zeta Phi Beta; 1974 - (No Suite)
 Zeta Tau Alpha; 1904 - Suite 402

OTHER STUDENT ORGANIZATIONS

Listed below are registered organizations as of June 15, 2010. For updated information, check online (<http://go.utk.edu>).

Academic

Abilities United
 Academic Team at UT
 Ad Club, University of Tennessee
 Adult Student Association
 American Choral Directors Association
 American Institute of Chemical Engineers (AIChE)
 American Institute of Aeronautics & Astronautics (AIAA)
 American Marketing Association
 American Medical Student Association @ UTK
 American Nuclear Society
 American Society of Agricultural and Biological Engineers (ASABE)
 Aspiring Student Affairs Professionals at the University of Tennessee
 Bachelor's of Social Work Organization (BSSW)
 Biomedical Engineering Society Student Chapter
 Black Educators of Tomorrow (BET)
 Chi Omega Lambda, ASBMB Biochemistry & Molecular Biology Honor Society
 Classics Club at UT
 College of Engineering Ambassadors

Communications Studies Club (CSC)
 Delta Sigma Pi
 Earth and Planetary Sciences Student Association
 Economics Club at the University of Tennessee
 ED on Campus
 Entomology & Plant Pathology Graduate Student Association
 Environmental Law Association
 Food Science Club at the University of Tennessee
 Golden Key International Honour Society
 Graduate Association of Researchers in Geography
 Graduate Nutrition Student Association
 Green T
 Honors Council
 Hotel Restaurant & Tourism Student Association
 Institute of Electrical & Electronics Engineers
 Institute of Industrial Engineers - UTK Chapter
 Institute of Nuclear Material Management (INMM)
 International Law Society
 Law Student Division of the American Bar Association
 Section of Real Property, Trust and Estate Law at The University of Tennessee College of Law
 Management Society at the University of Tennessee
 Masters of Social Work (MSWO)
 Minorities in Agriculture, Natural Resources & Related Sciences
 Minority Association of Pre-Medical Students at the University of Tennessee - Knoxville
 National Art Education Association at the University of Tennessee, Student Chapter
 National Association of Black Accountants
 National Association of Women MBA's at the University of Tennessee
 National Broadcasting Society/AERho
 National Society of Black Engineers
 Native American Student Association
 Partners in Sports
 PGK Leadership & Mentoring Academy @UTK
 Phi Alpha Delta Law Fraternity, International (Delta Phi Delta Pre-Law Chapter)
 Phi Alpha Delta Law Fraternity, International (James Clark McReynolds Chapter)
 Philosophy Club at the University of Tennessee
 Psi Chi - The National Honor Society in Psychology
 Public Relations Student Society of America (PRSSA)
 Red Cross at the University of Tennessee, The
 Sculpture Club at UT
 Sigma Alpha Pi
 Sigma Alpha Women in Agriculture
 Society for Human Resource Management (SHRM)
 Society of Professional Journalists
 Society of Women Engineers at UT
 Sociology Graduate Student Association
 Student Academy of Audiology
 Student Affiliates of the American Chemical Society (SAACS)
 Student Animal Legal Defense Fund at the University of TN Collage of Law
 Student Chapter of the American Society for

Information Science and Technology
Student Composer Organization at the University of Tennessee
Student Livestock Association
Student National Association of Teachers of Singing at the University of Tennessee
Student Nurses Association
Student Recreation Association at UT
Student Tennessee Education Association
Students for Social Justice
Tennessee Journal of Business Law
Tennessee Journal of Law & Policy
The Naturalist Club
Undergraduate Anthropology Association
Undergraduate Geology Association
Undergraduate Mock Trial Organization
Undergraduate Nutrition Student Association

International

African Student Association
Asian American Association
Bangladesh Students Association
Caribbean Students' Association at the University of Tennessee Knoxville
Chinese Students and Scholars Association
Indian-American Association (IAA)
International Student Council
Korean Student Association
Latin American Student Organization at the University of Tennessee Knoxville
Manthan - (Indian Student Organization) at the University of Tennessee
Portuguese Language Club (CLIP)
Russian Language and Culture Club
Thai Student Club
Turkish Student Association

