

**DISCLAIMER: This does not include Chapters 6 and 9 - 16.**

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# The University

## **Mission**

The University of Tennessee at Chattanooga will serve as a national model for an engaged metropolitan university whose faculty, staff, and students, in collaboration with external partners, employ the intellectual resources of the liberal arts and professional programs to enrich the lives of those we serve.

## **Guiding Principles**

The University of Tennessee at Chattanooga interprets the land-grant spirit of service for the 21st century through people, partnerships, and performance:

### **People**

- We are committed to preparing educated men and women for meaningful and productive lives.
- We educate students for life in a global society.
- We promote and celebrate the diversity of people and ideas.
- We provide reasonable and affordable access to higher education.

### **Partnerships**

- We embrace active and collaborative learning through partnerships among students, faculty, staff, and the community.
- We encourage frequent, respectful, and collegial interaction among students, faculty, staff, and community.
- We provide opportunities for our students to augment intellectual development through participation in artistic, cultural, social, and athletic activities.
- We develop partnerships that strengthen the university and our community.

### **Performance**

- We prepare our students and alumni to apply knowledge to the challenges of a changing society.
- We use the interconnected activities of teaching, research, and service to promote learning, problem solving, and innovation.
- We use technology to enhance teaching, research, operations, and community outreach.
- We use our resources in a prudent manner to accomplish our mission.
- We use multiple measures to evaluate the performance of our students, faculty, staff, and programs.

## **Accreditation**

The University of Tennessee at Chattanooga is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-

4097. Telephone: 404-679-4501; Fax: 404-679-4558) to award bachelor's, master's, and doctoral degrees.

The University has also earned accreditation from the following organizations:

- Accreditation Council for Education in Journalism and Mass Communication
- Accreditation Council of Occupational Therapy Education
- American Assembly of Collegiate Schools of Business International: the Association to Advance American Chemical Society
- Collegiate Schools of Business
- Commission on Collegiate Nursing Education
- Commission on Accreditation for Dietetics Education of the American Dietetics Association
- Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association
- Council on the Accreditation of Nursing Anesthesia Education Program
- Engineering Accreditation Commission/Accreditation Board for Engineering and Technology
- National Association of Schools of Art and Design
- National Association of Schools of Music
- National Association of Schools of Public Affairs and Administration
- National Athletic Trainers Association
- National Council of Accreditation of Teacher Education

## **Memberships**

The University is a charter member of the Southern University Conference. Additionally, memberships include the following:

- American Alumni Council, American Council on Education
- American Association of Colleges for Teacher Education
- American Association of State Colleges and Universities,
- Association for Continuing Higher Education,
- Association of American Universities
- Council of Graduate Schools in the United States,
- National University Extension Association
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## **Oak Ridge Associated Universities**

The University of Tennessee at Chattanooga has been a sponsoring institution of Oak Ridge Associated Universities (ORAU) since 1969. ORAU is a private, not-for-profit consortium of 65 colleges and universities and a management and operating contractor for the U.S. Department of Energy with principal offices located in Oak Ridge, Tennessee. Founded in 1946, ORAU provides and develops technology critical to the nation's infrastructure, particularly in energy, education, health, and the environment. ORAU works with and for its member institutions to help faculty and students gain access to federal research facilities; to keep members informed

about fellowship, scholarship, and research appointments and to organize research alliances among our members in areas where their collective strengths can be focused on issues of national importance.

ORAU manages the Oak Ridge Institute for Science and Education (ORISE) for the U.S. Department of Energy. ORISE offers national and international programs in science and engineering education, training and management systems, energy and environment systems, and medical sciences. ORISE's programs bring students at all levels, K-12 through postgraduate, and university faculty members into federal and private laboratories.

ORAU's office for University, Industry, and Government Alliances seeks opportunities for alliances among its member universities, private industry, and federal laboratories.

## **Campus Overview**

The University of Tennessee at Chattanooga educates students by enlightening and disciplining their minds, and preparing them for ethical and active leadership in the civic, cultural, and professional spheres of their lives. To achieve these goals, the University engages in the complementary activities of teaching, scholarship, and service.

In its constant pursuit of academic excellence, UTC is committed to several strategic imperatives:

- claiming the assets of technology
- recruiting, retaining, and celebrating diversity in faculty, staff, and students
- demonstrating accountability
- enhancing partnerships
- enhancing the learning environment
- using evaluation to drive change

The hallmark of the University is outstanding teaching by a talented and dedicated faculty. Small classes, personalized advising, and frequent opportunities to interact with faculty provide a student-oriented learning experience.

Scholarship and research are priorities for the campus because these activities provide students with opportunities to mature as scholars, foster the intellectual growth of the faculty, and enhance the region's growth.

The University's academic programs provide students with a foundation in the liberal arts and preparation for many professions. The Colleges of Arts and Sciences, Business; Health Education, and Professional Studies; and Engineering and Computer Science provide bachelor's, master's, and doctoral degrees as well as several post-master's specialist degrees.

Education at UTC goes beyond the traditional classroom and laboratory. UTC faculty continue to bring their professional expertise to bear on the concerns of the larger community. Moreover, the University takes advantage of its metropolitan location to provide firsthand learning experiences to students through career-related work experience. Innovative programs, such as our University Honors Program, serve exceptionally talented students. Off campus, the University offers credit and noncredit instruction for professional and intellectual development, extending its educational mission to an even broader range of citizens.

The University's mission is enhanced by continuing support from its alumni; the community; and the University of Chattanooga Foundation, a public, nonprofit organization that

administers most of UTC's private endowment. Income from the endowment funds a number of endowed professorships as well as scholarships for students. Support from the State also provides funding for several Chairs of Excellence.

As UTC looks to its future and the emerging needs of the metropolitan region, it will continue its commitment to quality education, excellent research, and dedicated service.

## **History**

Since its founding as Chattanooga University in 1886, The University of Tennessee at Chattanooga has developed an institutional excellence that rests on an unusual blend of the private and public traditions of American education.

For 83 years the University was a private school. Three years after its founding, the University merged with another church-related school, East Tennessee Wesleyan University at Athens, to form Grant University. In 1907 the school changed its name to the University of Chattanooga.

In 1969 the University of Chattanooga and a junior college, Chattanooga City College, merged with The University of Tennessee, one of the oldest land-grant universities in the nation, to form The University of Tennessee at Chattanooga. As it joined the UT system, UTC received the mandate to devote a major portion of its resources to excellence in undergraduate education and in selected areas of graduate study.

The University's wide diversity of degree programs has attracted a current enrollment of more than 8,500, representing students from across the state, the region, and the world.

## **Chattanooga**

The University is located a few blocks from downtown Chattanooga. Claiming more than 600 industries, Chattanooga lies at the foot of Lookout and Signal Mountains where the Tennessee River forms Moccasin Bend. With a population of about 163,000 in a metropolitan statistical area of approximately 467,000, Chattanooga is easily accessible by car and air. Chattanooga frequently receives national recognition for its regional beauty, quality of life, and rich historical heritage.

The University and many civic organizations enhance the cultural environment of Chattanooga by supporting the arts through theatrical productions, concerts, and art exhibits. The greater Chattanooga area provides 10 city parks, 7 public golf courses, and a 35,400 acre lake that affords many recreational activities.

## **Student Conduct, Rights, and Responsibilities**

Students enrolled at UTC are citizens of the University and its surrounding communities. This citizenship carries with it opportunities and responsibilities — opportunities that enrich one's intellectual social life and responsibilities to conduct oneself in public and private life with integrity and respect for others. The University expects that its students will respect and comply with the law and the University's Code of Conduct both on campus and in the surrounding communities.

The University treats students like adults and expects mature and responsible behavior from them. Indeed, the reputation of the University depends, in part, on the conduct of its students. Consequently, the University maintains rules and policies to maintain a safe and civil environment for all members of the academic community. Students should understand that they

assume full responsibility for the consequences of their behavior. Those who violate the University's policies are subject to disciplinary action, including permanent dismissal from the University.

Students are responsible for understanding and complying with the University's *Catalog*, with its *Undergraduate Student Handbook*, and with other regulations. This *Undergraduate Catalog*, is available online at: <http://www.utc.edu/catalogs/>. *The Student Handbook* is available at: <http://www.utc.edu/Administration/StudentDevelopment/handbook/>. The University publishes both documents annually.

## **Falsifying Documents**

Misrepresentation of academic credentials is a Class A misdemeanor in Tennessee. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person: (1) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; (2) has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or (3) has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

## **Statement of a Drug-Free Environment**

It is a policy of The University of Tennessee system and of UTC to encourage and maintain a safe, healthful, and drug-free environment. 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, which includes immediate and permanent dismissal of the 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. 39-6-401 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 in an approved drug use or alcohol abuse assistance or rehabilitation program.

## **Campus Safety Report**

Each year The University of Tennessee at Chattanooga publishes *UTC Campus Safety and Law Enforcement Handbook* which includes campus crime statistics for the three most recent calendar years as well as various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. Prospective students, current students, and employees may receive a copy of the report by visiting <http://www.utc.edu/PublicSafety> or by writing to:

Department of Public Safety DEPT 3954  
University of Tennessee at Chattanooga  
615 McCallie Avenue

Chattanooga, TN 37403

## **Student Right To Know**

In accordance to the Student Right To Know Act, the University provides the following information. By the end of the 2005-06 school year, 45 percent of students who entered The University of Tennessee at Chattanooga as full-time freshmen in fall 2000 completed baccalaureate degrees at UTC.

Any questions concerning this or similar information on student athletes contact:

Dr. Richard Gruetzemacher  
Office of Planning, Research & Institutional Research DEPT 4654  
615 McCallie Avenue  
Chattanooga, TN 37403-2598  
(423) 425-4007

## **Family Educational Rights and Privacy Act (FERPA)**

The University abides by federal regulations known as the “Family Educational Rights and Privacy Act”, or FERPA. According to these regulations, a student’s record is confidential. In keeping with the regulations, the University will only release directory information, such as a student’s name, address, telephone listing, major fields of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student, unless the student has asked UTC to withhold such information.

According to these regulations, University personnel may not review the student’s record and academic performance with the student’s parents, guardians, spouse, or others unless the student provides written consent for the release of such information. The regulations allow the University to share student information with University personnel who have a legitimate educational need for the information, other institutions engaged in research (provided information is not revealed to any other parties), designated agents of the University and certain federal and state government officials.

Students may inspect and review their records and are entitled to challenge the content of records. However, students may be denied access to their parent’s financial statement and to confidential letters and statements of recommendation that were placed in the University’s records prior to January 1, 1975.

The University Registrar is responsible for interpreting and enforcing FERPA regulations at the University.

# ENROLLING AT UTC

## Undergraduate Admissions

The Admission Office staff oversee the undergraduate admission process. Send requests for information and application forms to:

Office of Undergraduate Admissions Dept. 5105  
University of Tennessee at Chattanooga  
615 McCallie Avenue  
Chattanooga, Tennessee 37403

The Admission Office is located in room 203 Guerry Hall; the telephone number is (423) 425-4662.

Applicants may request admission for the fall or spring semester, or any summer session. Prospective students should submit the completed application and supporting credentials no later than four weeks before the beginning of the semester in which they intend to enroll. Students applying for the fall semester should apply before August 1 for full consideration; the deadline for spring semester is December 1; the deadline for all summer sessions is April 15.

## Applying for Admission

This section presents the requirements for admission, as well as special requirements for adult, early admission, and transfer students applicants, and other groups of prospective students.

### Credentials for all Freshman Applicants

Applicants for freshman admission must submit the following:

1. Application for admission
2. Official high school transcript – Applicants may send this transcript any time after the completion of the junior year of high school, and must submit a final transcript showing all grades, type of diploma, and the date of graduation after graduation from high school. Applicants with a high school equivalency diploma must submit scores from the General Education Development Test as well as official transcripts of completed high school course work
3. ACT or SAT scores (for applicants under 21)
4. A \$30 nonrefundable application fee is required of all candidates who have not previously applied to a University of Tennessee campus or The University of Chattanooga

### Required High School Courses

All applicants must have completed the following high school courses:

<u>Subject Area</u>	<u>Units Required</u>
1. English-----	4
2. Algebra -----	2
3. Geometry-----	1

4.	Laboratory Science -----	2
5.	American History -----	1
6.	World History or World Geography or European History-----	1
7.	A single Foreign Language -----	2
8.	Visual/Performing Arts-----	1
<b>Total</b>		<b>14</b>

The University may deny admission to applicants who have deficiencies in any of these units. Students admitted with deficiencies must complete the missing courses. These courses will not apply toward the student's college degrees **and will not apply toward the minimum degree hours required for graduation.**

In addition to the minimum high school unit requirements listed above, an applicant should plan a high school course of study that will prepare them for their specific areas of interest. In particular, the University encourages all applicants to complete four years of college preparatory mathematics. Prospective engineering majors should take three units of science including physics.

After admission, UTC freshmen take placement tests in reading, writing and mathematics to determine whether they will need to enroll in developmental courses prior to college level courses. Completing a strong college preparatory curriculum in high school will help students do well on these placement tests (The "Academic Regulations" chapter describes the placement exam requirements).

### **Measles Immunization Requirement**

In an attempt to maintain a healthy campus environment, The University of Tennessee campuses require that all new entering students born after 1956 furnish documentation of having immunity to measles or immunization with a live measles vaccine after January 1, 1980, unless exempted because of pregnancy, allergy to a vaccine component, or other valid medical reasons. A verification of immunization, signed by a health care provider, must be returned to Health Services. An official copy of the "Permanent Tennessee Certificate of Immunization" (form PH-2414) or a comparable immunization form from another state is also acceptable. Evidence of the immunization is not required for admission but is required for course registration.

### **Regular Admission** (by applicants under 21 years of age)

The University grants regular admission to graduates of approved high schools\* who meet one of the following two descriptions:

1. A high school grade point average of at least 2.75 (on a 4.0 scale), a minimum score of 17 on the Enhanced ACT (810 SAT), and completion of all 14 high school units listed above.
2. A high school grade point average of at least 2.00 (on a 4.0 scale), a minimum score of 21 on the Enhanced ACT (980 SAT), and completion of all 14 high school units listed above.

\*Approved high schools are those approved by the State Department of Education or by the regional accreditation association. In the case of graduates of high schools that have not been so approved, regular admission will be granted to applicants with a high school grade point average of at least 2.75 on a 4.0 scale, a score of 21 on the Enhanced ACT (980 SAT), and completion of all 14 high school units.

## **The University Honors Program**

Each year the University Honors (UHON) Program admits 30 to 40 freshmen. This prestigious program offers to members an atmosphere that nurtures their intellects, sense of social responsibility, and drive to lead. The goal is to foster a community of scholars who enjoy each other's company, benefit from each other's work, and provide the University with new ideas and ways to excellence.

To achieve this goal, the Program provides Honors students with a specialized general education curriculum tailored to their talents and needs (See University Honors Program in Course Listing Section); opportunities for social, University, and community service; personal advisement; priority registration; an exclusive reading room and computer lab; and membership in a highly visible and respected group of students. Most Honors students receive a full four-year scholarship (see Financial Aid Chapter).

Applicants to the UHON Program should have a record of outstanding achievement and promise. Continuance is reviewed each semester and is contingent upon the student's academic performance. All UHON students are obligated to complete Departmental Honors. Interested high school seniors should submit a UHON application by December 15.

For more information and a current application write to:

University Honors Program Dept. 1101  
University of Tennessee at Chattanooga  
615 McCallie Ave  
Chattanooga, Tennessee 37403

The University Honors Program is located in room 202 Guerry Hall; the telephone number is (423) 425-4128; the web page is [www.utc.edu/univhon](http://www.utc.edu/univhon).

## Conditional Admission

Applicants who do not qualify for regular admission are eligible for conditional admission if they meet the following minimal requirements:

1. Completion of the 14 high school units listed above;
2. Minimum high school grade point average of 2.0 (on a 4.0 scale);
3. Minimum score of 17 on the Enhanced ACT (810 SAT); and
4. High school graduation or acceptable high school equivalency diploma (45 on the General Education Development test).

The Faculty Admissions Committee will review the materials of applicants with extenuating circumstances who fail to meet conditional admission requirements. Applicants who seek conditional admission status should make the request by writing to the Undergraduate Admission Office.

Students admitted with high school unit deficiencies must fulfill these requirements by completing the necessary courses within their first 42 hours of enrollment. Credit earned in these courses does not apply toward any degree requirements, including the 120 credit hours required for graduation, the general education requirements, and major or elective requirements.

Students admitted with a high school deficiency in American history are required by Tennessee law to complete six semester hours of college-level American history (Tennessee Code Annotated Section 549-3253).

Freshmen classified as conditional admission must earn a GPA of 1.0 or greater during the first semester at UTC or they will be suspended. If a student must complete developmental courses, the continuation GPA will determine the student's eligibility to continue coursework. The continuation GPA includes developmental and for-credit courses used for continuation purposes for admitted students. The cumulative GPA determines the continuation standards of all other students. The cumulative GPA includes for-credit courses only. Additionally, freshmen under conditional admission may be subject to one or more of the following conditions:

1. reduced course credit load
2. specific course requirements
3. specific academic advisor
4. specific program of developmental studies
5. enrollment in summer programs designed to improve academic skills.

### **Adult Freshman Admission** (applicants over 21 years of age)

The University of Tennessee at Chattanooga encourages applications from adults who are 21 years of age or older. Adult freshmen applicants must submit official high school transcripts or equivalent, including type of diploma and date of graduation. Adult applicants do not need to submit ACT or SAT scores. The University may require some applicants to take UTC placement examinations to demonstrate academic preparedness. An applicant with a high school equivalency diplomas must have a score of at least 45 on the General Education Development (GED) test.

The Director of the Admission Office, or a designee, reviews applications for Adult Freshman admission on a case-by-case basis using all available evidence, including the applicant's post-high school experiences. The University may require that students admitted to this program comply with one or more of the following conditions:

1. Reduced course credit load
2. Specific course requirements
3. Specific academic advisor
4. Specific program of developmental studies.

### **Admission with GED-High School Equivalency Diploma**

The University will accept a high school equivalency diploma if the applicant scored 45 or higher on the General Education Development test (GED). Applicants who are 21 or older should refer to the section entitled "Adult Freshman Admission." Applicants younger than 21 should refer to the section entitled "Regular Admission."

The Director of the Admission Office, or a designee, reviews on a case-by-case basis applicants with extenuating circumstances who fail to meet admission requirements. Applicants who do not meet the admission requirements should present in writing the extenuating and other circumstances that produced the deficiencies.

### **Early Admission**

The University has a program of early admission for exceptionally gifted high school students. This program is available only to applicants who intend to complete their high school

requirements with college-level courses and will not enroll in high school courses while participating in the program. In order to be eligible for the Early Admission Program, applicants should have at least a 3.5 GPA (on a 4.0 scale) and score at or above the 95th percentile of university norms on the ACT or the SAT examination at the end of the junior year in high school. Additionally, applicants must have the consent of their parents and the approval of their principal or guidance counselor. Applicants who meet these criteria will be admitted if the Assistant Vice Chancellor for Student Development determines that participation in early admission is in the applicant's best interest. In most cases, a personal interview with the applicant is required.