Leadership/Honor Societies

Alpha Beta Chi
Alpha Epsilon Delta, Health Professional Honor Society
Alpha Kappa Psi - Professional Business Fraternity
Beta Alpha Psi - Alpha Lambda Chapter (Accounting)
Chi Epsilon
Eta Kappa Nu
Gamma Beta Phi - Service Projects Honor Society
Golden Key International Honor Society
Minority Advisors/Achievement Program
Mortar Board National Honor Society
Mu Zeta Chapter of Beta Beta Beta Biological Honor Society
National Society of Collegiate Scholars
Omicron Delta Epsilon, Beta Chapter
Order of Omega
Phi Alpha Honor Society
Phi Eta Sigma
Phi Sigma Theta National Honor Society
Pi Delta Phi French Honor Society
Pi Tau Sigma
Rotaract Club of the University of Tennessee
School of Music Student Advisory Council

Sigma Beta Rho Brotherhood
Sigma Gamma Tau
Sigma Tau Delta

Government

Model United Nations at the University of Tennessee
Students for a Just University
Tennessee Intercollegiate State Legislature - UTK Chapter

Military

Lt. Gen. Frank M. Andrews Squadron of Arnold Air Society
Semper Fi Society

Religious

Adventist Christian Fellowship @ UTK
Alpha Omega at the University of Tennessee
Antioch Community Church College Ministry
Association of the Knights of Columbus
Baptist Collegiate Ministry (BCM)
Bridges International
Campus Christian Connection
Campus Crusade for Christ
Catholic Student Association
Chi Alpha Christian Fellowship
Christian Student Center
Christian Student Fellowship
Christian Student Network
Christian Volunteers
Collegiate Black Christians
Dharma Alliance at the University of Tennessee
Hillel Jewish Student Organization
InterVarsity Christian Fellowship
Kappa Upsilon Chi
Love United Gospel Choir
Lutheran Campus Ministries
Muslim Law Students Association
Muslim Student Association
Navigators, The
Orthodox Christian Association
Pagan Student Alliance
Presbyterian Student Center
Reformed University Fellowship
Religious Studies Association
The Cross
The Way Campus Fellowship at the University of Tennessee
Tyson House Canterbury Episcopal Lutheran Student Fellowship
Vol Awakening
Volunteers for Christ
Wesley Foundation - United Methodist Student Center

Service

Alpha Phi Omega
American Student Dental Association at the University of Tennessee
B.I.K. (Biking in Knoxville)
Best Buddies - UT

Black Law Students Association
 Clinic Vols
 Collegiate 4-H
 Dance Marathon
 Daughters at the University of Tennessee Chapter of the
 National Society of the Daughters of the American
 Revolution
 Diabetes Advocacy Board
 Ducks Unlimited at UTK
 Gamma Sigma Sigma
 Habitat for Humanity, UTK Chapter
 Inspire
 Lt. General Frank M. Andrews Silver Wings Chapter at
 UT
 Mocha Club
 REACH Ministries
 Reach Youth
 Relay For Life
 Student Organization for Deaf Awareness
 Students in Free Enterprise
 Unite For Sight at the University of Tennessee
 VOLITION
 Volunteers Without Borders
 Zeta Beta Nu

Sport Clubs

Badminton
 Baseball
 Bass Fishing
 Bowling
 Canoe and Hiking
 Crew
 Curling
 Cycling
 Disc Golf
 Equestrian
 Fencing
 Field Hockey
 Golf
 Gymnastics
 Ice Hockey
 Kung Fu
 Lacrosse (M)
 Lacrosse (W)
 Martial Arts
 Paintball
 Roller Hockey
 Rugby (M)
 Rugby (W)
 Sailing
 SCUBA
 Snow Ski and Snowboard
 Soccer (M)
 Soccer (W)
 Swimming
 Tennis
 Triathlon
 Tumbling

Ultimate Frisbee (M)
 Ultimate Frisbee (W)
 Volleyball (M)
 Volleyball (W)
 Water Polo
 Water Ski and Wakeboard
 Wrestling