## **Joint High School Enrollment**

The Joint High School Enrollment Program allows outstanding high school students to enroll in college courses while they enroll in high school courses. The admission to the Joint High School Enrollment Program requires the following:

1. Concurrent enrollment in high school,
2. A grade point average of at least a 3.0 (B on a 4.0 scale),
3. Recommendation of the high school principal or guidance counselor, and
4. Permission of the UTC instructor and/or department head.

Students may to earn up to 24 semester hours in the program and may take a maximum of 12 hours during the summer and no more than two courses during the fall and spring semester. Students may apply the credits toward a degree at UTC or transfer them to another college or university.

## **Undergraduate Non-Degree-Seeking Status**

Applicants who wish to take courses for personal fulfillment or career enhancement can apply as non-degree-seeking applicants. To qualify for this status, applicants must be at least 21 years of age and must be a high school graduate or have a GED.

Non-degree-seeking students can earn no more than 60 semester hours. Students can apply these hours toward an undergraduate degree after admission as a degree-seeking student. Admission as a non-degree-seeking student does not guarantee admission as a degree-seeking student. Non-degree-seeking students who wish to enroll in upper level courses requiring prerequisites must provide the appropriate department head with an official transcript to verify completion of the prerequisite courses.

Former UTC students, international students, and applicants denied admission to UTC may not enroll as non-degree-seeking students. Non-degree-seeking students are not eligible to receive academic advising or financial aid. Non-degree-seeking students must maintain a 2.0 grade-point average in order to continue enrollment at UTC.

## **Special Admission**

### **Adult Degree Seeking Students**

Applicants 25 or older who wish to receive a Bachelor's degree must apply through Adult Services.

The Adult Services Center (Margaret Daniel, Director) is located in 278 University Center. Hours of operation: 11 a.m. - 7 p.m., Monday through Thursday; 11 a.m. - 5 p.m., Friday; and 10 a.m. - noon, Saturday. The Center provides individualized advisement, registration, fee collection, and other University services for non-traditional students. Telephone: (423) 425-4485

### **Special Audit and Special Fee Students (Tennessee Residents Only)**

Tennessee residents who are at least 60 years of age may audit classes on a space available basis without paying a fee. Similar arrangements are available for Tennessee residents who are totally disabled.

Tennessee residents who are 65 years of age or older and persons totally disabled who meet admission requirements may enroll for credit for a fee of \$7.50 per semester hour to a maximum of \$75 per semester.

Persons wishing to participate in any of the above programs should call the Adult Services Center (423) 425-4485.

### **Transient Students**

Students who are enrolled in good standing at another college or university and do not wish to transfer to UTC may enroll as transient students. Enrollment under this classification is usually for one semester, and students usually enroll in courses that will transfer to another institution. An official letter indicating that the student is in "good standing" (*i.e.*, eligible to return) must be sent to the Office of Undergraduate Admissions from either the registrar or academic dean of the student's present institution. A transient student cannot be on any type of academic or disciplinary restriction, warning or action such as probation, suspension or dismissal. If a transient student wishes to continue enrollment past the initial semester, an additional letter of good standing may be required.

Transient students who wish to enroll in upper level courses requiring prerequisites must provide the appropriate department head with an official transcript to verify completion of the prerequisite courses.

Transient students are not eligible for advisement and financial aid.

### **Transfer Students**

#### **Admission Requirements**

Applicants for admission as degree seeking students who have been registered at another college or university are classified as transfer students. They must submit to the Undergraduate Admission Office an official high school transcript showing graduation and type of diploma and complete official transcripts from each previously-attended college or university. Transfer students applying for the fall semester must have all supporting credentials listed above on file in the Admission Office by August 1. Transfer students applying for the spring semester must do so by December 1. Transfer students applying for any summer semester must apply by April 15.

For admission as a transfer student, an applicant must have pursued courses appropriate to the curriculum at The University of Tennessee at Chattanooga, must be classified as in good standing and eligible to return to the last institution, and must meet The University of Tennessee at Chattanooga's continuation standards. Grades for all previous course work determine the continuation standards. An applicants who graduated from high school in 1989 or after and are transferring fewer than 60 hours of semester credit must also meet the minimum high school unit

requirements and is required to take UTC's placement exams unless an exemption is granted. An applicant who transfers fewer than 12 hours of college level non-developmental coursework must meet the minimum requirements for new freshman. Refer to the "Required High School Courses" section in this chapter for high school unit and placement exam requirements.

An applicant whose records do not meet the admission standards will be denied admission unless, in the opinion of the Vice Chancellor for Student Development, the applicant can be admitted and classified as on scholastic probation. If admitted on probation, the student will be required to remove high school unit deficiencies within the first 30 hours of enrollment at UTC. Credits earned in such courses do not apply toward any degree requirements, including general education, major or elective requirements, or the 120-hour graduation requirement.

- Senior level (e.g., 300-400 level) credit is not awarded for courses completed at a two-year institution.
- Transfer students from senior institutions must complete at least 25% of the minimum semester hours required for the degree under the direction of UTC faculty; **the last 24 semester hours must be completed at UTC.**
- Transfer students from two-year institutions must complete a minimum of 60 semester hours at a senior institution.
- **A student who earns credit at a two-year college during his last 24 hours at UTC may choose not to apply the credit toward graduation.**

### **Credit from Non-Regionally Accredited Colleges**

Applicants wishing to transfer to The University of Tennessee at Chattanooga from colleges and universities that are not regionally accredited must meet UTC's admission requirements. Applicants do not receive credit for courses completed at regionally unaccredited colleges or universities.

Applicants who fail to declare previous college attendance and to submit transcripts of such records will be subject to dismissal from the University.

### **Transfer Coursework**

Students who transfer to UTC will receive credit for coursework attempted at other regionally accredited institutions. The transfer process ensures that students receive credit for college-level work that they have already completed. Indeed, the University maintains articulation agreements with Tennessee community colleges that allow students who have received the Associate's degree to complete a baccalaureate degree at UTC. This section describes the procedures the University uses to allow students to transfer the coursework they attempted at other regionally accredited institutions to UTC. Applicants who fail to declare previous college attendance and to submit transcripts of such records will be subject to dismissal from the University.

### **Transfer Equivalency**

When transferring to this University, students must submit official transcripts of coursework attempted at all the regionally accredited institutions they attended. The University's staff evaluates each course to determine its equivalency to UTC courses. Courses without an exact UTC equivalent will transfer in as an elective course related to the specific department. If UTC has no equivalent department, the course will transfer in as elective. Transfer students will not

receive credit for courses that are not at the college level or not appropriate to the curriculum at UTC, such as technical or vocational coursework.

The grades for transferred courses are included in the transfer grade point average as well as the cumulative grade point average according to UTC's grading policies and scale. Students who transfer a course grade that is lower than the UTC required grade must repeat the course.

Students who transfer community college course work that is equivalent to 300- or 400-level UTC equivalent will receive elective credit for the course. These courses will not fulfill the University's requirement for upper division coursework.

Students who believe that their transfer coursework was misclassified should present their concerns in writing to the Registrar as soon as possible. The Records Office staff will review the coursework and issue a response to the student.

### **Transfer Articulation**

The purpose of a Transfer Articulation is to provide students with a list of courses to complete at the community college and at UTC that will lead to a Bachelor's degree in a specific major. Transfer articulation agreements list the courses that students must take to earn an Associate degree in a major as well as the coursework in the same major required for the Bachelor's degree. Transfer students who change their majors once enrolled at UTC will receive full credit for their college-level transfer work but will not be considered to be within the articulation program.

Students completing an articulation program must also fulfill all UTC academic regulations listed in the Degree Requirements section of the *Undergraduate Catalog*.

Students transferring to UTC under an articulation agreement must meet the following criteria before their academic records will reflect their articulated status.

- meet UTC admission requirements
- have a 2.0 cumulative GPA with no transferred grade below a "C"
- have earned an Associate of Arts (AA) or Associate of Science (AS) degree from a Tennessee two year public institution and transfer major to major
- be currently enrolled in coursework at UTC
- contact the Records Office at UTC requesting a review of the academic record for articulation.

Articulation agreements are valid only for the major under which the AA or AS degree was awarded and must be completed within 10 years of admission to UTC.

Applicants with the Associate of Applied Science (AAS) degree may not participate in articulation program. Individual courses earned under the AAS degree may transfer and count toward completion of a degree.

### **International Students**

International students wishing to apply for admission as an undergraduate student must provide the following:

1. A completed application for undergraduate admission accompanied by the \$35 application fee

2. Authenticated copies of the applicant's academic records (These records should describe the courses of instruction in terms of years spent in school and types of subject matter covered with grades earned in each subject. These documents must be written in English.)
3. A minimum score of 500 on the Test of English as a Foreign Language for applicants whose native language is not English (The Educational Testing Service provides information about this test at [www.ETS.org](http://www.ETS.org).)
4. evidence of a TB skin test upon arrival in the United States and of an MMR vaccination before enrolling in courses
5. Evidence dated no earlier than six months prior to registration that the applicant has adequate financial resources to meet the expenses of attending the University and that the resources will be available to the applicant in the United States prior to the date of his or her registration at the University
6. An estimate of expense form signed by the student showing he/she is aware of the costs in attending the University

Transfer students must supply a letter of good standing from their Foreign Student Adviser and must meet the requirements for admission to the University as a transfer and an international student. These requirements are stated in the section on Transfer Students.

All international students are required to enroll in the insurance program for UT students.

All application materials must be submitted and processed by June 30 for the fall semester and by October 31 for the spring semester. Send all admission materials to:

International Student Services Office  
 The University of Tennessee at Chattanooga (Dept. 4755)  
 615 McCallie Ave.  
 Chattanooga, TN 37403  
 United States of America

## **Academic Forgiveness**

The University maintains an academic forgiveness policy for courses taken at any institution, including UTC. The policy allows for the removal of all previous course work from the calculation of the student's grade point averages and from consideration for fulfillment of all University requirements. Academic forgiveness does not remove the record of these courses from the student's transcript. Upon issuance of academic forgiveness, the student must retake, as necessary, and complete all coursework specified for an academic degree and other courses the student may be required to complete (e.g., deficiency courses).

### *The Policy*

1. A student must be admitted to UTC and registered for classes at UTC.
2. Academic forgiveness applies to all undergraduate courses taken anywhere by the student up to eight years prior to the date of application for academic forgiveness.
  - The eight years extends from the semester preceding the date that the Records Office receives the application for academic forgiveness
  - For the purposes of this policy, the summer represents one semester.

- All work attempted more than eight calendar years before the date of application will be removed from consideration for credit for fulfillment of general education or major requirements or for grade point average or for any other purpose or requirement.
3. Students can receive academic forgiveness only once.
  4. When granted, the academic forgiveness is irrevocable.

### *The Process*

1. Submit the application for academic forgiveness to the Records Office (109 Race Hall). The application form is available at the Records Office and at <http://www.utc.edu/Administration/Records-Registration>. Submission of the form indicates that the student wishes to forfeit all previously-completed coursework and understands the consequences of this action.
2. The staff will verify the application and the eligibility of the student's course work for this policy. The staff will list for the student the course credits forfeited in compliance with the policy.
3. Sign the final agreement to forfeit eligible courses and return the form to the Records Office for processing.

## **Readmission**

Former students in good standing who have not enrolled in UTC courses for one or more semesters (excluding the summer) must apply for readmission. If they have attended another college or university during their absence, they must also meet the requirements for admission to the University as transfer students, with the exception that no application fee is required for readmission.

Students who have been suspended or dismissed from the University should review the section on Retention and Continuation Standards Appeals section for information on readmission.

Students applying for readmission who have not attended any other institution in their absence must submit the completed application by August 15 for enrollment fall semester; December 31 for enrollment spring semester; and April 15, June 1 or July 1 for each respective summer term. Students who have attended another institution must meet the transfer student deadline and submit a completed application by August 1 for fall semester, December 1 for spring semester, and April 15 for all summer terms.

## **Post-baccalaureate Students**

### **Second Undergraduate Degree Students**

Students seeking a second Bachelor's degree must apply for readmission through the Adult Services Center. A student may receive a second Bachelor's degree if the student fulfills requirements for each degree.

Students may earn a second Bachelor's degree whenever they simultaneously complete the requirements for more than one degree (*e.g.*, B.A. and B.S.) or, after receiving one degree, return to the university to complete another degree.

A student may receive a second Bachelor's degree if:

1. The student fulfills all requirements for both degrees.

2. The curriculum for the second degree includes at least 25 percent of the minimum hours required for the degree not applied to the first degree. These hours must consist of courses taken at UTC. A grade point average of at least 2.0 is required in these courses.
3. The additional hours beyond the first degree shall include a minimum of 12 hours taken at UTC in the major department of the second Bachelor's degree. A grade point average of at least 2.0 is required in these courses.

Post-baccalaureate students with Bachelor's degrees from regionally accredited colleges or universities who are seeking undergraduate UTC degrees are not subject to UTC general education requirements. However, they are subject to major requirements, including general education courses specifically required for the major. Post-baccalaureate students who are not seeking a UTC degree also do not need to meet UTC general education requirements.

### **Non-degree Post-baccalaureate Students**

Post-baccalaureate students who are not seeking a second undergraduate degree should apply through UTC's Graduate School.

## **Non-Traditional Credit**

### **Limitations on Non-Traditional Credit**

Students may earn no more than 60 semester hours of non-traditional credit. Moreover, no student may earn more than 24 semester hours of non-traditional credit for each of the categories listed below.

Normally, non-traditional credit will not apply toward the last 24 hours of residency; however, students who have completed 24 hours of traditional course work at UTC and have not yet attempted the last 24 hours may petition to apply a maximum of 12 hours of these types of credit toward the last 24 hours.

Except for credit by special examination, credit earned by these non-traditional means is elective. Exceptions to this principle occur only with the written approval of the respective departments, indicating specifically the amount and type of credit to be applied to a major degree program.

### **Advanced Placement**

In addition to advanced standing by transfer work, students admitted to the University may obtain advanced placement by any of several examinations.

The University participates in the advanced placement program of the College Entrance Examination Board (CEEB). Applicants who have taken the advanced placement examinations may submit the results to the Undergraduate Admission Office for consideration.

The University may grant credit and advanced placement in a subject for students whose test scores are three or higher. Some departments require a minimum score of four.

Credit earned through advanced placement will be entered on the student's academic record as satisfactory credit but will not be computed in the grade point average. Students may earn no more than 24 semester hours of advanced placement credit.

### **College Level Examination Program (CLEP)**

UTC recognizes and accepts credit derived from several of the subject area examinations of the College Level Examination Program or CLEP. The CLEP subject examinations measure

achievement in a number of specific undergraduate courses. The Undergraduate Admission Office must receive the report of test scores directly from CLEP. Individual academic departments set standards for the acceptance of CLEP credits. Therefore, the required percentile grade for credit at UTC varies. Some departments accept no credit via CLEP.

Students may earn up to 15 elective hours for successfully passing CLEP general examinations. They may earn three hours of elective credit by successfully passing the CLEP general examination in English composition with a score of 530-610. Students may earn three hours of elective credit per exam by passing CLEP general examinations in mathematics, humanities, natural sciences, social sciences, and history with a score of 421-500. These credits, however, will not satisfy UTC general education requirements.

Credit earned will be entered on the student's academic record but will not be computed in the grade point average.

### **Correspondence and Extension Credit**

Up to one-fourth of the hours (excluding physical education) required for an undergraduate degree may be earned by correspondence or by correspondence and extension combined. The same limitations apply to hours in the major. All such courses must meet degree requirements at The University of Tennessee at Chattanooga.

Students may not use correspondence and/or extension courses within the last 24 hours of degree credit work unless the Petitions Committee grants advanced approval or the Department Head of the student's major department grants prior approval for the student to use one such course to be completed at another University of Tennessee campus.

The University of Tennessee correspondence program provides over 100 college credit courses that may satisfy degree requirements. The Office of Continuing Education provides catalogs of correspondence study offered through The University of Tennessee.

### **Credit by Special Examination (Undergraduate)**

Any student admitted to the University is eligible to receive credit by special examination. Students may earn credit by special examination for courses offered in the catalog with the exception of the following:

1. courses described as directed research, tutorial, or directed independent study;
2. any course from which the student has been exempted by placement examination or which the student has presented for admission purposes;
3. any course in any education teaching block; or
4. courses in which the student received a grade.

Students must pay the published fee for each undergraduate semester hour of credit. Students seeking credit by special examination should use forms provided by the Records Office to request approval from the department under which the course is described in the Catalog. The department will grant or deny the request pursuant to the standards stated on the request form; the department shall deny the request if it determines that the student would realize substantial benefits from participating in the activities of the course.

The academic department will determine the method for designing, administering, and evaluating the special examination. In all cases, the examination must equal the scope and

difficulty to a comprehensive final examination in that course. No student may repeat a special examination in a given course within one year.

Students will receive credit, recorded as S (Satisfactory) on the academic record, upon demonstrating the development of the abilities and attitudes of students who have taken the course and upon passing the examination with a minimum equivalent grade of C. Students earning less than a C grade equivalent receive NC (No Credit) on the academic record. Neither S nor NC grades will be used in computing the grade point average.

### **Military Service Credit**

The University may grant credit for military science to students with six or more months of honorable active service in the armed services of the United States or in a service academy. Students may receive up to 30 semester hours of elective credit, including basic military service, from the Community College of the Air Force. University policy permits and encourages granting credit for appropriate educational experience in the armed services in accordance with their evaluation in the American Council on Education's 1986 Guide to the Evaluation of Education Experiences in the Armed Services or by the Commission on the Accreditation of Service Experiences evaluation service. Veterans requesting military service credit should submit a copy of their DD Form 214 to the Records Office for evaluation. The University of Tennessee at Chattanooga is a member of Service Members Opportunity Colleges.

### **Credit for Work Experience**

Adult students who have not earned a degree and wish to enter or return to the University after working for several years may be eligible to receive credit for their professional work experience, in-service training, and certified professional programs. UTC's Credit for Work Experience program awards elective credit for those professional and in-service training experiences that have University equivalencies. Information concerning Credit for Work Experience is available in the Office of Cooperative Education and International Programs (423) 425-4735. Students pay a portfolio/registration fee of \$50.00 and an additional fee per credit hour, based on current University charges for IEP credit hours awarded.

Normally, non-traditional credit will not apply toward the last 24 hours of residency. However, students who have completed their last 24 hours of traditional course work at UTC and earn IEP credit in their final semester need not petition for an exception to the final 24-hour residency requirement.

## **Petitions and Appeals**

This section presents the appeal processes for matters related to admission, readmission, and residency. Applicants should note that all petitions of appeal must be made in writing and that many of the petitions must be submitted before specific deadlines. In each case, the applicant must first submit a petition to the appropriate committee or office. Applicants who receive a negative decision may then appeal to the Chancellor for special consideration.

### **Admission and Readmission Decisions**

Applicants who are denied admission or readmission may petition the Admission Committee by submitting to the Office of Undergraduate Admission a written petition on or before the fifth day of classes for the Fall or Spring terms or the second day of classes for any summer term. A petition form is automatically mailed to applicants for whom admission has been denied. This

form must be completed and submitted to the Office of Undergraduate Admissions. Applicants are not permitted to attend class during the Admission Committee's review of the petition.

Applicants may appeal to the Chancellor to overturn the decision of the Admission Committee by following the procedures described in the Appealing to the Chancellor section below.

### **Transfer Course Classification**

Students who believe that their transfer coursework was misclassified should present their concerns in writing to the Registrar as soon as possible. The Records Office staff will review the coursework and issue a response to the student.

### **Residency Classification**

Undergraduate students classified as non-residents may appeal this classification by submitting a petition and supporting evidence to the Admission Office on or before the fifth day of classes. Those appealing for a five-week summer term have until the third day of classes. These deadlines also apply to students seeking to pay in-state fees due to their full-time employment in the State of Tennessee. Decisions on appeals made before the deadline will be effective for that semester. Petitions received after the deadline, if granted, will be effective the following semester.

The Director of Admissions serves as the primary classification officer for undergraduate students enrolled at The University of Tennessee at Chattanooga. Residence classification appeals should be made by completing the petition form provided by the Admission Office. Appeals should include appropriate evidence to support the student's establishment of domicile in the State of Tennessee. Evidence of residence includes rental agreements, property deeds, voter registration, and other instruments that verify that the student's permanent residence is in Tennessee.

The student may appeal the decision of the Director of Admissions by submitting a formal request to the chair of the Residency Appeals Committee. The chair of the committee will schedule a hearing to review the student's request. The student may be present at the committee's hearing and may bring to the hearing any materials or other individuals (including legal counsel) that he or she believes will support the appeal.

The student may appeal in writing the committee's decision to the Chancellor of UTC. The student has the right to appeal in writing the Chancellor's decision to the President of The University of Tennessee. Final appeals are decided by the Board of Trustees for the University of Tennessee.

### **Appeals to the Chancellor**

Applicants and students who are not satisfied with the result of a petition review may submit an appeal to the Chancellor requesting specific action. The appeal must be a written letter that can be mailed or hand-delivered to:

Dr. Roger Brown, Chancellor  
Office of the Chancellor (Dept. 5605)  
University of Tennessee at Chattanooga  
615 McCallie Avenue  
Chattanooga, TN 37403

The letter should provide:

- a clear rationale for why the Chancellor should overturn the decision, waive the regulations of the University, or both;
- additional information that was not presented with the original petition or a review of procedural errors made in the review of the petition;
- a list of actions the individual requests;
- a list of courses in which the individual intends to enroll for the forthcoming semester (for appeals to be admitted or readmitted);
- current mailing address;
- daytime telephone number where individual may be reached; and
- UTC ID.

# Advising, Orientation, and Registration

## Academic Advising at UTC

Academic advising is an important part of a student's education. The advising process helps students choose the proper sequence of courses to meet their academic needs and interests, and to ensure a timely graduation. Given the importance of course selection, the University requires all students to work with an academic advisor before registering for classes each semester. Students should always consult their advisor when creating or revising their course schedule.

This chapter reviews the advising and registration processes. More specifically, this chapter reviews the orientation program in which all undergraduate students participate when they start their education at UTC, and the advisement and registration processes that they will follow for each semester they are enrolled at UTC.

## Important Advising Resources

**Advisors:** Academic advisors are members of the faculty teaching in the student's major. Some colleges and programs use professional staff to advise students. Students can find the name of their advisor on their RAP sheet. Students may also contact the Advisement Office to have an advisor assigned if the RAP sheet does not list an advisor.

**Advisement:** Before students may enroll in courses for the semester, they must meet with their advisor. The advisor will help the student select courses that meet the student's needs and interests. The advisor can also help the student with other questions about academic matters.

**Advisement Code:** At the end of the advisement session, the advisor will give the student an advisement code. Students must use this code to register for classes online. The advisement code changes each fall and spring semester. Either the fall or the spring advisement code will work for the summer semester registration.

**Catalog:** The *Undergraduate Catalog* lists the requirements for specific academic degrees, provides course descriptions and pre or co-requisites for all courses, and lists all degree and University graduation requirements. Each departmental section lists the requirements for the major, minor, and other academic programs that the department provides. Some courses require students to meet certain criteria, known as co-requisites and prerequisites, before enrolling in the course. Each course description in this catalog lists the course requirements. Students should review these course descriptions to ensure they have the necessary requirements and permission to enroll in the course.

**Check Sheets:** Official program check sheets that list all requirements for the degree are listed on the Records Office website at <http://www.utc.edu/Administration/Records-Registration>. These program check sheets are available by catalog year, major, and concentration beginning with the 2004 catalog year.

**RAP Sheet:** The Record of Academic Progress, or RAP sheet, indicates a student's major, catalog year, advisor, remaining requirements, placement scores, completed courses, attempted and earned hours, and grade point average. This information will guide the student and advisor in selecting appropriate courses. Students may review and print their RAP sheet online through their MocsNet account by clicking on the "Student Information" link.

The RAP sheet is an advisement tool and should be used in conjunction with the requirements listed in the student's appropriate catalog year. The RAP sheet is only an advisement tool and not an accurate reflection of all graduation requirements.

**Registration:** Registration is the process where the student enrolls in courses. In most cases, students may register online using a computer. The student's advisor will help explain these steps.

**Schedule of Classes:** Several weeks before the registration process begins, the Records Office posts the class schedule at <http://www.utc.edu/Public/ClassFind>. This webpage allows students to review all the available courses for the upcoming semester. For each course, the webpage lists the course name and number, and the number of each section of the course. The webpage also lists the name of the instructor, the days and times that the course meets, the maximum enrollment, and the number of students currently enrolled in each section of the course. Students should consult the Schedule of Classes to prepare a preliminary schedule before their meeting with their advisor.

**The Advisement Office:** Located in room 278 of the University Center, the staff of the Advisement Office help students in their academic growth and adjustment to university life. The staff provide academic advising and registration services for students who have not declared a major. Students who were admitted conditionally or who have a developmental/deficiency status are also advised by The Advisement Office. In addition to course selection and registration, the staff provide students with information regarding student support services.

**The Records Office:** The Records Office, located in 109 Race Hall, maintains all student academic records, coordinates the scheduling and registration processes, certifies NCAA continuing academic eligibility, certifies veterans, and verifies student's eligibility for graduation. Students may also register for courses at the Records Office.

## **New Student Orientation and Registration**

### **Orientation**

The Orientation Office in coordination with the Admissions Office, the Retention and Advisement Office, and the Student Development Office provide the new student orientation programs for freshmen and transfer students. These programs introduce students to the campus and University life.

Each orientation session includes a tour of the campus, an explanation of its facilities and academic programs, small group discussions with faculty and students, placement exams, advising and registration, and the opportunity to become acquainted with fellow students.

The University also hosts an optional Parent Orientation. The Parent Orientation occurs at the same time as the student orientation, and helps parents learn about campus services, financial aid, and other topics.

Participation in an orientation session is mandatory for all new students. The dates for upcoming sessions are found on the Orientation web pages (see below). Orientation information is sent to all accepted students. Information regarding orientation registration, fees, and other

requirements is included in the packet. Students should carefully read this information prior to attending an orientation session. Students register for orientation sessions online. Orientation availability is limited and students may register on a first come first serve basis. Students are encouraged to register for orientation early. Once registered for orientation, students receive a confirmation brochure with a detailed agenda.

Prior to attending an orientation session, the student must have completed the admission process. Students registering for the Early Bird Orientation may complete their admission immediately following high school graduation. A final high school transcript, college transcripts for joint-enrollment credit, and Advanced Placement scores must be sent to the Admissions Office. The student must return the completed medical history form from the Student Health Services prior to course registration. Other orientation information (e.g., housing, meals, contact information, etc.) can be found on the freshman and transfer student orientation web pages via the Admissions Office: <http://www.utc.edu/Administration/Admissions/orientation>. For additional information, contact the Orientation Office at (423) 425-5220.

### **Placement Exams**

The University asks most entering freshmen to complete placement exams prior to enrolling in certain courses. Students take these exams during orientation to establish their proficiency in math, writing, and reading. Additionally, students may contact the Foreign Languages Department for appropriate testing times and dates for foreign language placement.

### **English Placement Test**

Students with an ACT English subscore of 18 or less (SAT Verbal of 459 or less) must take the English placement exam. Students with an ACT English subscore of 28 or greater (SAT Verbal of 630 or greater) may enroll in English 121 or elect to take the placement test to place in a higher-level composition course. Students who have transferred the equivalent of English 105, 106, 121, or 122 do not need to take the English placement exam.

### **English 122 Waiver**

On rare occasions, students seek to waive ENGL 122 (Rhetoric and Composition II). Because of a variety of circumstances, these students (typically transfer students) may have missed getting credit for ENGL 122, but they have clearly reached a level of writing proficiency commensurate with students who have successfully completed that same course. Students who aim to waive ENGL 122 should first consult with the Director of Composition (English Department).

### **Math Placement Test**

All entering freshman whose ACT Math subscore is 23 or less must take the math placement test. The math placement test helps the University determine the best starting math course that students must take. Students may only take the math placement test once. Students who have transferred the equivalent of Math 105, 106, 131, 136, 144, 145, or 151 with a grade of C or better do not need to take the math placement test.

Students may use the higher of either the math placement test level or the ACT Math subscore to determine the first math course they must take. The following table lists the relation between these test levels and math courses. Students with an ACT Subscore of 22 or 23 may be required to take a developmental Math course if their major requires a course other than Math 123.

The faculty of the Mathematics department strongly encourages students to enroll in a math course during their first year at UTC. Success in mathematics requires that students remember specific skills learned in high school and other previous coursework.

Math Placement Test Levels	ACT Math Subscore	Math Course
05	< 19	Math 105: <i>Elementary Algebra</i> <sup>1</sup>
15	19-21	Math 106: <i>Intermediate Algebra</i> <sup>1</sup>
20	22-26	Math 123: <i>Mathematics for our Modern World</i> <sup>2</sup>
20	22-36	Math 210: <i>Introductory Statistics</i> <sup>3</sup>
20	24-25	Math 131: <i>College Algebra</i> <sup>2</sup>
20	25-25	Math 144: <i>Precalculus</i> <sup>2</sup>
30	26-36	Math 136: <i>Calculus for Management, Life, and Social Science</i> <sup>2</sup>
30	26-36	Math 145: <i>Precalculus II</i> <sup>2</sup>
40	28-36	Math 151: <i>Calculus I</i> <sup>2</sup>

Notes:

1: Developmental Courses. Although required, the courses do not count toward the 120 hours required to graduate.

2: General Education Mathematics Course. These courses will fulfill the General Education Mathematics requirement and may fulfill the requirements for some majors.

3: General Education Statistics Course. This course will fulfill the General Education Statistics requirement and may fulfill the requirements for some majors.

Students placed in Math 106, Intermediate Algebra, may elect to participate in a short course to prepare for College Algebra. For more information, visit <http://www.utc.edu/Academic/DevelopmentalMath>.

### Reading

Students with an Enhanced ACT composite score of 18 or better (SAT total of 840 or above) are exempt from the reading course.

Students with an Enhanced ACT composite score of 17 or lower must enroll in Education 105.

Freshman students without the Enhanced ACT or the SAT must take the reading placement exam. Students with a raw score of 49 or lower may be required to take University Studies 100 after completion of Education 105.

### Foreign Language

All incoming students who have three years or more of high school study in a **single** foreign language (and no college level study of the language) and who wish to continue study in that language will be required to take a placement test to determine their level of competence in that language. A student should begin study of the language at the level established by the placement exam.

### New Student Registration

During orientation sessions, students will receive academic advisement and register for courses. In most cases, students who have declared a major will be advised in the major department. Students who have not yet declared a major will be advised by personnel from the Retention and Advisement Office. In addition to meeting with their major department, student athletes should also meet with staff in the Athletic Department to verify compliance with NCAA regulations.

Advisement begins after the placement exam results are available. Each student will receive a RAP sheet and will meet with an academic advisor to determine the student's courses for the upcoming semester.

## Regular Advisement and Registration

As noted above, each student must schedule an advisement session before registering for courses for the following semester. This section describes campus resources available to all students to help in the advisement and registration process. This section also presents information related to registering for courses.

### The Advising Process

The following sections review the specific advising processes for different groups of students.

#### Advising for Adult Students

Students enrolled through the Adult Students program may receive academic advising from the Adult Students Center located in 278 University Center or call (423) 425-2694. The staff of the center can assist students in course enrollment as well as the payment of fees.

#### Advising for Transfer Students

All transfer students must meet with an advisor before registering for classes. Transfer students who have declared a major should contact the department to schedule an advising session. Transfer students who have not declared a major must contact the Advisement Office located in 278 University Center or (423) 425-4573 for assistance. Questions or concerns regarding the acceptance of transfer credits should be directed to the Advisement Office.

#### Advising for Students Who are Pre-Majors or Who Have Not Declared a Major

The staff in the Retention and Advisement Office advise students who are pre-majors or who have not yet declared a major. To schedule an appointment with an adviser, the student should go to the Advisement Office located in 278 University Center or call (423) 425-4573.

All students must declare a major after they have completed 24 credit hours.

The following academic programs provide the pre-major status.

- Art
- Athletic Training
- Computer Science
- Nursing
- Physical Therapy
- Social Work

#### Pre-Law Students

Students who plan to attend law school should meet with a pre-law advisor in the Department of Political Science, the Department of English, the Department of History, or the Department of Legal Assistant Studies. The advisors help student develop a course of study that will prepare them for the Law School Admission Test. The pre-law advisor will also suggest additional courses and non-academic activities that will prepare students for law school. Students should also contact their major departments for guidance in completing the bachelor degree.

Pre-Law Advisors:

- Dr. David W. Carrithers, Department of Political Science
- Dr. Thomas Ware, Department of English
- Dr. James Russell, Department of History
- Prof. Karen McGuffee, Legal Assistant Studies

#### Pre-Medical & Pre-Dental Students

Students who plan to attend medical or dental school should meet with a pre-medical advisor in either the Department of Chemistry or the Department of Biological and Environmental Science. The advisors help students develop a course of study that will prepare them for the Medical College Admission Test (MCAT). The minimum requirements for admission to a medical school are 16 hours of Chemistry (general and organic), 8 hours of Biology (general biology), 8 hours of Physics (general physics), and 6 hours of English. The pre-medical advisor will also suggest additional courses and non-academic activities that will prepare students for medical school. Students should also contact their major departments for guidance in completing the bachelor degree.

**Pre-Pharmacy Advisors:**

Dr. John Lynch, Department of Chemistry  
 Dr. Deborah Kreiss, Department of Biology  
 Dr. Steve Symes, Department of Chemistry

**Pre-Dental Advisor:**

Dr. Deborah Kreiss, Department of Biology  
 Dr. Douglas Kutz, Department of Chemistry

**Pre-Medicine Advisors:**

Dr. Manuel Santiago, Department of Chemistry  
 Dr. Kyle Knight, Department of Chemistry

**Pre-Veterinary Medicine**

Dr. Ethan Carver, Department of Biology

### **Advising for Students Who Have Declared a Major**

Students who have declared a major should seek regular advising from their major department or their college. When a student declares a major, he or she should meet with the Department Head to be assigned to an advisor.

### **Advising for Students Enrolled in the Honors Program**

Because students enrolled in the University Honors Program must complete a unique general education curriculum, they are advised by members of the Honors Program staff as well as by the faculty of their major departments.

Freshman honors students are required to meet with a program advisor each semester to review their goals and academic progress, and to plan schedules for subsequent semesters. Sophomore, junior, and senior honors students are strongly encouraged to schedule advisement and review sessions with the staff. Each semester, the Honors Program Director reviews the academic progress and standing of all students in the program, and meets with students to discuss areas of concern.

In addition, all honors students enroll in one of four special advisement courses (UHON 100, 200, 300, or 400), which offer information on academic and career planning, unique opportunities to enhance students' educational experiences, and university resources appropriate to the student's class level and goals.

### **Advising for the Student Athlete**

Students who are members of University varsity sport teams should seek the advice of their major department and the athletic academic advisor to ensure they remain eligible to participate in their sport.

### **Advising for Students with Disabilities**

Students with disabilities should follow the regular advising procedures described above. During the advising process, the student should ensure that the advisor understands the accommodations that the student requires and that the course schedule reflects these needs.

Students and advisors are strongly encouraged to contact the Office of Students with Disabilities should specific questions about the student's needs arise.

## General Rules and Guidelines Related to Selecting Courses

This section reviews the general guidelines students should follow when selecting courses. Other sections of this catalog present more specific rules and regulations regarding specific degree requirements.

### Classification of Students

The University classifies undergraduate students as freshmen, sophomores, juniors, or seniors according to the number of credit hours the student has completed. The student's classification determines the level of course for which the student may enroll. The following table presents the relation between class standing and semester hours completed.

Freshmen	0-23	semester hours
Sophomore	24-59	semester hours
Junior	60-89	semester hours
Senior	90	or more semester hours

### Course Numbers and Levels

The course number represents its appropriateness for a student's classification. The following table presents the course levels and corresponding classification of students who should enroll in the courses.

Course Numbers	Level
000-099	Activity, service, or noncredit courses. Students may count no more than eight hours of S grade in courses in this group toward a degree.
100-199	Primarily for freshmen but may be taken by sophomores and juniors. The faculty recommend that seniors do not enroll in these courses.
200-299	Primarily for sophomores but open to juniors and seniors.
300-399	For juniors and seniors.
400-499	For seniors and graduate students. When taken for graduate credit, the letter G will precede the credit hours.
500-799	Restricted to graduate students. Courses at this level cannot be used for an undergraduate degree.

In special circumstances a student may register for a course at a level above his or her classification in accordance with departmental policy and with the recommendation of the adviser. Freshmen may not register for 300- and 400-level courses without the approval of the department that houses the course. The Records Office provides a form for this approval.

### Prerequisites and Co-requisites

Many courses require that students fulfill one or more prerequisites and/or co-requisites to enroll in the course. Each course description in this catalog lists the course requirements. A **prerequisite** is a course that must be successfully completed before the student may enroll in the course. A **co-requisite** is a course in which the student is required to enroll during the same semester. Students should review these course descriptions before register for the class.

Students who do not have the required pre- and/or co-requisites will have their registration in that class cancelled.

### **Courses Requiring Special Permission for Registration**

Some courses require special permission before students may register for the course. The course listing will list these requirements along with the course prerequisites. Students should review these course descriptions and obtain the necessary permission before registration.

### **Institutional Credit and Developmental Studies Program**

The University may require some students to participate in the Developmental Studies Program. The Developmental Studies Program is a collection of courses designed to help students succeed at UTC. These developmental courses cover a range of academic areas and include the following topics:

- Reading: EDUC 105
- Mathematics: MATH 105 & MATH 106
- Study skills: USTU 100
- Study skills lab: PSY 100 & SOC 199
- Writing: ENGL 105 & ENGL 106

Students required to enroll in developmental studies courses should successfully complete the courses within the first 42 attempted hours counting both institutional and regular credit. Transfer students should complete required developmental courses within 30 attempted hours following initial enrollment at UTC. All students in the Developmental Studies program must earn a grade of C or better for all required developmental courses.

Students required to take any of these courses must complete these courses in addition to courses required for specific degrees. Although students may be required to complete developmental courses, the credit earned in these courses does not apply to the hours required for graduation, major requirements, general education requirements, or electives. These courses do count toward full-time enrollment, however. Moreover, the grades earned in these courses are not included in the calculation of the cumulative grade point averages for graduation or honors. The University uses the student's grades in these courses to determine the student's eligibility to remain enrolled at UTC.