Special Interest

Active Minds at the University of Tennessee
 All Campus Theatre
 Amateur Radio Club, UT
 American Association for Justice
 American Choral Directors Association (ACDA)
 American Institute of Architecture Students at The
 University of Tennessee
 Amnesty International
 Ballroom Mania
 Big Orange Bassmasters
 Black Cultural Programming Committee
 Black Graduate and Professional Student Association
 (BGPSA)
 Bluegrass Music Club
 Business and Tax Law Association
 Calvary College
 Chilling & Grilling Club at UT
 College Democrats at the University of Tennessee
 College Republicans
 College Student Personnel Association
 Collegiate Entrepreneurs' Organization- University of
 Tennessee
 Council of Supply Chain Management Professionals at
 UTK
 Dance Society at the University of Tennessee
 Italian Club at UTK
 Katharus Society
 Knoxville Linux User Group at the University of
 Tennessee, Knoxville
 Knoxville Swing Dance Association
 Korean Graduate Student Association
 Kundalini Yoga Club at the University of Tennessee
 Lambda Student Union
 Law Men
 Minority Enhancement for the University of Tennessee
 (ME4UT)
 National Association for the Advancement of Colored
 People (NAACP)
 National Association of Black Social Workers, UT
 Student Chapter
 Orange Nation
 Out of State Student Association of UT
 Phi Mu Alpha, Sinfonia Fraternity - Theta Omicron
 Chapter
 POSE (People of Style and Education)
 Poultry Science Club
 Print Club - UTK
 Pro-Life Collegians
 Progressive Student Alliance (Alliance for Hope)

Rail Club at the University of Tennessee
Secular Student Alliance at the University of Tennessee
Shooting Club at the University of Tennessee
Sigma Alpha Lambda at The University of Tennessee
Society of American Archivists Chapter University of Tennessee
Society of American Foresters
Society of Media Arts
Special Libraries Association, Student Chapter at the University of Tennessee
STAND
Strange Fruit On Stage Productions
Student African-American Brotherhood
Student Alumni Associates
Student Bar Association
Student Photography Club
Students for a Progressive Society
Students for the Study of Law and Culture
Students Promoting Environmental Action in Knoxville (SPEAK)
Tennessee Collegiate Horsemen's Association
Tennessee Debate Society
The Cardboard Club
The Federalist Society
The Jazz for Justice Project
US Women in Nuclear
Volunteer Channel, The
Vox: Voices for Planned Parenthood
Walt Disney World College Program Alumni Association
We the People
Wellness Ambassadors
WOMEN (Women of Multicultural Ethnicities and Nationalities)
Wyrd Science Fiction and Fantasy Club

Social

Diva Opals
UniTe (Division of SAA)
Veterans at UTK

Consumer Information & Student Right to Know

In compliance with Title IV and other Federal and State disclosure laws, below is a list of consumer information that is available and links to directly access the information. Prospective and current students may contact the respective office or the Office of the Dean of Students for assistance in obtaining the information.

General Information

- Visit the University's website at:
<http://www.utk.edu/aboutut/>

Campus Facilities

- The Facilities Services website may be accessed by using the following link: <http://www.pp.utk.edu/>

Faculty and Instructional Personnel

- A list of undergraduate programs, majors, and minors may be found at:
<http://www.utk.edu/academics/programs/>
<http://admissions.utk.edu/undergraduate/academics/majors.shtml>
- Access the Undergraduate Catalog at:
<http://catalog.utk.edu/>
- Information regarding the Faculty Senate can be found here: <http://web.utk.edu/~senate/>
- Accreditation Information:
<http://oira.tennessee.edu/assessment/accr/accrhome.htm>

Enrollment

- The Family Educational Rights and Privacy Act (FERPA):
<http://ferpa.utk.edu>
http://dos.utk.edu/files/hilltopics_ferpa.pdf
- Graduation Rates: <http://oira.tennessee.edu/factbook>
- Withdrawal Requirements:
<http://registrar.tennessee.edu/registration/withdrawal.shtml>
- Transfer of Credit policies:
<http://registrar.utk.edu/transfer/>

Financial Aid

- Tuition and costs information:
<http://admissions.utk.edu/undergraduate/funding/tuition.shtml>
- Financial Aid Information including information about scholarships, grants, loans, etc.:
<http://finaid.utk.edu/aid/>

Services for Students with Disabilities

- The Office of Disability Services provides information on accommodations. Visit the website at
<http://ods.utk.edu/>

Athletics

- Information regarding Athletic programs at the University of Tennessee may be found at:
<http://www.utsports.com/>.

Campus Safety

- General Information: <http://safety.utk.edu/>
- University of Tennessee Police Department:
<http://web.utk.edu/~utpolice/>
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Information:
http://web.utk.edu/~utpolice/Crime_Statistics.html

Policy on a Drug Free Campus & Workplace

- https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0720

Peer to Peer File Sharing

- The University's peer to peer file sharing policy may be found at: <http://oit.utk.edu/lifep/filesharing.shtml>

Missing Student Policy

- The Missing Student Policy may be found on the University Housing website:
<http://uthousing.utk.edu/missingprotocol.shtml>

Underage Drinking and Associated Responsibilities

- The Tennessee General Assembly passed new legislation regarding underage drinking and associated responsibilities. The law prohibits any resident, owner, or occupant of property (the social host) from allowing an underage adult to consume alcohol on such property. The legislation defines "underage adults" as those individuals who are at least eighteen (18) years of age but less than twenty-one (21) years of age.

A resident may face criminal prosecution and University sanction if an underage adult consumes alcohol on his or her property which includes, but is not limited to, a residence hall room or apartment, fraternity or sorority affiliated housing, an off-campus house or apartment, or any other property owned or occupied by the individual.

Family Educational 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); and 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 online web-based people directory and in sports brochures.

*Directory information includes, but is not limited to, student name, semester and permanent addresses, University supplied email address, NetID, telephone number, full-time or part-time status, graduate or undergraduate level, classification, college, major, dates of attendance, degrees and awards, the most recent previously attended education 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 website of the University Registrar:
<http://registrar.tennessee.edu/records/privacy.shtml>.*

What is FERPA?

FERPA is an acronym for the Family Educational Rights and privacy Act of 1974, also known as the "Buckley Amendment." This federal enactment establishes the legal parameters governing access to and release of student educational records.

Who is required to comply with the standards set forth in FERPA

Any educational institution or educational administrative service that receives funds from the United States Secretary of Education must comply with the terms set forth in FERPA.

What does FERPA require of colleges and universities?

The Act encompasses six basic requirements of colleges and universities:

1. Students must be annually notified of their FERPA rights. At the University of Tennessee, FERPA information is included in our student handbook, Hilltopics, in the Graduate and Undergraduate catalogs, on the website of the University Registrar (<http://registrar.tennessee.edu/records/privacy.shtml>), at Orientation for new students, in the Teaching Guide for new instructors, and at Orientation for new faculty and teaching assistants. In addition, students annually receive an email notice reminding them of rights extended under FERPA.

2. Students must be allowed to review their education records.

3. Students must be allowed to request to amend their education records, with limited exceptions.

4. Students must be allowed to limit disclosure of personally identifiable information contained in their education records.

5. The college or university must undertake reasonable efforts to ensure that third parties do not re-disclose personally identifiable information and that the information is utilized by third parties only for its intended purpose.

6. Records must be maintained of requests for, and disclosure of, student education records.

What are "education records"?

FERPA defines education records as any record that directly relates to a student, and is maintained by an educational agency or a party acting on behalf of the institution. Examples of education records include, but are not limited to:

- Transcripts
- Schedules of Classes
- Academic History Reports
- Degree Audit Reports
- Class Rolls
- Grade Rolls

The following items are NOT 'education records', as defined by FERPA:

Sole possession records (records kept in the sole possession of the maker, used as a personal memory aid and not revealed to others)

- Law enforcement records
- Employment records
- Medical records
- Post-attendance records
- Psychological or mental health records

What are the consequences of non-compliance with FERPA requirements?

The consequences of non-compliance with FERPA requirements are serious. The Department of Education may cite the offending institution with official notice to cease the practice of non-compliance, and all funds administered by the Secretary of Education could be withheld from the institution.

Who has FERPA rights?

All students attending, or who previously attended, a college or university, regardless of the student's age, have FERPA rights. 'Attending students' includes admitted students, students in residence, continuing education students, students auditing only, and distance education students. FERPA does NOT apply to applicants who have not been admitted to the institution.

Who may have access to personally identifiable education records?

FERPA allows individuals with 'legitimate educational interest' to access personally identifiable education records. University officials and officials of agencies acting on behalf of the university, with demonstrated 'need to know' status may have access. Such persons include but are not limited to faculty, administrators, and clerical and professional employees.

Parents of students may NOT have access to personally identifiable student records without the written consent of the student.

What is directory information?

Directory information is information about a student that is not generally considered harmful if disclosed. Directory information may be disclosed UNLESS the student has invoked the FERPA right to limit disclosure of that information. Directory information includes:

- Name
- Semester and Permanent Addresses
- University supplied Email address
- Telephone Number
- Classification
- Graduate or Undergraduate Level
- Full-Time or Part-Time Status
- College
- Major
- Dates of Attendance
- Degrees and Awards
- Most recent previous educational institution attended
- Participation in school activities and sports
- Weight and height

What is NOT directory information?