### **Deficiency Courses**

Students admitted with a high school deficiency may satisfy that deficiency by taking the appropriate course identified in the chart below. Courses taken to satisfy a deficiency are registered as deficiency credit and do not count toward the degree although the grade will be calculated in the grade point average. Deficiency hours are in addition to the hours required for the degree.

<u>Subject Area</u>	<u>High School Units</u>	<u>Courses that Satisfy a Deficiency</u>
English	4 units	English 105, 106, 121
Math	2 units Algebra 1 unit Geometry	Math requirements are satisfied by Math 105, 106, 123, 131, 136, 144, 145, 151/152 (Registration in the appropriate placement level score)
Laboratory Science	2 units	Geology 100, ESC 150, GNSC

		111/181
American History	1 unit	6 hours from HIST 203, 204, 343
Social Science (Geography, World or European History)	1 unit	Geography 103 or History 103
A single foreign language	2 units	1 or 2 semesters of the same foreign language
Visual/Performing Arts	1 unit	Art 111, Music 111, Theatre and Speech 111 or 115

## Undergraduate Degrees

The University offers undergraduate programs that lead to the degrees of Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mechanical Engineering, Bachelor of Science in Nursing, and Bachelor of Social Work. Majors offered within these degrees are as follows. Specific requirements for these degrees are outlined in the appropriate colleges and divisions in the following chapters.

Applied Mathematics (B.S.)

Concentrations: Actuarial Science,  
General

Art (B.A.)

Art (B.F.A.)

Concentrations: Graphic Design, Painting  
and Drawing, 3-D

Art Education (B.S.)

Biology (B.S.)

Concentrations: General, Ecology,  
Molecular, Organismal, Preprofessional

Business Administration (B.S.)

Concentrations: Accounting,  
Entrepreneurship, Finance, General  
Management, Human Resource  
Management, Industrial Management,  
Marketing,

Chemistry (B.A.)

Chemistry (B.S.)

Concentrations: Chemistry, Biochemistry

Communication (B.A.)

Computer Science (B.S.)

Concentrations: Computer Engineering,  
Software Systems, Scientific Applications

Criminal Justice (B.S.)

Economics (B.A. and B.S.)

Electrical Engineering (B.S.E.E.)

Engineering (B.S.E.)

Concentrations: Chemical, Civil,  
Electrical, Environmental, Industrial,  
Mechanical

Engineering Technology Management (B.S.)

English and American Language and Literature  
(B.A.) Concentration: Writing

Environmental Science (B.S.)  
Concentrations: Biology, Chemistry,  
Engineering Science, Geography, Geology,  
Mathematics, Sociology-Anthropology

Exceptional Learning K-12 (B.S.)

Foreign Languages (B.A.)  
Concentrations: French, Greek and Latin,  
Latin, Spanish

Foreign Language Education (B.S.)  
Concentrations: French, Greek, Latin

Geology (B.S.)  
Concentrations: Geology, Environmental  
Geology

Health and Human Performance (B.S.)  
Concentrations: Exercise Science, Health  
and Exercise Science Pedagogy K-12,  
Movement Science, Sport and Leisure  
Services Administration

History (B.A.)

Human Ecology (B.S.)  
Concentrations: Interior Design, Food and  
Nutrition, Child and Family Studies: Services,  
Early Childhood Education: PreK-3

Humanities (B.A.)  
Concentration: International Studies

Human Services Management (B.S.)  
Concentrations: Allied Health  
Management, Emergency Systems  
Management, Nonprofit Management

Legal Assistant Studies (B.S.)  
Concentration: Social Science

Mathematics (B.A.)

Mechanical Engineering (B.S.M.E.)

Medical Technology (B.S.)

Middle Grades Education (B.S.)  
Concentrations: English, Mathematics,  
Natural Sciences, Social Sciences

Music (B.A.)

Music (B.M.)  
Concentrations: Instrumental Performance,  
Sacred Music, Theory and Composition,  
Vocal Performance

Music Education (B.M.)  
Concentrations: Instrumental, Vocal Music

Nursing (B.S.N.)

Philosophy and Religion (B.A.)  
Concentrations: Philosophy, Religious  
Studies, Combined

Physics (B.S.)

Political Science (B.S.)  
Concentrations: American Studies,  
International and Comparative Studies,  
Legal Studies, and Public Administration

Psychology (B.A. and B.S.)

Rehabilitation Science (B.S.)  
 Secondary English (B.S.)  
 Secondary Mathematics (B.S.)  
 Secondary Natural Sciences (B.S.)  
     Concentrations: Biology, Chemistry, Earth  
     and Space Science, Physics  
 Secondary Social Sciences (B.S.)  
     Concentrations: Economics, Geography,  
     History, Political Science  
 Social Work (B.S.W.)  
 Sociology and Anthropology (B.A. and B.S.)  
     Concentrations: Anthropology, Sociology  
 Theatre (B.A.)  
 Theatre Education K-12 (B.S.)

**Minors are currently available in the following areas:**

Africana Studies  
 Anthropology  
 Art History  
 Asian Studies  
 Athletics Coaching  
 Biology  
 Business Administration  
 Chemistry  
 Classics  
 Communication  
 Computer Science  
 Criminal Justice  
 Drama  
 Economics  
 Emergency Systems Management  
 English: Literature, Writing,  
     Creative Writing  
 Entrepreneurship  
 Environmental Science  
 Exercise Science  
 French  
 Geographic Information Science  
 Geography  
 Geology  
 Greek  
 History  
 Human Ecology: Food and Nutrition  
 Human Services Management  
 International Studies  
 Latin  
 Latin American Studies  
 Leisure Studies  
 Legal Assistant Studies  
 Mathematics  
 Music: Composition, History, Performance  
 Philosophy  
 Physics  
 Political Science  
 Promotion  
 Psychology

Religious Studies  
 Sociology  
 Spanish  
 Speech  
 Theatre  
 Women's Studies

### **Responsibility for Following Degree Requirements**

Each student is responsible for understanding and following the policies outlined in this catalog and for understanding the specific degree requirements for his or her program of study. The "Academic Regulations" chapter of this catalog describes the general requirements that all students must fulfill to complete a Bachelor's degree. The "Course Listing" section describes the course requirements for each major. Although faculty and other University officials may offer advice regarding particular matters, the student must ensure that he or she understands the consequence of acting on such advice. Moreover, the student assumes sole responsibility for the consequence of creating or modifying his or her course schedule.

The Records Office is responsible for determining whether the student has fulfilled the requirements for the degree. The *Record of Academic Progress* (RAP) sheet is an advising aid, not an official audit of the student's fulfillment of degree requirements.

The Office of Financial Aid is responsible for determining the student's eligibility for specific financial aid and scholarship considerations. Students are responsible for understanding that altering their course schedule may jeopardize their eligibility for these forms of financial support.

### **Registering For Classes**

All UTC students are responsible for registering for courses. Students may register for courses after their advising session, during which they receive their advisement code. The Records Office sends to all students the date and time that their registration session begins to the student's MocsNet account.

Students may register online through the Student Information link in the MocsNet account. Students must know their Secure ID (SID) to access the Student Information link in MocsNet. Online registration also requires the advisement code.

Students may submit a Registration Form and Closed Class Forms, with appropriate signatures, to the Records Office or the Advisement and Retention Office. International students must register through the International Student Office and cannot register online.

### **Registration Limits and Excess Hours**

Students may register for 20 or fewer hours each spring and fall semester without prior approval of the Petitions Committee. Students must receive advanced approval of the Petitions Committee to register for more than 20 hours.

Summer registration limits are as follows:

- 7 hours during any 5-week session
- 10 hours during any 7-week session
- 10 hours during any overlapping 5-week and 7-week sessions
- 20 hours during the entire summer term

Written consent of the adviser is required to register for a total of 17 to 20 hours in the summer. Exceptions must receive advance approval by the Petitions Committee.

Students requesting approval of the Petitions Committee to register for excess hours for a given semester must submit the petition to the Records Office (109 Race Hall) no later than one week prior to the first day of class for each semester or summer term. The petition form can be accessed through the UTC website at <http://www.utc.edu/Administration/Records-Registration>.

### **Drop/Add Policy**

All students are responsible for processing their course registrations, additions and drops. All students who register must pay fees unless the student drops the courses before the first day of classes. Failure to attend classes is not evidence of the student's intent to drop classes or withdraw from the University. Students who do not attend classes will remain on the class roster and will receive grades for these courses. Registration and drop dates for each specific term can be found on the University's online calendar.

### **Closed Classes**

Students may find that a course is closed when they attempt to add the course to their schedule. If there are not other suitable sections of the course, the students may seek permission of the department head in which the class is housed for permission to enroll in the closed class. Students seeking this permission will need to complete a Closed Class Form, available in the Records Office or have the department head give permission for an online closed class authorization for the student.

### **Modifying the Course Schedule**

Students may alter their course schedule before the term begins and during the first two weeks of classes. Students may alter their schedule online during the first week of classes. During the second week, the student must submit a course registration form with the appropriate instructor's and/or department head's signature to the Records Office. The General Regulations section presents specific rules governing the addition and withdrawal from courses. Students who receive financial aid or scholarships should consider modifying their schedule with care as some changes may produce negative financial consequences. Consequently, students must consult their financial aid counselor before changing their schedule.

### **Attending Class**

Each member of the faculty may establish an attendance policy for his or her courses and should describe the policy in the course syllabus. Faculty may choose to use attendance to determine a portion of the student's final course grade. Consequently, students should ensure that they understand and follow their instructor's attendance policy.

Although the University does not have a uniform attendance policy, students should attend all scheduled meetings of the course. Students assume sole responsibility for obtaining information presented during a missed class session. Students who miss assignments, tests, and other exercises may complete the missing work at the instructor's discretion.

Failure to attend scheduled class meetings is not evidence of the student's intent to withdraw from a course. Students wishing to withdraw from courses must withdraw online or submit a *Request to Withdraw* form to the Records Office during the official drop period. Students can not withdraw from a course either online or in the Records Office after the official last day to withdraw for the semester or summer term. Failure to withdraw officially from any course will result in a grade of F if the student has not successfully completed the assigned work.

Students who have not registered for a course may not attend or otherwise participate in the course.

# STUDENT FINANCIAL AID

The University of Tennessee at Chattanooga offers a comprehensive program of student financial aid. The staff of the Financial Aid Office help students secure Federal and state financial aid, scholarships, and recommend private loan options for which the student may apply.

The financial aid that a student may receive reflects financial need, which is the difference between the student's cost of attending the University and the family's estimated contribution to that cost. The cost of attendance includes tuition, fees, books, transportation, and living expenses. The FAFSA determines the Estimated Family Contribution (EFC) which then determines the amount of financial aid a student may receive. A student may not receive financial aid greater than the cost of attendance.

A student may receive one or more types of financial aid: Grants, Loans, Part-time employment, and Scholarships. These can be awarded individually or in combination, depending on the student's financial need and eligibility.

## Information and Assistance

The Financial Aid Office staff provide assistance with the financial aid application process and financial budgeting. In addition, the student and parents may request a review of the determination of the student's need and award. For further information regarding financial aid, call or write:

UTC Financial Aid Office Dept. 4805  
The University of Tennessee at Chattanooga  
615 McCallie Avenue  
Chattanooga, Tennessee 37403

(423) 425-4677

Information and forms are also available on the UTC Financial Aid website at:

<http://www.utc.edu/Administration/FinancialAid/>.

## Application Procedures

All students must apply **each year** for financial aid to be eligible for grants, loans, work-study, and the Tennessee Education Lottery Scholarship funds. Students currently receiving University scholarships will automatically receive the scholarship if they meet the scholarship renewal criteria.

Freshmen who wish to be eligible for University scholarships must be admitted no later than February 1 and have completed the *Student Scholarship Application* form. Students currently not receiving University scholarships who believe that they are eligible for a

scholarship should complete the *Continuing Student Scholarship Application*. The following lists the easiest way to apply for all Federal and state aid.

## Five Steps to Financial Aid at UTC

### Step 1. Complete and e-Sign the FAFSA on the Web

Complete and submit the FAFSA at: <http://www.fafsa.ed.gov> . This service is free. Be sure to include UTC and its Title IV code, "003529" in the appropriate section of the FAFSA. Allow 2-3 weeks for UTC to receive the FAFSA information. Students must complete this step before February 1 to ensure that they receive the largest financial aid possible.

### Step 2. Submit all requested documents to the Financial Aid Office

Students must also complete the *Institutional Information Form*. Other documents for the verification process may be requested as the need arises. Therefore, students should review their MocsNet account frequently for requests for more information. Additional documents should only be submitted as requested. These documents may be obtained from the UTC Financial Aid Office and must be submitted before April 1. Students must meet with a financial aid counselor during May to review their accounts.

### Step 3. Accept Financial Aid awards

The award process occurs 5-8 weeks following receipt of all requested forms and a completed financial aid file. Students will receive a *Financial Aid Notification* email in their MocsNet email accounts.

The student must accept the aid to receive the funds. To receive the aid, the student will log onto the MocsNet account using the UTC ID and Secure ID (SID). All offered aid (loans, work study, etc.) must be accepted or denied in the offered status area on the student's MocsNet account. Grants will be automatically entered as accepted. If a scholarship or grant has been offered or estimated, the student will need to contact the UTC Financial Aid Office to determine what action needs to be taken to accept that award. All offered awards are time-sensitive and will be cancelled if the student does not respond within 30 days. The student must complete this step by June 1 for fall enrollment.

### Step 4. Complete All Loan Applications

First-time borrowers at UTC must complete an entrance interview and a *Master Promissory Note* with their chosen lender in order to receive loan funds. These steps may be done on the UTC Financial Aid website <http://www.utc.edu/Administration/FinancialAid/>. The Students must be enrolled in at least six credit hours to be eligible to receive Federal loan funds. The students must complete this step before July 1.

### Step 5. Pay Fees

Students must pay fees through the Bursar's Office. Students with approved financial aid must also contact the Bursar's Office to confirm classes. This process must be completed by the deadline posted on the academic calendar, or registration will be cancelled for nonpayment of fees. Funds for students are authorized by the UTC Financial Aid Office and disbursed to the students by UTC Bursar's Office, based on set disbursement dates for the semester. Check with either office for those dates for any given term.

## Satisfactory Academic Progress

The Federal Government requires schools that provide financial aid to review academic progress to ensure that only those students who are making good academic progress receive financial aid. According to this policy, students are immediately ineligible for financial assistance when they are not progressing academically because of poor grades, have withdrawn, or have been suspended or dismissed. For students to maintain satisfactory academic progress, they must meet the following two standards:

- Students must satisfy continuation standards to continue their education at the University according to the University's *Standards of Continuation* published in this *Catalog*;
- Students must earn a required number of hours each year based on enrollment status (part-time, three-fourths time, and full-time student) on the first day of the semester.

Students who are enrolled full-time must earn at least 20 hours per academic year to be classified as making satisfactory progress. The required number of hours is prorated for students enrolled less than full-time.

Students who attempt more than 150% of the hours required for graduation in their program of study are ineligible for additional financial aid funds.

Students receiving University scholarships must complete 24 hours per academic year to maintain the scholarship.

The Financial Aid Office provides a thorough explanation of satisfactory academic progress. The guidelines are available at the Financial Aid Office and on the UTC Financial Aid website. The University annually publishes a separate continuation scale for the Chancellor's, Provost's and Yes scholarships.

Students who lose their financial aid due to insufficient progress may appeal the action by submitting an appeal form available on the UTC Financial Aid website or at the Financial Aid Office. Students who are suspended or dismissed from the University must appeal to the Records Office to re-enroll in school and with the Financial Aid Office to regain eligibility for Federal, state and institutional aid. Separate appeals are required.

Students should contact the Financial Aid Office for complete information related to the suspension, non-renewal and appeal procedures.

## Types of Financial Aid

### Grants

#### Federal Pell Grants

Pell Grant awards range from \$400 to \$4,050 with the value of the award reflecting the Estimated Family Contribution and the number of credit hours in which the student has enrolled. The grant is the "base" award of financial aid and is awarded before other forms of aid. Regulations and provisions of the Pell Grant Program are subject to change by Federal legislative action.

#### Federal Supplemental Educational Opportunity Grants (SEOG)

This grant, which ranges from \$250 to \$500, is available to undergraduate students with high financial need as determined by the FAFSA. Funds are limited, so it is essential that students complete the FAFSA and all other required documents as early as possible.

#### Academic Competitiveness Grant (ACG Grant)

The Academic Competitiveness Grant (ACG) is a Federal grant available to students who have completed the FAFSA, are eligible for the Pell Grant, are U.S. citizens, and are under the age of 20. This award is given to Freshmen and Sophomore students who have completed a qualifying rigorous high school curriculum as defined by the U.S. Department of Education. Self-certification through the Federal website is required to apply. Recipients must maintain a 3.0 GPA to receive the grant during the sophomore year. Awards range from \$375 to \$1,300 per academic year. Regulations and provisions of the ACG are subject to change by Federal legislative action.

### **Science and Mathematics Access to Retain Talent (SMART) Grant**

The SMART Grant is a Federal grant available to students who have completed the FAFSA, are eligible for the Pell Grant, are U.S. citizens, and have declared one of the eligible majors as defined by the U.S. Department of Education. Students must also have a 3.0 GPA in their declared major to receive these funds. The maximum award for the academic year is \$4,000. Regulations and provisions of the SMART Grant are subject to change by Federal legislative action.

### **Tennessee Student Assistance Corporation (TSAC) Grants**

Grants are made by the Tennessee Student Assistance Corporation to residents of the State of Tennessee who show financial need according to the FAFSA. TSAC annual awards range from \$1,314 to \$2,322. Students must apply before March 1 because these funds are limited.

### **Georgia Tuition Equalization Grant**

The Georgia Finance Authority provides grants of approximately \$400 per semester to Georgia residents who are juniors or seniors at UTC. Students must live within 50 miles of UTC and more than 50 miles from a four-year Georgia educational institution. Full-time enrollment at UTC is required, and the student must have completed 60 credit hours. Applications are available in the UTC Financial Aid Office and must be filed by the last day to register for classes in the term.

## **Student Loans**

### **Federal Stafford Loans**

The Federal Stafford Loan program provides students with interest free or low interest student loans based on financial need as determined by the FAFSA. Most students with good academic standing and satisfactory academic progress for continuing financial aid are eligible for the Federal Stafford Loan program.

There are two types of Stafford Loans: subsidized and unsubsidized. For a subsidized Stafford Loan, the interest is paid by the Federal government as long as the student is enrolled at least half-time. For an unsubsidized Stafford Loan, the student is responsible for the interest at a low government fixed rate while enrolled at least half time in college. The repayment of the loans is deferred for 6 months after a student graduates, terminates his or her education, or drops below halftime; and then the payments are structured over a 10-year repayment plan.

The maximum Stafford loan amount for a dependent undergraduate (as defined by the FAFSA) in a 12-month period is \$3,500 for freshmen; \$4,500 for sophomores; and \$5,500 for juniors and seniors. Independent students, as defined by the FAFSA, are eligible for additional unsubsidized funds in the amount of \$4,000 for freshmen or sophomores, and \$5,000 for a juniors or seniors.

The Federal Stafford loan maximum aggregate may not exceed \$23,000 for the dependent undergraduate or \$46,000 for the independent undergraduate or post-baccalaureate

student. The Federal loan aggregate limit for Stafford Loans for graduate and professional students is \$138,500. A list of recommended lenders for the Stafford loan program may be found on the UTC Financial Aid website or in the UTC Financial Aid Office.

### **Federal Parents Loan for Undergraduate Students (PLUS)**

Federal PLUS loans allow parents with good credit histories to borrow for each dependent child who is enrolled half-time or more. These loans, like Federal Stafford Loans, are made by a lender. A list of recommended lenders for the PLUS loan is available on the UTC Financial Aid website or in the UTC Financial Aid office. The yearly loan limit is the student's cost of attendance minus any estimated financial aid the student receives. The interest rate, as set by the Federal government, will be variable but not higher than 9.0 percent. If a parent is denied a PLUS loan by a lender, the student may be eligible for an additional unsubsidized Stafford loan at the independent loan amount.

### **Federal Perkins Loans**

The Federal Perkins Loan Program is a long-term loan available to students at a 5.0 percent interest rate. This program is funded through the U.S. Department of Education and awarded by UTC on a first come first serve basis. These funds are limited. Eligibility for the Perkins loan is based on demonstrated financial need as determined by the FAFSA. Loan repayment and interest on Perkins Student Loans are deferred for 9 months after graduation or as long as the individual remains in half-time attendance at an eligible accredited institution of higher education. The maximum repayment period is normally 10 years. Upon making a properly documented written request, portions of the Federal Perkins Student Loan may be canceled if the borrower performs full-time service in one of the several service areas. More information about Perkins Loan forgiveness may be found on the U.S. Department of Education's website [www.ed.gov](http://www.ed.gov). An undergraduate may be extended a maximum loan of \$4,000 per year up to an accumulated loan total of \$20,000. Due to limited funding, UTC awards all of its Perkins Loans to undergraduate students. The above regulations and provisions of the Federal Perkins Loan Program are subject to change by Federal legislative action.

### **Alternative/ External/ Private Loans**

Additional funds are available to students through a lender in the form of an alternative loan. These loans are also referred to as private loans or external loans. A list of recommended lenders for alternative loans is available on the UTC Financial Aid website or in the UTC Financial Aid Office. Interest rates, origination fees, deferment options and terms vary by lender, so students are encouraged to comparison shop. These loans should be a student's last resort in attempting to pay for their college costs. Students who are not in good standing with the office of Financial Aid (Unsatisfactory Academic Progress) may apply for these loans as an option to cover educational expenses.

## **Student Employment**

### **Federal Work-Study Program**

The University participates in the Federal Work-Study Program administered by the U.S. Department of Education. To be eligible for the Federal Work-Study Program, a student must be accepted for admission and enrolled with good standing. A student's eligibility is determined by the FAFSA. On-campus part-time work opportunities are available in various departments, offices, and agencies of the University. Off-campus work in community service organizations may also be available through the Federal Community Service Learning Program.

### **Additional Employment Opportunities**

Additional part-time employment opportunities, both on and off campus, are handled by the Job Location and Development Program in the Financial Aid Office. These positions are available to any student, regardless of financial need. To be eligible for this part-time employment, the student must meet the requirements established by the employing agency. An additional source of job postings is in the UTC Placement and Student Employment Center.

### **Chattanooga Yes Grant**

In addition to the University's other scholarship programs, the University provides the Chattanooga Yes Grant to students with high financial need, as defined by the FAFSA, who are residents of Tennessee and who are first-time freshmen. The University awards these grants on a first-come-first-serve basis. The grant award reflects the applicant's EFC, high school GPA, and ACT or SAT composite score.

The grant award is \$3,000 per year, to which students may add the \$3,800 to \$4,800 of Tennessee Lottery Scholarship funds. Scholarships are renewed for up to four years based on the student's academic performance. Approximately 200 awards are available each year. Recipients are determined by the UTC Scholarships Committee. Application deadline is April 1.

### **Tennessee Education Lottery Scholarships (TELS)**

Tennessee residents who graduated from a Tennessee high school in 2003 or after may qualify for the Tennessee Education Lottery Scholarships (TELS) or the HOPE Scholarship. Students must have graduated from high school with a 3.0 unweighted overall GPA out of a possible 4.0, or scored at least a 21 ACT (980 SAT) completing required college core courses. These funds are administered by the Tennessee Student Assistance Corporation (TSAC), and awards generally range from \$3,800 to \$5,300 per year.

The application form for Lottery Scholarship funds is the FAFSA. The TSAC deadline for application is May 1. The University of Tennessee at Chattanooga must be listed first on the FAFSA to receive the student's eligibility for the Lottery Scholarship. In the event UTC was not listed first, the student must notify TSAC to change the school of choice.

Adult students, over the age of 25, who have never been enrolled in college may also be eligible for these funds. All students who believe they are eligible should check with the Financial Aid Office to receive the most up to date information as these scholarships are subject to annual changes by the State legislature.

### **Refund Process-Return of Title IV Funds**

Students who receive Federal Title IV assistance will be subject to a refund calculation return if they withdraw from all classes. Students who withdraw during the first 60 percent of the term will have a refund calculated under the Return of Title IV Funds Refund Policy. The percentage of the refund will equal the percentage remaining in the term at the time that the student withdraws. All refunds caused by a student withdrawing from classes will be returned to the appropriate financial aid account(s) or lender in the case of student loans. Refunds will be credited/returned within 45 days to the appropriate student financial aid program(s) in the order listed:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal Plus Loan
5. Federal Pell Grant
6. Federal Academic Competitiveness Grant or SMART

7. FSEOG
8. Other Student Financial Aid Programs
9. Other Federal, State, private, or institutional sources of aid
10. Student

Note: UTC reserves the right to bill the student for any return of Title IV refund amount that exceeds the University's published institutional refund policy.

### **Repayments**

Students who receive Federal student financial assistance funds in excess of what is owed to the University (e.g. maintenance, tuition, room) may be required to repay funds to certain Title IV programs.

1. Federal Pell Grant
2. Federal Academic Competitiveness Grant or SMART
3. FSEOG
4. Other Student Financial Aid Programs
5. Other Federal, State, private, or institutional sources of aid

### **General Refund Information**

Students who stop attending classes prior to the completion of the term should carefully read the information on unofficial withdrawals. All refund/repayment calculations are completed within 45 days of the official withdrawal date, and all funds are returned to the appropriate programs. Students must present their official withdrawal/drop forms in person to the Financial Aid Office to commence the withdrawal process. In the event this is not plausible, the student must communicate the circumstances surrounding the inability to present the required form. Failure to withdraw officially will result in the University applying its own administrative procedures for determining the unofficial withdrawal date.

### **Scholarships**

The University of Tennessee at Chattanooga scholarship program for new and currently enrolled students is made possible through funds provided by the University, outside foundations, estates, private businesses, civic groups, individuals, and alumni.

Most scholarships are awarded to students who demonstrate strong academic achievement and proven need for financial assistance. There are, however, many scholarships based solely on academic achievement. Unless otherwise stated, to compete for any scholarship, a student currently enrolled at UTC or a transfer student must submit a UTC Application for Scholarship. First-time freshmen may apply via the Application for Undergraduate Admissions and Academic Scholarships.

The Financial Aid Office must receive the UTC Application for Scholarship by March 1.

### **University Honors Program Scholars**

Each year up to 20 outstanding freshmen entering the University Honors Program are selected to receive four-year scholarships, covering the cost of tuition, fees, books and a large portion of campus housing. The selection of these scholars, based on their attributes of scholarship, service, and leadership, is made by the faculty and staff of the University Honors Program in consultation with the Office of Financial Aid. Applicants must file both a regular application for admission to the University and a special application for admission to the UHON Program by February 1 of the applicant's senior year in high school.

The following endowed funds support the program:

*William E. Brock, Jr. Scholarship:* Established in 1979 by University of Chattanooga Foundation in honor of William J. Brock, Jr., a longtime member of the UC Board of Trustees.

*Paul Koblentz Memorial Scholarship:* Established in 1990 through a bequest from Abe J. Koblentz as a memorial to his deceased son in order to provide scholarships for deserving students.

*Dorothea Woods Obear Scholarship:* Established in 1990 by Chancellor Frederick Obear in memory of his mother who had a strong interest in the University and its honors programs. The scholarship goes to a student in the University Honors Program.

*Vasconez & Donovan Scholarship:* Established in 1994 by James M. Donovan, a UTC Brock Scholar graduate of the Class of 1977. The scholarship, in memory of his partner Jorge Vasconez, is for students in the University Honors Program.

*Roberta M. "Bobbie" Yates Scholarship:* Established in 1998 from the estate of her husband, Arthur E. Yates, an alumnus of UT and president of the Yates Bleachery Company of Flintstone, Ga., for University Honors students with financial need.

### **Chancellor's and Provost's Scholars**

First-time freshmen who present certain minimum high school grade point averages and ACT or SAT scores are eligible for scholarship considerations. Scholarships are renewed for up to four years based on the student's academic performance and the funds available. Approximately 130 awards are available each year in the Chancellor's and Provost's Scholars programs combined. Recipients are determined by the UTC Scholarships Committee.

### **Chancellor's Scholars**

First-time freshmen who are admitted by February 1 with a 3.75 GPA and a 30 ACT (1320 on SAT) will be considered for Chancellor's Scholarships, an annually renewable award of \$3,000. Students may also receive an additional \$3,800 to \$4,800 of Tennessee Lottery Scholarship funds. Out-of-state students will qualify for different stipend amounts.

### **Provost's Scholars**

First-time freshmen who are admitted by February 1 with a 3.5 GPA and 26 ACT (1170 SAT) will be considered for a \$2,500 annually renewable award. Students may also receive an additional \$3,800 to \$4,800 of Tennessee Lottery Scholarship funds. Out-of-state students will qualify for different stipend amounts.

The following endowments are used to support the Chancellor's and Provost's Scholars Programs:

*Julius Ochs Adler Scholarship:* Established in July 1956 by an anonymous donor in memory of the distinguished citizen who was associated with Adolph S. Ochs in the management of *The Chattanooga Times*.

*Ruth Trimby Aiken Scholarship:* Established in 1998 by Jane Aiken Dowden in memory of her mother, Ruth Trimby Aiken. Awards are made based on academic performance and financial need.

*Alumni Centennial Scholarships:* Established during the Centennial Campaign, four area scholarship endowments were funded by friends and alumni of UTC living in the Riverview and Lookout Mountain residential sections of Chattanooga and in both Nashville and Cleveland. The Cleveland scholarship was named in memory of Dickie Norton, UTC alumnus, who served as chair of the effort before his death in 1988. Preference for each scholarship will be given to students residing in the particular area.

*Marirose Arendale Scholarship:* Established in 1990 through the estate of Miss Arendale, a 1952 history graduate and former economics professor at Chattanooga State Technical Community College. To be awarded annually to a qualified and deserving student.

*Creed F. Bates Scholarship:* Established in 1976 by more than 300 individual gifts from friends, former students, and citizens of the Chattanooga community in honor of Creed Fletcher Bates, student, teacher, principal, University trustee, and community leader, to be awarded annually to a qualified and deserving student from the local area.

*Margaret Whiteside Buhrman Scholarship:* Established in 1978 by Mrs. Buhrman's son, Richard, in honor and recognition of her 46 years of distinguished service to the University, to be awarded to deserving students with preference for English majors.

*Cyril C. and Imogen H. Burgner Scholarship:* Established in 1991 through the estate of Mrs. Brooks Burgner in honor of her late husband for the benefit of worthy graduates of Tyner High School where Mr. Burgner served for many years as principal.

*Ralph T. and Alice P. Call Scholarship:* Established in 1999 by Harry Call, class of 1971, to honor his parents, Ralph T. and Alice P. Call. Restricted to students majoring in engineering.

*Campbell and Associates Scholarships:* Established in 1987 as a Centennial gift by John F. Germ, president and chief executive officer of Campbell and Associates, Engineering Consultants. Germ, a UTK graduate, has served on UTC's Chancellor's Roundtable and was involved in the design and construction of UTC's Arena and the Fine Arts Center.

*Edith White Cassell Memorial Scholarship:* Established in 1996 by Florence White Taylor in memory of her sister, Class of 1935 alumna Edith Cassell, who attained financial assistance through the help of President Alexander Guerry. Edith majored in German and worked for many years for TVA.

*Mario and Grace Charles Foundation Scholarships:* Established in 1999 by the estate of Grace B. Charles to provide scholarships for students majoring in electrical engineering and in elementary education. Both Grace Charles and her late husband, Mario, attended the University of Chattanooga.

*Chattanooga Coke and Chemical Scholarship:* Established in 1979 during the Tennessee Tomorrow Campaign in celebration of the company's 60th year of operation, the award goes to a qualified undergraduate student.

*Walter W. Colby Memorial Scholarships:* Established in 1982 by Benjamin W. Colby, a UC alumnus, in memory of his father, an early resident of Walden's Ridge (1878). Needy and worthy students from the Hamilton and Sequatchie County areas of Walden's Ridge are given preference.

*Joyce Ireland Cook Scholarship:* Established in 1999 to provide scholarships for students majoring in business. Joyce Ireland Cook is a 1962 graduate of the University of Chattanooga who received a scholarship and worked part-time. Her husband, Thomas W. Cook, is also a UC graduate. Preference for the award is given to students who work part-time to pay their educational expenses.

*Culpepper Family Scholarship:* Established in 1997 by Cecil Culpepper in appreciation for the financial assistance he received which enabled him to attend the University of Chattanooga on the GI Bill and in order to make a similar opportunity available to other students. Two of the Culpepper children are UTC graduates: Steven Ward Culpepper, Class of 1978, and Mary Alice Culpepper, Class of 1979. Preference for the award goes to students majoring in business or history.

*Joe and Rachel Decosimo Scholarships in Business:* Established in 1997 by Toby and Brenda McKenzie of McKenzie Development Corporation of Cleveland in honor of their friends and colleagues Joe and Rachel Decosimo for the role played by the Decosimos in their success personally and professionally. The awards go to students majoring in business.

*John W. Evans Scholarship:* Established in 1966 by the will of John W. Evans, retired Chattanooga realtor, who bequeathed his entire estate to the University for the benefit of "needy and deserving students."

*Carl Gibson Scholarship:* Established in 1994 by the estate of Carl Gibson, University of Chattanooga, Class of 1934 and former owner of Ruby Falls. The scholarship is based on academic performance and financial need.

*John E. and Claudia F. Gilbreath Scholarship in Memory of Katherine Frazier:* Established in 1971 by Mrs. Gilbreath for deserving male students in memory of her husband and her sister, two of the founders of the Chattanooga Federal Savings and Loan Association, both prominent business and civic leaders who died in 1969. Mr. and Mrs. Gilbreath graduated from The University of Tennessee, Knoxville.

*Douglas Chamberlain Griffith Memorial Scholarship:* Established in 1984 by Mrs. Robert H. Griffith in memory of her son (1941-1984). A graduate of the University of Chattanooga, he was a captain in the U.S. Air Force and a professional photographer. The scholarship award is based on student need.

*Dr. William Q. Gurley Scholarship:* Established in 1999 by Colleen Gurley, widow of Dr. Gurley, and memorial gifts from friends and colleagues. Dr. Gurley was UTC professor of mechanical engineering and former department head. Awards go to students majoring in engineering.

*William Q. Gurley Scholarship:* Established in 1999 by Joe and Marianna Wheeler in memory of Dr. Gurley, UTC professor of mechanical engineering and former department head, awarded to sophomore, junior and senior students enrolled in the College of Engineering.

*Ken and Cary Harpe Scholarship:* Established in 1997 with a planned gift by UT alumni Ken and Cary Harpe, to be awarded in the future to one English major and one member of the varsity football team or a candidate who meets both requirements.

*Russell M. Hart Scholarship:* Established in 2005 by the will of Russell Hart, a 1937 graduate of the University. Awards are made based on academic performance and financial need.

*John L. Hutcheson Jr. Memorial Scholarship:* Established in 1983 by the Rossville Memorial Center and W. Frank Hutcheson in memory of John L. Hutcheson, Jr., longtime University of Chattanooga board member and a prominent citizen of North Georgia. The scholarship is awarded to students who demonstrate successful academic performance. Preference is given to students from specific North Georgia counties and Tiftonia.

*Estes Kefauver Memorial Scholarship:* Established through a nation-wide campaign in 1963 which was led by Mr. Noble Caudill, Mr. Ed Orgill, Mr. Charles Brakebill as a memorial to the late Senator Kefauver. This one-year award goes to entering freshman students regardless of their course of study.

*David McKendrie Key Scholarship:* Established by Sarah Key Patten in memory of her father, Postmaster General of the United States, U.S. Senator, Federal Judge, and one of the founders of the University.

*Gene E. Kistler Scholarship:* Established in 1994 through a bequest from the estate of Dr. Kistler, a longtime Chattanooga physician and surgeon, as an expression of his appreciation for his community and for the University. Kistler had been chief of surgery for Erlanger and T. C. Thompson Children's hospitals. This award goes to students with declared premedical majors.

*David Ardell Knauff Memorial Scholarship:* Established in 1990 by Major Charles H. Knauff, U.S. Army Ret., in honor of his son, a cum laude graduate of UTC in 1977, who died in Atlanta where he worked for CBS Television Productions. First consideration given to students from Ooltewah High School.

*Lookout Mountain Alumni Scholarship:* Established during the 1985-88 UTC Centennial Campaign by alumni from the Lookout Mountain area. Preference given to students from the Lookout Mountain area zip code 37350.

*Loveman's Marketing Scholarship:* Established in 1988 as a Centennial gift to the University by the donor company under the leadership of its late president James L. Moore Jr. The Moore family and Loveman's Department Store have been economic and cultural leaders in Chattanooga with a long history of involvement with the University.

*Harold Marlowe Scholarship in Physics:* Established in 1999 by Betsy Marlowe Bush in her desire to honor her son, UTC Professor of Physics Robert Marlowe. Award is made to a student in the physics department.

*Toby and Brenda McKenzie Education Scholarships:* Established in 1997 by entrepreneurs Toby and Brenda McKenzie of McKenzie Development Corporation of Cleveland in appreciation for the great influence of good teachers in their formative years. The award is meant to encourage and assist students preparing to become educators.

*Joan Reagin McNeill Scholarship:* Established in 1999 by Joan Reagin McNeill, UTC alumna whose interests have included the athletics program, the arts, and Sigma Kappa Sorority. Award is to be based on academic performance and financial need, with first consideration given to a female student.

*Herschel W. Nation Memorial Scholarship:* Established in 1996 by William, Jeffrey, and Michael Nation, Lou Nation, and Ray L. Nation, the sons, widow, and brother, respectively, of Herschel W. Nation, in his honor. A graduate of the Class of 1947, Nation served as student radio announcer at The University of Chattanooga and after a career in radio, founded and became president of Gateway Hosiery Mills. The award is divided between students majoring in English and communication.

*Robert C. Mildram Scholarship:* Established in 2000 by Amy Mildram to honor her late husband, Dr. Robert Mildram, former Dean of Students at the University of Chattanooga and chair of the Department of Philosophy and Religion. Preference is given to students majoring in philosophy and religion.

*Joe A. Murphy, Jr., and Virginia L. Murphy Scholarship:* Established in 2003 by Joseph Patrick (Pat) Murphy to honor his parents. Preference for selection is for members of the UTC Varsity Wrestling Team who are majoring in Business Administration. If criteria for this preference cannot be met, the scholarship is to be awarded to a member of the UTC Wrestling Team.