All non-directory information the University maintains about a particular student, including such information as:

- Social security number
- Student ID number
- Grades
- Term and cumulative GPAs
- Student schedule
- Academic history
- Academic standing

How do students invoke their rights to limit the disclosure of directory information?

Student directory information is included in the online Web Directory. Students wishing limited disclosure may submit a request, available on the website of the Office of the University Registrar at this URL: <http://registrar.tennessee.edu/records/privacy.shtml> University Registrar personnel will suppress the requestor's directory information from visibility on the Web Directory. Students who wish more stringent measures of privacy may meet with personnel in the Office of Student Data Resources, 218 Student Services Building, to discuss their needs.

How do I know if a student has requested more stringent privacy measures?

Students whose needs for privacy exceed non-disclosure on the Web Directory may request that a 'privacy' notation be attached to their academic history reports and to their electronic records accessible by departmental personnel in colleges and administrative offices. It is strongly recommended that no information be disclosed without first checking for privacy notations. Please contact the Office of the University Registrar if you have questions about this issue.

May I, as a faculty member, post the grades of my students?

Grades MAY NOT be publicly posted by student names, by Student ID numbers, by Social Security Numbers, or by any other personally identifiable means, unless students give permission in writing. Public posting includes printed lists or Web sites. Grades may be posted if the instructor has implemented a system of code words or randomly assigned numbers known only by the instructor and the individual student. Under these conditions, posting should NOT be done alphabetically.

What may I as a faculty member include in letters of recommendation for students?

Recommendations that are made by personal observation or knowledge do not require a student's written permission. If personally identifiable information from a student's education record, such as grades or GPAs, is included, a signed release from the student is required.

The release must:

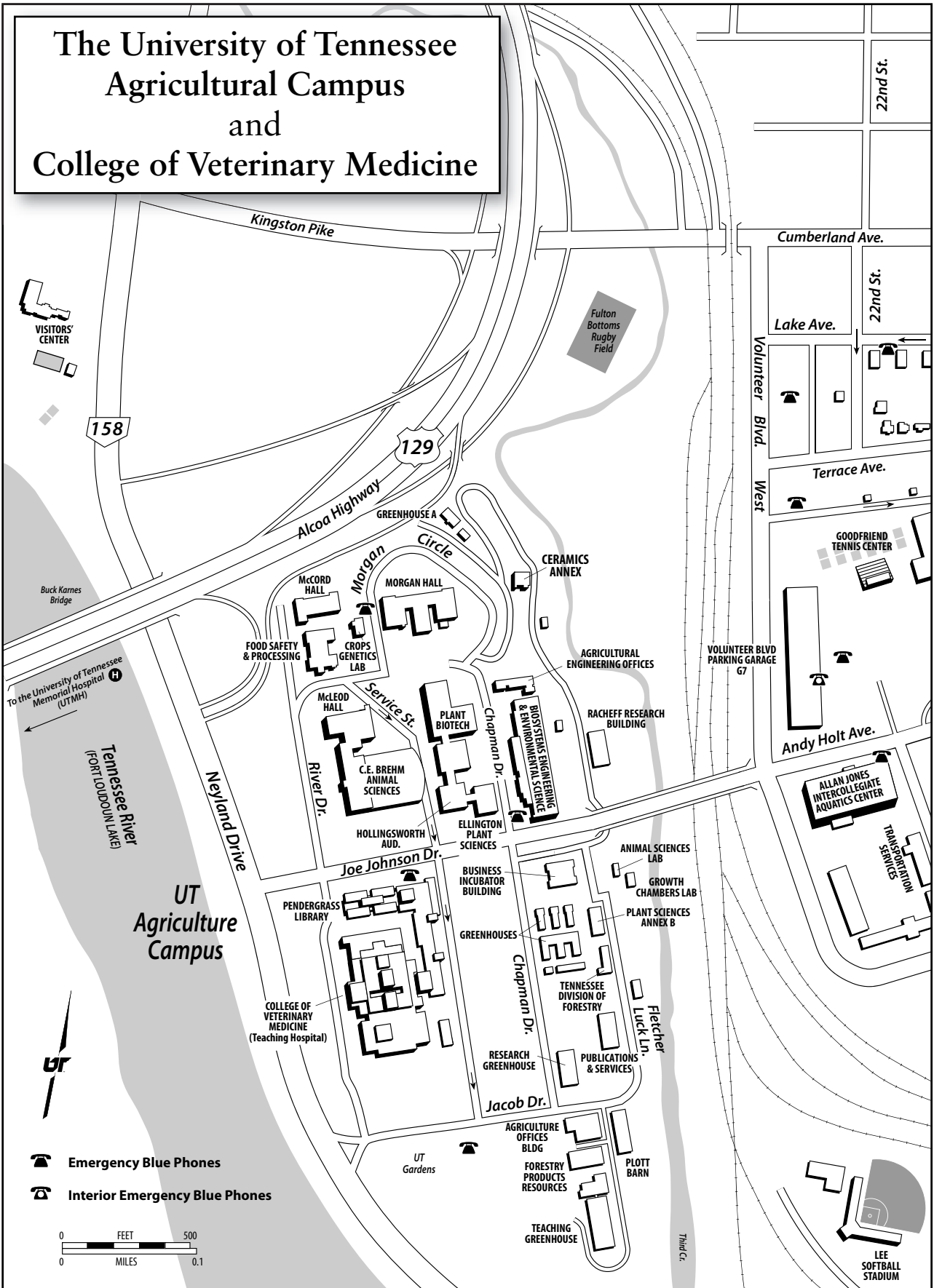
- Specify the records that may be disclosed;
- State the purpose of disclosure;
- Identify the party or class of parties to which disclosure may be made;
- Be signed and dated by the student.