*Nashville Area Alumni Scholarship:* Established during the 1985-88 UTC Centennial Campaign by alumni from the Nashville area. Preference given to students from the Nashville area who have financial need and successful academic performance.

*Newbold Scholarship:* Established in 2000 as a memorial to Dr. Nathan C. Newbold, his son, Nathan Newbold, Jr. and his grandson, Nathan C. Newbold III. Preference for the award is made to deserving African-American students who show promise in both academics and integrity. Dr. Newbold was for 37 years North Carolina Director of the Division of Negro Education; his son retired from TVA after 40 years of service, and Newbold III was a 1963 UC graduate who made his career with American National Bank.

*Charles A. Noone Scholarship:* Established in 1961 and enhanced at her death in 1980 by Mrs. Noone in memory of her husband, a prominent lawyer who practiced in Chattanooga for many years and was the father of an alumnus.

*Dickie Norton Memorial Scholarship:* Named in memory of Dickie Norton, a UTC alumnus who was chair of the effort to endow a scholarship for Cleveland-area students before his death in 1988. Preference is given to a student from Cleveland, Tennessee.

*Nursing Alumni Scholarship:* Established in 2004 by alumni of the nursing program to provide assistance to nursing majors who have completed the first semester of classes. Recipient selection is by the Scholarship Committee of the School of Nursing.

*Adolph Ochs Journalism Scholarship:* Established in 1999 by his granddaughter, Ruth S. Holmberg, in memory of Adolph Simon Ochs (1858-1935), esteemed newspaper publisher. Ochs was publisher of The Chattanooga Times and The New York Times and made extraordinary contributions to his community, region, state and nation through newspaper journalism. He also helped found The University of Chattanooga. Preference for award is to a student majoring in communication.

*Barbara and Robert Oldham Scholarship:* Established in 2003 by Barbara and Robert Oldham, both first-generation college graduates, to be awarded to students who have shown success in academics and have financial need. First consideration is given to single mothers.

*Cynthia Glasscock Parker Scholarship:* Established in 2000 by Elizabeth Glasscock in honor of her daughter, who graduated from UTC in 1973 with a B.S. degree in home economics and has multiple sclerosis. Ms. Parker's father, the late Leroy Glasscock, was a member of the Class of 1940, and her mother also attended UTC.

*Jenks Fain Parker Memorial Scholarship:* Established in 1984 by the family of Jenks Fain Parker. The scholarship is awarded to deserving students in the College of Engineering and Computer Science as recommended by UTC Scholarships Committee.

*Elizabeth Bryan Patten Scholarships:* Established in 1972 by businessman Z. Cartter Patten in honor of his wife, active civic, welfare, and religious leader of her community.

*Sarah Key Patten Scholarship:* Established in 1955 by Z. Cartter Patten in honor of his mother, one of Chattanooga's most beloved matrons, daughter, and mother of University trustees.

*P. Robert Philp Scholarship:* Established in 1997 by Ms. Katherine Philp Fowler in memory of her late husband, P. Robert Philp, former president of First Tennessee Bank of Chattanooga, civic leader and trustee of the UC Foundation. Award is made on academic performance and/or financial need with preference to employees of First Tennessee Bank or their children.

*Katharine E. Pryor Scholarships:* Established through a bequest from the estate of Miss Pryor, a 1936 alumna and longtime teacher at Chattanooga High School, who died in 1992. Scholarship recipients shall be graduates of the Chattanooga or Hamilton County Public School Systems.

*Ralph F. Quarles Scholarship:* Established in 2002 by Dr. and Mrs. Daniel Quarles and Annette Reiney in memory of father and husband. Preference is given to academically successful students who are residents of Georgia pursuing full-time study in teacher education degree programs.

*Alex Radin American Public Power Association Scholarship Fund:* Friends and colleagues of alumnus Alex Radin established in 1986 an endowed scholarship honoring Radin, the distinguished executive director of the American Public Power Association, a national organization headquartered in Washington, D.C., which represents more than 1,750 municipal and other local publicly owned electric utilities.

*J.L. Raulston Stove Mfg Scholarship:* Established in 1957 by the Institute of Appliance Manufacturers and named for the president of that association at the time, Mr. Leonard Raulston. Awards are based on financial need.

*Olivia Caroline Grisham Rayl Scholarship:* Established in 2003 by Leo S. Rayl, Jr., in memory of his wife of 57 years who graduated from Chattanooga Central High School in 1937. The scholarships are for students who have been orphaned at an early age.

*Riverview Area Alumni Centennial Scholarship:* Established during the 1985-88 UTC Centennial Campaign by alumni from the Riverview area. Preference given to students from the Riverview area zip code 37405.

*Ray Robinson, Jr., and Nancy Robinson Oliver Scholarship:* Established in 1999 by Jimmie Robinson and Ray Robinson, Sr., in memory of their son, Ray Robinson, Jr., engineer and UTC graduate, and in honor of their daughter, Nancy Robinson Oliver, also a UTC graduate who is active in community service. The scholarship is based on academic performance.

*Henry V. and Judith Talley Secor Scholarship:* Established in 1996 with a gift from Henry V. Secor, Class of 1955, and Judith Talley Secor, who attended the University of Chattanooga in 1952-53 and graduated from the University of North Carolina. Former Chattanoogaans, the couple reside in Midlothian, Va. The awards are based on successful academic performance and financial need.

*C.G. "Doc" Schettler Memorial Scholarship:* Established in 1998 by Ann Schettler Worth to memorialize her father, C.G. "Doc" Schettler, pharmacist, state representative and Circuit Court Clerk in Sweetwater, TN. Scholarship is awarded with preference to students in emergency systems management.

*Douglas Sherman Golf Scholarship:* Established in 2003 by friends of Douglas Sherman to honor their late friend, fellow golfer and golf enthusiast by establishing scholarship assistance to a young student athlete. Preference for awarding is to students who qualify as members of the

UTC golf team and transfer to UTC from Cleveland State Community College. Second preference goes to graduates of certain named area high schools.

*Siskin Circle of Scholars Scholarships:* Established in 2003 by a partnership between the Siskin Children's Institute and The University of Tennessee at Chattanooga. The scholarship allows students in the special education program and graduate students in the school psychology program at UTC the opportunity to complete their degrees while continuing employment. Siskin Scholars are required to participate in activities at the Siskin Children's Institute.

*Sydney and Charlotte Smith Memorial Scholarship:* Established in 2003 by the will of the Smiths. Awards are made based on financial need.

*Jim Spencer Scholarship:* Established in 1999 by Ann Spencer and Marguerite Cleveland in memory of UTC graduate Jim Spencer, Mrs. Spencer's son and Mrs. Cleveland's nephew. Spencer was a Certified Public Accountant and master gardener. Award is made to students majoring in accounting on the basis of demonstrated financial need.

*Dr. Roy Stinnett Memorial Scholarship:* Established in 1994 by the Stinnett family as a memorial to Dr. Stinnett who was an assistant football coach and later dean of the College of Education and Applied Professional Studies at UTC. The scholarship is for students in the education program.

*Lillian Summers Scholarship:* Established in 2003 with a bequest from the estate of Lillian Summers who dedicated her life to the American Red Cross serving in the Mediterranean Theatre of Operations in World War II. The scholarship is awarded to graduates of Chattanooga's Notre Dame High School.

*Hannah T. Thomas Scholarship:* Established in 2006 by the will of Amanda Ruff to carry the name of her sister Hannah Thomas. Awards are made based on academic performance and financial need.

*Horace Traylor Scholarship:* Established in 1988 to honor Dr. Horace Traylor, former president of Chattanooga City/Zion College at the time of the merger with UT and UC and the first minority graduate of UTC.

*James Edward Walker Jr. Memorial Scholarship:* Established through a charitable bequest from the estate of Sarah Burrell Walker, who died in 1994, in honor of her late husband. The award goes to students majoring in English or French.

*Howard L. Westbrook Scholarship:* Established in 1993 by alumnus Howard L. Westbrook of Fairhope, AL., Class of 1958, for students studying science or engineering.

*Fred Westcott Scholarship:* Established in 1985 as a result of a bequest from Mr. Fred Westcott, a pioneer in the Dalton, Georgia, carpet industry, for general scholarships.

*Gertrude Jackson Witt Scholarship:* Endowed in 1997 by a bequest from Gertrude Witt Hellman, Class of 1938. The award goes to students with demonstrated academic success and financial need with preference to single parents and students with siblings attending college.

## **UT Alumni Scholars**

Tennessee high school valedictorians who enroll at UTC become UT Alumni Scholars, with an award of \$1,000 for one year. These scholarships are awarded by the UT National Alumni Association, which also sponsors the:

*Andrew D. Holt Scholarships:* Established in 1971 by the UT National Alumni Association in honor of the late Dr. Andrew D. Holt, president of UT from 1959 to 1970. These awards are available on every UT campus. Eight UTC undergraduate students are allocated four-year Holt Scholarships annually based on academic merit. These are \$5,000 annual awards.

*UT Alumni Chapter Scholarship:* One year \$1000 award. UT Alumni Chapters win these scholarships for students from their respective chapters based upon the chapter's percentage of participation in the annual giving program.

### **Department Scholars**

Department Scholars are those who receive prizes, grants, and scholarships associated with a particular department or academic program. All recipients are selected by the faculty of the given department, usually on the basis of demonstrated merit or talent.

*Alstom Power Gear Up Scholarships:* Established in 2001 by Alstom Power (formerly Combustion Engineering) for the Gear Up program's scholarships for African-American students at the middle and high school level who plan to major in engineering at UTC. Gear Up assists middle and high schools in Chattanooga's inner city by providing scholarship assistance at the college level before high school graduation.

*Marvin L. Anthony Scholarship:* Established in 1965 by Chicago banker, Marvin L. Anthony, a 1926 chemistry graduate and Phi Delta Sigma member, for students of business or chemistry.

*Clayton Arnold Teacher Training Scholarships:* Established in 1965 by Clayton Arnold, who served as postmaster at Thompson Station, Tennessee, for many years and had a strong interest in the education of teachers. Arnold, who died in 1987, gave the University gifts in excess of \$1 million and felt that his gifts would do the most good if made for the training of teachers in public education. UTC receives a portion of the proceeds from the Arnold Endowment for students in the College of Education and Applied Professional Studies.

*Authors and Artists Club Scholarship:* Established in 1988 by the Authors and Artists Club to be awarded on a rotating basis for students with a demonstrated interest in creative writing, art, music, and theatre. The fund was enhanced in 1994 to provide yearly awards in each discipline.

*Judge Suzanne Bailey Scholarship:* Established in 2000 by the Tennessee Juvenile Court Services Association in honor of Judge Bailey, who has served in the Hamilton County Juvenile Court since 1990. The award goes to worthy students in the field of Criminal Justice.

*Steve Baras Memorial Scholarship:* Established in 1982 by the family of Steve Baras, a graduate of UTC and a past member of the varsity tennis team, for students who are members of the tennis team or majoring in business.

*Seryl M. Berger Scholarship:* Established in 1984 by Monroe H. Berger, Gertrude Weitzman, Hope Ruslin-Berger, Mitchell W. Berger, James L. Berger, and Lloyd C. Berger in honor of their mother. The award goes to an education major with interest in teaching children with exceptional ability.

*Dr. Bernard W. Benson Memorial Scholarship:* Established in 2001 by Marilyn Benson and friends and colleagues of Dr. Bernard Benson, who taught in the Teacher Preparation

Academy and was the first director of the Challenger Center. First consideration given to students majoring in science education.

*BlueCross BlueShield of Tennessee Community Trust Scholarship:* For students majoring in business with preference for those concentrating on insurance-related work. Established in 2001, both undergraduate and graduate students are eligible, and recipients must maintain a GPA of 2.75 to continue receiving the scholarship.

*Dr. Jeffrey L. Brown Memorial Scholarship:* Established in 1981 by friends and family of Dr. Jeffrey L. Brown who, at the time of his death, was associate professor of sociology and anthropology and director of the University's Institute of Archaeology. The scholarship is based on merit and is given to a student who will further advance the academic ideals of conservation and preservation of man's past.

*Martha Butterfield Graduate Nursing Scholarship:* Established in 1996 as the School of Nursing Honors Scholarship, this award was renamed for Professor Butterfield in 2002. The scholarship is for graduate students enrolled in a nurse practitioner or nursing informatics concentration.

*Dr. Wilbur K. Butts Memorial Scholarships:* Established in 1993 through a bequest from the estate of Alfred M. Butts in honor of his late brother, who was a faculty member for many years in the department of biology. The awards go to entering freshmen with demonstrated academic performance who wish to major in biological science.

*Gillie Queener Carter and Roland D. Carter Memorial Scholarship:* Established in 1979 by Professor Emeritus Roland D. Carter and his children, Roland D. Carter, Jr. and Yvonne Carter Gardenhire, in memory of Gillie Queener Carter who taught in the Chattanooga public school system for many years, to be awarded to a student majoring in special education.

*Chattanooga Area Personnel Association/Dr. Dan A. Mack Scholarship:* Established by members of the Chattanooga Area Personnel Association, one half of the award goes to a graduate or undergraduate student majoring in human resource management in the College of Business Administration and one half to a graduate student in the industrial organizational psychology in the College of Arts and Sciences. The award in industrial organizational psychology was renamed in 2001 in memory of Dr. Dan Mack, a UTC graduate and faculty member recognized for outstanding performance in his short teaching career at the University.

*Dr. Elizabeth L. Dalton/Kappa Delta Pi Scholarship:* Established in 1996 by William J. Overend, representing the children of Dr. Dalton: Barbara Dalton Warner, David Landress Dalton, Anna Dalton Overend, and Robert Sethur Dalton, and other relatives, colleagues, and friends as a memorial to Elizabeth Dalton, who was a professor at UTC for 12 years, following a 30-year career as a teacher and administrator in the Chattanooga Public Schools. At UTC, she was named Alumni Distinguished Service Professor. She was an alumna of the University of Chattanooga and founding sponsor of Kappa Delta Pi at UTC. She died in 1996. The award goes to students who are declared majors in education who desire to become teachers.

*Harry B. Deuberry Physics Scholarship:* Established in 1985 by Deuberry, president of the class of 1930, to encourage physics majors in assisting faculty with projects.

*Glenn Draper Music Scholarship:* Established in 2002 by friends and colleagues in honor of Dr. Glenn Draper, retired University music professor and choral director whose choirs achieved international recognition through tour performances. The scholarship is for music majors.

*Edwin B. Duckett Memorial Scholarship:* Established in 2002 to honor the late Mr. Duckett, a University of Chattanooga engineering physics graduate and retired vice president of Combustion Engineering Inc. Preference is for engineering majors.

*Lillian B. Feinstein Art Scholarship:* Established in 1980 in honor of Lillian B. Feinstein, sculptor, patron of the arts, and longtime supporter of the Hunter Museum and the University Art Department. The scholarship is awarded annually to a student majoring in art.

*Stanton P. Fjeld Fund:* Established in 1996 by Ruth Fjeld in honor of Dr. Stanton Fjeld who was the Psychology Department Head and later a faculty member in Criminal Justice. Award is made to a full-time graduate student majoring in Criminal Justice with demonstrated successful academic performance.

*James B. Frost and Company, CPA, Scholarship:* Established in 1984 by Frost, head of a local accounting firm and top accounting graduate of the Class of 1956. Preference is given to accounting majors.

*Thomas and Louise Morris Garrison Scholarship:* Established in 2002 by David Garrison, head of the UTC English Department, and their daughter-in-law Donna Barger to honor the Garrisons, who believed strongly in higher education. Mrs. Garrison was a longtime elementary school teacher in North Carolina, and Mr. Garrison was employed by American Enka Corp. Preference is given to English majors.

*Thomas Geraghty Scholarship:* Established in 1990 by friends and colleagues of Geraghty, who joined the faculty in 1960 as assistant professor of economics, later serving as director of the computer center and holding the Clark Chair of Economics when he retired. Preference for this scholarship is given students majoring in business.

*Richard H. Ginn Scholarship:* Established in 1996 by Ginn. Preference is given to College of Nursing majors.

*Sharon Gilley Grant Memorial Scholarship:* Established in 1984 by Claude and Mildred Gilley in memory of their daughter, an honor graduate of UTC. This scholarship is awarded on a competitive basis in either opera or voice.

*Friends of Doug Griffith Scholarship:* Established in 1985 by Wendell Burns and other friends and colleagues. The award is based on need with preference given to graphic design majors.

*Nita T. and Irvine W. Grote Scholarships:* Established in 1976 by the Chemistry Department in memory of Dr. and Mrs. Grote. Grote served as a distinguished member of the chemistry faculty from 1931-1969. Endowment income annually provides scholarships for 12 outstanding chemistry majors.

*Matt Haase Memorial Art Scholarship:* Established in 2002 by the family of student Matt Haase, who died suddenly while a student at UTC. Matt was a graduate of Notre Dame High School, a member of Pi Kappa Phi Fraternity, and active in many outdoor sports and activities. First consideration is given to rising sophomores majoring in art.

*Wayne Hannah/Chattanooga Advertising Federation Scholarship in Graphic Design:* Established in 1985 in memory of Wayne Hannah, a noted radio and television broadcaster in Chattanooga. The scholarship is awarded by the Art Department with the Chattanooga Advertising Federation to a student entering the sophomore year as a major in graphic design.

*Arlie E. Herron Scholarship:* An endowed scholarship for English majors established in 1999 to honor Arlie E. Herron, former professor and head of the Department of English. Herron, who retired in 1998 after 39 years at UTC, is an authority on East Indian culture and American

Southern literature. He was instrumental in establishing the highly acclaimed Chattanooga Conference on Southern Literature.

*Marjorie Fox Higdon Chemistry Scholarship:* Established in 2001 by Marjorie Higdon to provide book stipends for Chemistry majors.

*UTC History Department Scholarship:* Established by Dr. Ronald Moore, Dr. James Ward, Dr. Larry Ingle, Dr. Russell Linnemann, Dr. Tyler Deierhoi, Dr. Richard Rice, Dr. James Russell, Dr. William Wright, and Elke Lawson, 1985-86 faculty members of the history department, to perpetuate the century of high standards of their discipline at this institution for history majors.

*Hoover-Nofsinger Scholarship:* Established in 1998 by Dr. Sara Hoover and Ms. Norma Nofsinger, adult students who wanted to assist other students majoring in geology. The award is based on successful academic performance and/or financial need.

*Dr. Karel Hujer Scholarship:* Established in 1990 through a bequest from the estate of Harriet Hunt Hujer in memory of her husband Dr. Karel Hujer, an internationally known astronomer on the faculty of UTC, for students majoring in astronomy, physics, or mathematics.

*Clarence T. Jones Prize in Astronomy:* Funded in 1989 through the estate of Arthur H. and Mary Louise Jones in honor of his father. The prize goes to an outstanding physics student who is a rising senior and has excelled in astronomy.

*Mr. & Mrs. Paul J. Kinser Scholarship:* Established in 1986 by Paul J. Kinser, University of Tennessee trustee, for juniors or seniors enrolled in the industrial engineering program with a 3.0 G.P.A. or better and with financial need.

*Norbert Koch Scholarships:* Two funds established in 1979 by gifts from former students, colleagues, and citizens of the Chattanooga community in honor of Dr. Norbert Koch, professor of engineering, on the occasion of his retirement after 32 years of dedicated service to the University to be awarded annually to a qualified and deserving engineering student.

*Robert Lees Theatre Endowment:* Established in 2006 by the estate of Robert Lees to provide scholarships to gifted and deserving students majoring in Theatre and Speech.

*Joyce Litchford Scholarships:* Established in 1976 by Dr. R. Gary Litchford, a member of the biology faculty, in memory of his wife, for scholarships to a senior premedical student and to a junior or senior member of the wrestling team.

*Christine B. Little Nursing Scholarship:* Established in 1997 by Mrs. Little, Class of 1982, who returned to school as an adult and received her nursing degree at age 57. Preference is given to adult junior and senior women returning to school to complete degree requirements in nursing.

*Mr. and Mrs. Charles W. Loftin Scholarships:* Established in 1983 by Amy Loftin in memory of her parents, Mr. and Mrs. Charles W. Loftin. The scholarships are awarded to outstanding students from the Department of Theatre and Speech.

*Winston L. Massey Scholarship:* Established in 1973 by the University of Chattanooga Foundation in honor of Massey, Guerry professor of mathematics, on the occasion of his retirement after 40 years of service to his alma mater, for an outstanding upperclassman majoring in mathematics.

*Dr. William H. Masterson Memorial Scholarship:* Established by the family of the eleventh president of the University of Chattanooga and first chancellor of UTC, this scholarship honors Dr. William H. Masterson who died March 3, 1983.

*Mary Alice McBrayer Memorial Scholarship:* Established in 1993 by Brig. Gen. Madison M. McBrayer (Retired, U.S. Air Force) class of 1941, and his three sons: Gregory S., Class of

1969, Kenneth and Steven, in honor of their wife and mother, who died in 1992. The award goes to sophomores or above majoring in engineering.

*Amy Mildram Scholarship:* Established for seniors in physical therapy in 1991 by friends and colleagues in honor of the widow of former UTC professor of philosophy and religion, Dr. Robert Mildram. Amy Mildram is a retired physical therapist with T.C. Thompson Children's Hospital and was an advocate of bringing a physical therapy program to UTC.

*Burkett Miller Scholarships:* Established in 1954 by a generous gift from Miller, a leading Chattanooga attorney and philanthropist, to aid needy and worthy students.

*Miller/Schwartz Scholarship:* Established in June 1991 by Eleanor Miller Schwartz, member of the Chancellor's Roundtable, and her husband, Dr. Harold Schwartz in honor of their parents, for students majoring in special education.

*Paramedical Careers Scholarship of the Women's Auxiliary to the Chattanooga and Hamilton County Medical Society, Inc.:* Endowed in 1987 after many years of annual funding, this scholarship provides financial assistance for students pursuing health-related careers.

*Ruth Clark Perry Scholarship:* Established in 1969 by Mrs. Leonora Miller Seids of Perry, Okla., in memory of her friend, UC dean of women from 1924 to 1943 and professor of mathematics from 1922 until her death in 1955, to be awarded to an upperclass woman majoring in mathematics.

*Physical Therapy Scholarship:* Established in 2000 by two anonymous alumni of UT Knoxville and Chattanooga and their daughter for the benefit of graduate students majoring in physical therapy.

*Physical Therapy Alumni Scholarship:* Established in 1994 by the faculty, friends, and alumni of the physical therapy program for students in the physical therapy program.

*Chuck Pierce Scholarship:* Established in 2000 by friends of the late Charles "Chuck" Pierce, son of Charles and Rickie Pierce, UTC alumni and active volunteers. Mr. Pierce served as Alumni Council president, and Mrs. Pierce was formerly on the faculty. Chuck was an outstanding Baylor School graduate and a Morehead Scholar at the University of North Carolina. His premature death occurred in 1999 at age 31. A sister, Lynne Pierce Mulligan, also survives him.

*Oralia Preble-Niemi Foreign Language Scholarship:* Established in 2003 by an anonymous donor to honor Dr. Preble-Niemi, professor and head of the Foreign Language and Literature Department at UTC. The scholarship is awarded to junior or higher students with preference given to non-native speakers of Spanish.

*Murray Raney Chemistry Scholarship:* Established in 1989 by W.R. Grace and Company in memory of Murray Raney, who died in 1966 and was a distinguished Chattanooga who gained worldwide fame among chemists for his invention of metal catalysts, the basis for the continuing activity of W.R. Grace and Company. To stimulate creative endeavors, this award goes to a chemistry major.

*Dr. E.E. Reisman Jr. Memorial Nursing Scholarship:* Established in 1981 under the terms of the will of Dr. Reisman, well-known Chattanooga physician and longtime supporter of the University, and augmented at his death by a memorial gift from his family. The scholarship is to be awarded annually to an outstanding nursing student.

*Arthur Rivituso Scholarship in Piano:* Established in 1991 as a memorial to Arthur W. Rivituso, who retired and later died in 1991 after 22 years as a professor of piano and artist-in-residence, by his niece Carol Smith and other friends, colleagues and relatives for advanced piano students.

*Dr. J. Eric Schonblom Scholarship:* Established in 1997 by friends, colleagues, and family of Dr. Schonblom in honor of his retirement from the faculty of the College of Engineering and Computer Science. Dr. Schonblom held the title of UC Foundation Professor. The awards go to students majoring in engineering.

*Edmonia J. Simmons Endowed Scholarship in Music:* Established in 1991 by friends and colleagues of Mrs. Simmons, a distinguished musician and community leader, for music or music education majors with preference given to minority students.

*Carol Smith Sanders Memorial Scholarship:* Established in 1991 by friends, colleagues and family of Carol Smith Sanders, daughter of Judge Dixie Smith, '42, who earned her master's degree from UTC and at the time of her death was a behavior management specialist in Hamilton County Schools. This award goes to students in the master's program in special education.

*Calvin U. Smith Jr./G. H. Miller Smith Scholarships:* Established in 1965 by Mr. and Mrs. George Blackwell Smith in honor of their nephew, Calvin U. Smith, Jr. (1940-1963), and of their son, G.H. Miller Smith (1921-1944), both gallant young Chattanoogaans who died in the service of the armed forces the United States of America.

*DeForest Spencer Scholarship:* A 1915 graduate of the University of Chattanooga, DeForest Spencer established this scholarship endowment in 1986 to assist a needy student pursuing an undergraduate B.A. degree.

*Peggy Stagmaier Art Award:* Established in 2006 by UTC Art graduate Peggy Stagmaier. Academic performance and financial need are considered. Designated for educationally related expenses for deserving sophomores, juniors or seniors majoring in Art.

*Iphigene Ochs Sulzberger Scholarship in American History:* Funded in 1986 by Ruth Sulzberger Holmberg in honor of her mother, Iphigene Ochs Sulzberger, daughter of Adolph Ochs, former publisher of the Chattanooga Times and founder of the New York Times, provides scholarships for deserving full- or part-time students working toward a degree in American History or a related area.

*Dr. Charles Robert Thomas Scholarship:* Established under terms of the will of Dr. Thomas, well-loved Chattanooga physician who died in 1968, to assist needy students in pre-medicine.

*Thomasson Premedical Scholarship:* Established in 1979 by Mr. and Mrs. Eugene M. Thomasson to be awarded to a qualified and deserving undergraduate student who is pursuing premedical studies.

*LaVerne Thompson Memorial Scholarship:* Established in 1987 by Dr. Jack Thompson, professor and head of computer science, and his children in memory of his wife, a former UTC faculty member. Preference is given to female students majoring in computer science.

*Marian Jones Tyte Scholarship:* Marian Jones Tyte, a member of the Class of 1930 at the University of Chattanooga, had a strong interest as an undergraduate in theater and English. Her husband, The Rev. Wilbur H. Tyte, established the scholarship fund in his wife's memory, to make it possible for an undergraduate or graduate student to complete a degree in either English or theater.

*Van Henderson Journalism and Mass Communication Scholarship:* Established in 2000 by members of the Chattanooga Press Association to honor the late Van Henderson, longtime Chattanooga newspaperman. Preference is given to junior and senior students majoring in communication and working toward careers in newspaper or magazine journalism.

*Anthony L. Vest Engineering Scholarship:* Established in 2001 by Vest, President of Management Programs Corporation. The award goes to a student in the College of Engineering with a minimum 2.5 Grade Point Average, financial need, and successful academic performance.

*Andy Walker, Jr., Award:* Established in 2005 by the Walker family. The late Andy Walker, Jr. graduated from the University of Chattanooga in 1957. The award is made to an outstanding senior student in Finance.

*Jill Wheeler Memorial Scholarship:* Established as a memorial to Jill Wheeler, UTC School of Nursing class of 1979, who was killed in an automobile accident in 1980. This endowment is funded by Jill's parents, Mr. and Mrs. Jack M. Wheeler, and other friends and colleagues. The award goes to a senior nursing student.

*Barbara and David Young III Endowment Fund:* Established in 2004 by the Youngs. David Young is a 1979 graduate of UTC. The award is designated for full-time undergraduate or graduate accounting majors with a minimum 3.0 GPA. Preference given to students who are and will continue to be active contributors to civic and/or charitable causes and extracurricular activities at UTC.

*Sally Young Scholarship:* Established 2001 by Larry Young to memorialize his late wife, Sally Young was a UTC English professor. Award consider academic performance and financial need and are made to a junior, senior, or graduate students majoring in English.

### **Special Qualification Scholars**

Listed here are scholarships awarded by the University to students with special qualifications. These awards are typically given to those who live in a specific area, belong to a minority group, or are the children of the employees of a particular company.

*Jimmy Jackson Memorial Scholarship UTC Alumni Council Scholarship:* Established in 1995 by members of the UTC Alumni Council, other alumni, and friends of the University. The scholarship is awarded to a junior or senior who holds a 3.0 GPA and has demonstrated commitment to community or University service. Preference may be given to the dependent child of a UTC graduate.

*James William (Bill) Barker Scholarship:* Established in 1960 by friends of fraternity brothers of the Pi Kappa Alpha.

*Alvin G. and Sally M. Beaman Scholarships:* Established in 1990 by the Beamans, Nashvillians representing the Beaman Companies, at three UT campuses: Chattanooga, Knoxville, and Martin. Preference is given to the children or grandchildren of Beaman Bottling Company or Shelbyville Bottling employees or former employees. Awards are based on academic achievement and financial need.

*M.W. Brabham Scholarship:* Established in 1963 by the Brabham-Martin Bible Class of the Centenary Methodist Church in memory of its esteemed member, the longtime executive secretary of the Chattanooga Community Chest.

*David M. Brammer Memorial Scholarship:* Established in the name of the Sigma Chi fraternity brother who died in 1983, this scholarship was established with the contributions of friends and family and is available to any Sigma Chi fraternity member who holds a 3.0 GPA and who gives sufficient service to the local fraternity.

*Miriam Ash Brown Memorial Scholarship:* Established in 1997 by the estate of Miriam Ash Brown in honor of her grandchildren: Matthew Harrison Brown, Benton Andrew Savage, Louise Brown Botts, and Emily Lane Savage. Mrs. Brown's husband, Kenneth H. Brown, served on the UT Development Council, and a daughter and son-in-law were graduates. Kenneth Brown and his father founded Brown Stove Works, Inc. The award goes to juniors in the College of

Business at either the Chattanooga or Knoxville campus who are residents of Bradley County and who have transferred from Cleveland State Community College, where the Browns' son-in-law was a member of the original faculty in business.

*Buster Brown Apparel Scholarships:* Established in 1990 by Buster Brown Apparel, Inc., in order to provide scholarship assistance for employees of Buster Brown and Weather Tamer, Inc., and their children.

*Brown Stove Works Inc. Scholarships:* Established in 1997 by Brown Stove Works, Inc., of Cleveland in honor of its employees and in appreciation for their efforts in making these awards possible. The awards give first preference to employees and their descendants or transfer students from Cleveland State Community College and then residents of Bradley County, followed by Meigs, Polk, or McMinn counties.

*Woodrow and Margaret Catherman Scholarship:* Established in 1990 from the estate of Woodrow Catherman. Awards are made to students from the Chattanooga, Knoxville, and Martin campuses who are graduates from a Sevier County, Tennessee, high school along with demonstrated successful academic performance and/or financial need.

*Louise G. Currey Environmental Studies Scholarship:* Established in 1990 by her children, Bradley Currey Jr., Louise Nicholls, Frederick Currey, Hal Currey and Robert Currey, and other friends and family. Mrs. Currey was one of the founders and a life trustee of the Nature Conservancy.

*John B. and Becky R. Dethero Scholarship:* Established in 1989 by Dethero, class of 1962, and his wife in their desire to provide educational opportunities to needy students. Preference is given to students who have participated in Career Beginnings at UTC.

*Thomas O. Duff Scholarship:* Established in 1956 by Thomas Duff, business and civic leader and patron and trustee of the University, to be augmented at his death by gifts from family and friends. Preference is to be given to students with learning disabilities.

*Executive Women International (ASIST)/Jean Bradford Memorial Scholarship:* Established in 1996 by the Chattanooga Chapter of Executive Women International (ASIST) in memory of former member Jean (Mrs. James) Bradford, who at the time of her death in December 1995 was the administrative aide of Chancellor Frederick W. Obear, this award assists women, particularly displaced homemakers and single mothers, returning to school in order to enhance their career opportunities.

*Falk, Traylor, & Davis (FTD) Minority Scholarship:* Established in 1993 by Grover Davis, a former board member and alumnus of Chattanooga City College, in honor of Dr. Horace Traylor, president of Chattanooga City/Zion College at the time of the merger with UT and UC and the first minority graduate of UTC, and the late Mary Weidner Falk, one of the founders of Zion College, where she served as registrar and business manager. Preference for the award is given to minority students who accept a moral obligation to repay the award to the endowment.

*Fincannon Scholarship:* Established in 1984 by Al Fincannon, this scholarship is awarded upon the recommendation of the UTC Scholarship Committee with preference given to widowed or previously married women.

*W. Max and Margaret Finley Scholarship:* UC alumnus W. Max Finley and his wife Margaret established this fund in 1986 for the benefit of adult students entering or reentering college as full- or part-time students working toward either undergraduate or graduate degrees. Preference is given to single parents, female students, students with declared majors in business, and students from Hamilton County and the greater Chattanooga area, including Georgia and northeast Alabama.

*Asa Van Frazier Memorial Scholarship:* Established in 1993 by Pauline W. Frazier and William Frazier in memory of their husband and father, who spent 37 years in the teaching profession in Hamilton County, and retired in 1975 as principal of Lakeside Elementary. Preference is given to students who are interested in teaching and who attend St. James A.M.E. Church.

*Douglas Gumerman/Heil Trailer International Scholarship:* Established in 1995 by the Heil Trailer Company in memory of their gifted salesman Doug Gumerman, this scholarship is for children of Heil Trailer Company employees.

*Eleanor M. Hodges Scholarship:* Established in 1988 by the president and secretary of Lawson Electric, Walter P. Hodges, in honor of his wife, Eleanor. The Hodgeses are parents of a 1978 UTC graduate. All other qualifications and considerations, including academic and financial, being equal, first consideration for this award is given to graduates of East Ridge High School.

*Ida Mae "Dutch" Holland Scholarship:* Originally begun by John H. "Hank" May and Josten's of Takoma Park, Md., in 1980, this scholarship was endowed in 1993 by members and friends of the Lambda Chi Alpha Fraternity Alumni Chapter in honor of the Zeta Phi Zeta Chapter housemother for 35 years. The award is given to active members of the UTC chapter based on scholarship and need.

*John Earlon Kerr Scholarship:* Established in 1959 with a bequest from Lillian Webb Kerr, longtime East Lake Grammar School teacher, in memory of her son, a student at Vanderbilt University at the time of his death in 1915.

*Leba and Moses Lebovitz Scholarship:* Established in 1989 by Moses Lebovitz, UC Class of '28, charter member of the UC Foundation, and chairman of the board of CBL, Inc., one of the largest developers of shopping centers in the United States, with preference given to Jewish students. Enhanced in 1994 to include extra provision for exchange of students between UTC and the University of Haifa, Israel.

*Lookout Post 1289 Veterans of Foreign Wars Scholarship:* Endowed in 1986 by the Lookout Post 1289, Veterans of Foreign Wars, this scholarship is intended primarily for veterans returning to school, students in the ROTC program, or students whose patriotism is strong.

*Jack C. Marcellis Civil Engineering Scholarship:* Established in 2003 by Nancy Wofford Marcellis in honor of her husband. Award is designated for a full time junior or senior with a minimum 3.0 GPA in the Civil Engineering Program.

*Dr. Littleton H. Mason Memorial Scholarship:* Established in 1989 by his widow, Ruth, and other friends in memory of Mason, assistant dean of students. Preference is given to minority students from low income families from Memphis.

*Billy C. Perry, Jr., Memorial Scholarship:* Established in 1990 by Billy Perry's fellow UTC cheerleading squad members and advisor Betty Tucker, this scholarship is given to entering freshmen who have been high school cheerleaders or team managers.

*Sports Barn, Inc./Alex Guerry Memorial Scholarships:* Established in 1991 by the stockholders and directors of the Sports Barn, Inc., to honor the founder and president of the Sports Barn, Inc., with preference given to students who are employees of the Sports Barn.

*Mary Stanfill Home Economics 4-H Scholarship:* Established in 1996 with a bequest from Ms. Stanfill, extension home economics agent in Centerville, TN, this award is given to home economics or human ecology majors at any of the UT campuses on the basis of academic achievement, leadership, and participation in 4-H Club activities and 4-H home economics projects.

*Cerasi Temple Scholarship:* Established in 2004 by Mike and Lynn Temple, a 1985 (B.S) and a 1988 (MBA) graduate of UTC, this award is designated for non-traditional students with a minimum 2.5 GPA, financial need, and who attended Hamilton County schools or lived in the Chattanooga area at least five years.

*Wheland Foundry Environment Scholarship:* Established in 1995 by Wheland Foundry for graduates of Chattanooga's Howard High School of Academics & Technology who major in environmental studies.

### **Athletic Scholarships**

The University enjoys a number of endowed scholarships to support the students in its athletic programs. Awards are determined by the staff of the University's various athletic programs in accordance with the conditions of the scholarships listed below:

*Jack Camp Scholarship:* Established in 2004 from the estate of Camp, awards are based on financial need and designated for student athletes.

*Morton Neal Center Athletic Scholarship:* Established in 1978 by Center, a business and civic leader, to be awarded to a qualified and deserving student athlete.

*Fellowship of Christian Athletes Scholarships:* Established in 1999 by a group of donors for awards to students on varsity athletic teams who are members of FCA and who exemplify the mission and Christian principles of the Fellowship of Christian Athletes.

*Edgar M. Jolley Athletic Grant-In-Aid Scholarship:* Established in 1994 by Charles B. Lebovitz and family and CBL & Associates in honor of Mr. Jolley, a Mocs athletics fan and alumnus on the occasion of his retirement, this award is given to a student athlete.

*Kelley-Mayse Scholarship:* Established in 1996 by Jack E. Kelley, preference for this award is given to a student athlete in the men's basketball program or to children of Mayse Construction Company employees.

*T.R. McAfee Memorial Scholarship:* Established in 1979 and enhanced starting in 1980 by friends who hosted an annual T.R. McAfee Golf Tournament to raise funds for an endowed golf scholarship in memory of T.R. McAfee, Jr., former UTC student and member of the varsity golf team.