Where can I find more information about FERPA?

The American Association of Collegiate Registrars and Admissions Officers maintains an excellent website of FERPA information

(www.aacrao.org/compliance/ferpa/).

The Office of the University Registrar maintains the University's FERPA website which offers comprehensive information and a FERPA power point tutorial (<http://ferpa.utk.edu>). If you wish to ask questions about FERPA, you may contact the Office of the University Registrar at registrar@utk.edu, or by calling 865-974-2101.



OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Chemistry Tutorial Center 513 Beuhler Hall www.chem.utk.edu/undergraduate.html	Tutoring for students enrolled in general chemistry	None	Hours are posted at the Chemistry Tutorial Center at the beginning of each term and on the website.
Educational Advancement Program 201 Aconda Court 865-974-7900	Tutoring for students in the EAP program	None	Arranged – Contact the EAP at 865-974-7900 to discuss admission to the program.
Fraternities	Several fraternities provide tutors and facilitate chapter study hour sessions available to chapter members. Most chapters have faculty advisors who coordinate study review sessions before midterms and again at finals.	Fraternity chapter member.	Contact Fraternity Chapters
Math Tutorial Center 101 Temple Court 865-974-4266 www.math.utk.edu/MTC/	Students enrolled in any undergraduate math course below 300 level	None	Call 865-974-4266 for current hours. Posted at Temple Court.
Minority Student Affairs/ Black Cultural Center 1800 Melrose Avenue 865-974-6861 http://omsa.utk.edu omsa@utk.edu	Free academic support for all UT students (based on available tutors) in Math, Biology, Chemistry, and Language Arts. Book loan program (limited to 2 books per student per semester.)	None	Check the website for hours. Tutors arrange time with students.
Physics Tutorial Center 201 Nielsen Physics Building 865-974-3342 www.phys.utk.edu/tutorial_center	Tutoring for UT students enrolled in lower division Physics courses.	None	Check the website for hours.
Sororities	Panhellenic groups have scholarship/academic programs that provide a range of services and programs for chapter members. Most are specially designed programs by national organizations. Many programs include tutoring and hosting study halls. Some chapters host scholarships and awards as well.	None	Contact Sorority Chapters
The Stat Lab in the Commons Hodges Library	Provides homework help for all students enrolled in Statistics 201.	None	Schedule posted in the Stat Lab.
Student Success Center 865-974-6641 http://studentsuccess.utk.edu 812 Volunteer Boulevard 1817 Melrose Avenue	Provides referrals for tutoring on campus and Supplemental Instruction for Math 119 and 130, Chemistry 120 and 130, Biology 101 and 102, and Engineering Fundamentals 151 and 152.	None	Check the website for hours
Thornton Center 1801 Volunteer Blvd. 865-974-1250	Tutoring for student athletes.	None	Arranged
Writing Center 212 Humanities Building or The Commons, Hodges Library 865-974-2611 http://web.utk.edu/~english/writing/writing.shtml	Individualized assistance with writing for any course. Available for all undergraduate and graduate students.	None	Call the 865-974-2611 for hours or check the website for hours. writingcenter@utk.edu

OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Accounting Dept 6th Floor Stokely Management Center 865-974-2551	Tutoring for Accounting 200 level courses Provided by Beta Alpha Psi	None	Hours are announced in classes
Biochemistry & Cellular/ Molecular Biology M407 Walters Life Science 865-974-5148	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged
Chemistry Department 514 Buehler Hall 865-974-3413	Private tutoring for students enrolled in any chemistry course	\$15/hr.(1 person) \$20/hr. (2 people at same time)	Arranged
Classics (tutors in Latin) 1101 McClung Tower 865-974-5383	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged; contact cccraig@utk.edu
Computer Science 203 Claxton 865-974-4309	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged: contact jelkins@utk.edu
Division of Biology 402 Hesler 865-974-6841	For Ecology and Evolutionary Biology, Biochemistry & Cellular and Molecular Biology, Microbiology, and Plant Biology: Tutoring services on an individual basis depending on availability of tutors. Please contact Division of Biology.	Negotiated	Arranged
Earth & Planetary Sciences 306 Earth & Planetary Sciences Bldg. 865-974-2366	Tutoring on individual basis.	Negotiated	Arranged; contact lmckay@utk.edu
Economics 505A Stokely Management Center 865-974-3303	Tutoring services on an individual basis. Please contact specific Dept.	Negotiated	Arranged
Educational Advancement Program 201 Aconda Court 865-974-7900	Tutoring for students in the EAP program	None	Arranged – Contact the EAP at 865-974-7900 to discuss admission to the program.
Geography 304 Burchfiel Geography Building 865-974-2418 http://web.utk.edu/~utkgeog/	Tutoring services on an individual basis. Please contact Department.	Negotiated	Arranged
Mathematics Department 865-974-2461 www.math.utk.edu/ugrad/	Private tutoring.	Negotiated	Arranged; please contact office
Modern Foreign Languages & Literatures 701 McClung Tower 865-974-2311 http://web.utk.edu/~mfl/	Tutoring on an individual basis. Please contact specific dept.	Negotiated	Arranged; list of providers available in 701 McClung Tower
Philosophy 801 McClung Tower 865-974-3255 http://web.utk.edu/~philosop/	Tutoring on an individual basis. Please contact Department.	Negotiated	Arranged
Physics/Astronomy 401 Nielsen Physics Building 865-974-3342	Tutoring on individual basis.	Negotiated	Visit Physics Tutorial Center or see board outside 401 Nielsen Physics Building.
Sociology 901 McClung Tower 865-974-6021	Tutoring on an individual basis. Please contact specific dept.	Negotiated	Arranged
Statistics 331 Stokely Management Center 865-974-2556	Tutoring on an individual basis. Please contact the instructor.	Negotiated	Arranged

OFFICE	SERVICES PROVIDED	COST	HOURS OF OPERATION
Architecture 224 Art & Arch. Bldg. 865-974-5265	Tutoring for Architecture students provided by Tau Sigma Delta Honor Society	None	Contact Laurie Roberson, Architecture Advising Office. 865-974-5265
Engineering 103 Estabrook Hall 865-974-9810 http://ef.engr.utk.edu/	Tutoring in Engineering Fundamentals (provided by faculty and GTAs)	None	Contact Engineering Fundamentals at 865-974-9810
	Tutoring in Engineering Fundamentals Engage Community Members (provided by faculty members)	None	OR check schedule at: http://ef.engr.utk.edu/
	Tutoring for engineering students in Engineering Fundamentals, chemistry, Mathematics, upper-division Engineering (provided by Co-op Ambassadors)	None	
Nursing 1200 Volunteer Blvd. 865-974-4151 http://www.nursing.utk.edu	Review sessions for Nursing students (provided by faculty and graduate students)	None	Arranged; please contact office.
	Tutoring for undergraduate pathophysiology Course (faculty member assigned students)	None	Arranged; please contact office.
Social Work 221 Henson Hall 865-974-3352	Tutoring for Social Work Students	Negotiated	Arranged (contact Gina Cox) 865-974-3352

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Office of the Dean of Students
413 Student Services Building
Knoxville, Tennessee 37996-0248
(865) 974-3179

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