*James W. Morgan Wrestling Scholarship:* Established in 1996 by friends, family, students, and colleagues of Morgan to recognize his contributions to the wrestling program at UTC, for which he served as coach from 1968 to 1984. Named "Coach of the Year" eight times, Morgan also led his wrestling Mocs to numerous championships. The is given goes to a team member who has demonstrated successful academic performance.

*Scrappy Moore Memorial Scholarship:* Established in 1971 by gifts from family and friends of longtime distinguished head football coach and athletic director A.C. "Scrappy" Moore Sr., who served the University from 1926-1971. Scholarship preference is given to a varsity football player who exemplifies the ideals of leadership, scholarship, and service.

*Overmyer Athletic Scholarships:* Established in 1969 by longtime trustee Donald H. Overmyer, class of 1930, and his wife, Ruth E. Overmyer, class of 1932, to provide a minimum of four scholarships to be divided among candidates for the varsity football and the varsity swimming teams as recommended by the head coaches. If there is no swimming team, members of the baseball team shall receive them, if neither, they shall go to football.

*U.G. and William E. Paschal Scholarships:* Established by William Ernest Paschal, class of 1914, retired Akron rubber executive, in memory of his father, the Rev. U.G. Paschal, class of

1896. The first scholarship was given in 1965 for physical education majors, the second in 1967 for varsity football players.

*William and Susan Pettway Gift to Athletics:* Established with a gift from the estate of William D. Pettway, Jr., who died in 1993. Pettway was a fan of intercollegiate athletic competition, an athlete, and trustee of the UC Foundation, and his family has a long history of involvement with the University. Preference for the award is given to varsity football players.

*Joseph B. and Barbara Waters Scholarships:* Established in 1999 with a planned gift by Joe and Barbara Waters, loyal supporters of UTC athletics. A minimum of five scholarships are to be awarded annually in football, men's basketball, women's basketball, women's softball and women's volleyball. Awards are on the basis of athletic and academic performance.

*Lewis West Oehmig Golf Scholarship:* Established in 1993 by the Westend Foundation as its final gift to UTC in honor of West for the purpose of endowing the two top positions on the golf team in the names of two nationally known Chattanooga golf champions: Lewis West Oehmig and Gibby Gilbert.

# Student Financial Obligations

## Introduction

Students who are Tennessee residents pay maintenance fees to enroll in courses at UTC. Out-of-state students pay these fees in addition to a tuition charge. A student's residential status is determined during the application and admission process, and this status, in most cases, is determined by residence of the student's parent, parents, or legal guardian. Additional information regarding residency classification for the University of Tennessee system is available online at <http://registrar.tennessee.edu/residency/resguide.shtml>. For residency appeals, students should refer to the Admissions chapter of this catalog.

This chapter describes all financial charges, including student fees. The University of Tennessee Board of Trustees establishes all student fees and may change these without notice.

## MOCS Express Statement

The Mocs Express statement combines all fees, charges, fines, and credits into one receipt. The University mails Mocs Express statements to all students who register during the Priority Registration period.

Students who owe a balance may write a check or authorize a MasterCard™ or Visa™ account to confirm attendance by the deadline date. Students who do not have outstanding charges or have a credit may simply confirm attendance by returning the bottom portion of the Mocs Express statement by the deadline.

The University accepts cash, checks, MasterCard™, and Visa™ for payment of fees. Students may pay fees online with MasterCard or Visa by accessing the UTC web site at <http://www.utc.edu>. Click on "Current Students," then click "Pay Fees" and select "Pay Fees On-Line." Students may also pay fees using their MocsNet accounts by logging in to "Student Information" and by clicking on "My Mocs Express Statement." Students with a credit or a \$0 balance on their accounts can confirm classes at that point. (Students will then receive an e-mail verifying conformation.) Students with outstanding charges due must pay fees by the process described here in order to confirm classes.

## Cancellation for Non-Payment

Failure to pay fees or set confirmation of attendance with the Bursar's Office by the published deadline results in automatic cancellation from all classes. This policy applies to all students, regardless of sources of funds, and includes those whose fees are billed, deferred, waived, or paid with personal funds, including financial aid and graduate assistantships. All students withdrawn from classes for non-payment or non-confirmation must re-register for classes and pay all appropriate fees, including late fees.

There is only one cancellation date each semester. Students who register after the cancellation date must pay all fees and risk receiving failing grades for all classes not dropped

prior to the first day of classes in the semester. The deadlines for the 2007-2008 academic year are:

For fall 2007, the deadline is 5 p.m. on August 9, 2007;

For spring 2008, the deadline is 5 p.m. on December 14, 2007.

## Prepayment Plan

Under the prepayment plan, students and/or parents may choose the academic year expenses they wish to prepay, including room, board, tuition, fees, and books, over a period of eight months, with the first installment due by May 10. The remaining seven monthly installments are payable on the tenth day of each succeeding month. Contact the Bursar's Office for details. Phone: (423) 425-4781.

## Deferred Payment Plan

A student who is in good financial standing with the University and has an anticipated source of funds may defer up to 50 percent of fees. A \$10 extension fee and at least 50 percent of fees are due by the deadline date. The balance will be payable on the 45th calendar day of the term. Students must pay an additional \$50 if the installment is not paid on or before the due date. Financial aid recipients must first apply their aid toward payment of fees, regardless of source of funds. This plan is not offered for the summer terms.

## Refund Policy

### General Refund Information

All refund periods are based on the official first day of classes for the University, as published in the *Catalog* and on the UTC website. Students must officially withdraw from courses to be eligible for potential refunds. No refund is due unless the charge for the remaining courses, plus the percentage charge for the courses dropped, is less than the maximum semester charge for tuition and maintenance fees.

All charges and refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. Errors will be corrected by appropriate additional charges or refunds.

Students who owe additional fees or fines will receive a statement of their accounts approximately six weeks after the beginning of the semester except summer.

### Fall and Spring Semesters

	Drop*		Withdrawal**	
	Charge	Refund	Charge	Refund
Prior to first day of class	0	100%	0	100%
1-7 calendar days***	0	100%	10%	90%
8-14 calendar days	20%	80%	20%	80%
15-21 calendar days	40%	60%	40%	60%
22-28 calendar days	60%	40%	60%	40%
29 or more calendar days	100%	0%	100%	0%

\*Drop - Courses dropped which do not result in complete withdrawal.

\*\*Withdrawal - Complete withdrawal from all classes.

\*\*\*Note: Only seven calendar days to drop with no charge.

Students receiving Federal Title IV Financial Aid should read the Refund Process section in Chapter 4 of this catalog.

## Tuition and Maintenance Fees

The following fees were accurate for the 2006-07 academic year. Fees for academic year 2007-2008 were not yet set at the printing of this catalog. When new fees are set, they are available online at <http://www.utc.edu/Administration/Bursar/fees>.

### In-state undergraduate/special student maintenance fees

Per Semester Hour	\$157
Maximum Charge	\$1,874

### In-state graduate student maintenance fees

Per Semester Hour	\$250
Maximum Charge	\$2,247

### Out-of-state undergraduate/special student tuition/maintenance fees

Per Semester Hour	\$637
Maximum Charge	\$7,042

### Out-of-state graduate student tuition/maintenance fees

Per Semester Hour	\$861
Maximum Charge	\$7,415

### Debt Service Fee

All students registered will be assessed a debt service fee.

Per Semester Hour	\$9
Maximum Charge	\$110

### Program and Service Fee

All students registered will be assessed a program and service fee.

Per Semester Hour	\$8
Maximum Charge	\$90

### Technology Fee

All students registered will be assessed a technology fee.

Per Semester Hour	\$12
Maximum Charge	\$100

### Facilities Fee

All students registered will be assessed a facilities fee.

Per Semester	\$50
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### Athletic Fee

All students registered will be assessed an athletic fee.

Per Semester Hour	\$10
Maximum Charge	\$120

## Late Fees

All students who register after the first official day of classes must pay a \$50 late fee. All students with an accounts receivable balance 45 days into a term must pay a \$50 late fee.

## **Fees for Audit Courses**

Fees for auditing courses are the same as those for courses taken for credit. Auditors do not take examinations, receive credit or grades, and may or may not participate in the class activities as determined by the instructor.

### **Senior Citizens**

Tennessee residents who become 65 years of age or older during the academic semester when they begin classes and who meet admission requirements may enroll for credit for a fee of \$7.50 per semester hour to a maximum of \$75 per semester.

Tennessee residents who become 60 years of age or older during the academic semester when they begin classes may audit classes on a "space available" basis at the University without paying a fee.

For fee information, call the Bursar's Office at (423) 425-4781.

### **Disabled Residents**

Tennessee residents who are physician-certified with 100 percent total disability and meet admission requirements may enroll for credit for a fee of \$7.50 per semester hour to a maximum of \$75 per semester.

Tennessee residents who are physician-certified with 100 percent total disability may audit classes on a "space available" basis at the University without paying a fee.

For fee information call the Bursar's office at (423) 425-4781.

## **Listener's Fee**

Tennessee residents considering entering or returning to the University may "listen" in academic courses for a fee of \$10 per course without additional obligations. Participation in this program is limited to two courses per semester for a maximum of two semesters. Only individuals who have not received a baccalaureate degree and who have not had any college courses in the previous five years may participate. For more information call the Bursar's Office at (423) 425-4781.

## **Music Fee**

In addition to the credit hour rate, a music fee is assessed for instructional courses. The fee is due at the regular fee payment dates. The fees are:

Per one-half hour instruction	\$60
Per one hour instruction	\$120

## **Returned Check Charge**

Any checks received by the University which fail to clear the bank will incur a service charge of \$30. In addition to the service charge, a check written to cover tuition, dorm, and fees which fails to clear the bank will incur the appropriate late fee in effect at the time the student redeems the check. Check writing privileges will be revoked for those students writing three or more returned checks to the University.

## **Housing**

Room rents vary per semester according to the accommodations available. A \$25 nonrefundable housing application fee is required from students applying for housing. In addition, a \$225 advance payment is required for fall semester. Fees not paid on regular fee payment will incur a late fee.

## Dining Plans

All campus residents are required to participate during the fall and spring semesters in a dining membership plan regardless of whether or not they are currently enrolled in class. For complete information regarding available plans, contact Food Services at 425-4200 or visit Dining Services online at <http://www.campusdish.com/en-us/CSS/UnivTennChat>.

## Orientation Fee

All freshmen must attend one orientation session. Parents may also attend an optional orientation. The fees for these orientation sessions are:

One Student	\$65
One Student and one parent	\$95
One Student and two parents	\$125

## Parking

General parking decal (full year)	\$92
Reserved parking decal (per semester)	\$82
Reserved parking decal (summer)	\$56
Reserved parking decal (full year)	\$220
24 Hour Reserved parking decal (per semester)	\$92
24 Hour Reserved parking decal (summer)	\$62
24 Hour Reserved parking decal (full year)	\$246
UTC Place Parking (per semester)	\$200
UTC Place Parking (summer)	\$150
UTC Place Parking (full year)	\$550

Additional information about parking, including campus maps, parking regulations, the Mocs Express Shuttle schedule, and more, is available online at: <http://www.utc.edu/Administration/ParkingServices>.

## Credit by Special Examination Fees

Payable for each proficiency or validation examination.

Undergraduate	\$64 per credit hour
Graduate	\$102 per credit hour

## If You Owe the University Money

Holds are financial obligations to the University (library fines, old UC/UTC loans, parking fines, returned checks, accounts receivable, etc.) that the student must pay prior to registering for courses. Students may not register with a monetary hold. In addition, students who incur financial obligations after registration must pay the charges by the cancellation deadline.

Unless the student officially drops a course or withdraws from the University, he or she must pay a percentage of the fees and tuition as listed on the MocsNet statement prior to the

first official day of classes. Failure to attend classes is not evidence of the student's intention to drop the course or withdraw from the University.

According to Tennessee law, the University cannot release student transcripts if the student has a financial obligation to the University.

# Organizations and Activities

Involvement in the University community is central for many students to getting the most from a college experience. The co-curricular aspect of a university-level education provides opportunities for growth and development that complement and enhance a student's in-class learning. UTC provides many opportunities to become involved in campus life through over 120 active student clubs and organizations. All of the student organizations listed on the following pages have specific purposes, goals and/or functions. Also, each organization sponsors many programs, activities and social functions every year. Many of these activities have become a traditional part of the activities calendar including the Greek Show, Homecoming, Student Government Association events, ACE movies, lectures, art shows, and recitals. Even with the many in existence, new and experimental programs are also scheduled yearly, particularly under the auspices of the Association for Campus Entertainment. Through a highly diversified program, the individual student has many choices of interests and activities.

## **Student Government Association**

The Student Government Association (SGA) at UTC is an active and vital campus organization. SGA provides funding to student organizations, gives initial approval to new student organizations, serves as a link between the student body and the administration, enacts legislation concerning current campus issues, and provides other valuable functions and services for the students at UTC. In addition, the SGA recommends students to serve on faculty committees including, but not limited to, parking, curriculum, scholarship, and admissions. Student members have both a voice and a vote on these committees. Student Government may sometimes act as a complaint board or as an information referral for students. SGA also provides a major portion of the entertainment on campus including concerts, dances, and movies. Every student is a member of SGA and is represented on the Student Senate by 27 senators who are elected by academic schools or colleges. There are three executive officers: President, Vice President, and Treasurer. Each is elected from the student body at large. The SGA Secretary is appointed. Fourteen senators are elected during the fall semester and 13 during the spring elections. To be eligible to run for an SGA senate seat a student must have and maintain a 2.00 cumulative GPA, be currently enrolled and taking 12 semester hours (undergraduate) or nine semester hours (graduate classes), have completed at least 12 hours of class work at UTC and not be on disciplinary probation. To be eligible to serve as an officer of the SGA, one must meet this requirement plus additional conditions specified in the SGA constitution.

All interested students are welcome to attend the weekly SGA meetings. Students who wish to become involved in SGA are advised to go to the Office of the Vice Chancellor of Student Development, 306 University Center, or the SGA offices, University Center.

## Fraternities and Sororities

The University of Tennessee at Chattanooga has nine national fraternity and nine national sorority chapters presently active campus. Specific rules and regulations concerning these organizations are available in *The Student Handbook*.

**Sororities**—National sororities having chapters at UTC are **Alpha Delta Pi, Alpha Kappa Alpha, Chi Omega, Delta Sigma Theta, Kappa Delta, Sigma Gamma Rho, Sigma Kappa, Zeta Phi Beta**, and the national service sorority, **Omega Phi Alpha**. The **Panhellenic Council** is the governing body for all sororities on campus. It fosters cooperation, goodwill, and friendliness among sororities and non-sorority groups, plans recruitment activities, and administers regulations governing sororities. The National Panhellenic Council provides action strategies on matters of mutual concern.

**Fraternities**—National fraternities with active chapters on campus are **Alpha Phi Alpha, Kappa Alpha Psi, Kappa Sigma, Lambda Chi Alpha, Phi Beta Sigma, Phi Delta Theta, Phi Mu Alpha, Pi Kappa Alpha, Sigma Chi**, and **Tau Kappa Epsilon**. The **Interfraternity Council (IFC)** regulates affairs for the fraternities on campus. It establishes and administers rules governing rushing, pledging, and initiations of fraternities and encourages cooperation and harmony among its members.

## Academic and Interest Clubs

Academic and interest clubs are numerous and varied on the UTC campus. They range from the Art Club and Fellowship of Christian Athletes, to the Rowing Club. Many varied fields of study, professions, and interests are represented. Each year several new organizations are added to adequately reflect student interests and needs. If you do not find the one you are looking for, you can begin a new club yourself. Students are advised to consult with interested faculty members or members of the Student Development staff for help in getting a new group started.

Membership in departmental and interest clubs is typically open to all interested students. Information regarding a particular group can be obtained from the faculty/staff advisor or through the Student Development Office. Also, watch the campus bulletin boards for notices concerning meetings and other programs. Rules and regulations regarding meeting, membership and more are available in *The Student Handbook*. Additionally, *The Student Handbook* contains a list of faculty sponsors/advisors for these academic and special interest clubs.

## Honor Societies

Honor societies recognize service, leadership, or academic achievement. Although these groups are often identified by Greek letters, they are different in nature from social fraternities and sororities. Although some restrict membership to upper-class students, a few recognize students as early as the second semester at UTC. Information regarding a particular group can be obtained from the faculty/staff advisor or through the Student Development Office.

## Major Campus Organizations

The following campus organizations are open to all interested students and are large, active, and have been well established on the campus for many years. Membership information can be obtained through the faculty/staff advisor or through the Student Development Office. *The Student Handbook* contains a list of faculty sponsors/advisors for these organizations.

The **Association for Campus Entertainment** is the major programming body for the campus. ACE sponsors such events as comedians, hypnotists, the Homecoming Road Race, the international film series, and much more. ACE's major objective is fun through creative entertainment.

The **Black Student Association** is organized to promote a better interracial relationship between students on the campus, to become better involved in social and academic activities of the University, and to act as a medium between members of the organization and other organizations on campus.

The **International Student Association's** purpose is to augment friendly communication among people of different cultures and to help international students adjust, while extending its services to the community.

## Service Organizations

Interested students may become "tapped" into one of the service organizations whose members volunteer their services for University and community functions. Members are chosen on the basis of service, leadership, and loyalty. *The Student Handbook* contains a list of faculty sponsors/advisors for these academic and special interest clubs.

**Circle K** is an international college organization sponsored by the Kiwanis International to promote service projects on campus and in the community.

**Mortar Board** is a college senior honor society whose main purpose is service to the campus community. Mortar Board members aim to support the ideals of the University, to advance a spirit of scholarship, to recognize and encourage leadership, and to provide service.

**Rotaract Club** is an international organization sponsored by the Rotary Club. The purpose of the organization is to develop leadership on campus and to promote service.

**The Student Alumni Council** is composed of 40 members who work closely with the Chancellor and the Director of Alumni Programs to promote the interests, ideas, and goals of our University. SAC strives to instill in all students a sense of continuing responsibility to UTC.

The **Student Orientation Board** assists in orientation programs for new students and other programs of the Advisement and Orientation Office.

## Religious Organizations

The religious life of the University is represented by both centers and organizations presenting a varied program of worship and community service.

The **Baptist Collegiate Ministry** is located at 540 Vine Street, across from the Boling Apartments. Our center is open each day from 8:00 a.m. until 10:30 p.m. Anyone looking for friendship, fun and encouragement is invited to participate regardless of denominational or religious affiliation. Contact the campus minister, Steve Roper, at 266-5121 for information.

The **Jewish Student Union** is the liaison between the Jewish community and the students and faculty. Social, cultural, religious and educational activities are open to anyone in the University community. The Rabbi of B'Nai Zion Congregation is available to respond to questions regarding the practices and philosophy of Judaism and to aid the needs of Jewish students. B'nai Zion Congregation is located at 114 McBrien Road, and the telephone number is 894-8900.

The **Episcopal University Ministry and Student Center** is located on the 2nd floor, Suite N2 at 661 Douglas Street. Contact Rev. Matilda Dunn, University Chaplain at 265-2658 for counseling and other information.

The **Catholic Student Center** (Newman Center) serves students in the Chattanooga area. At the core of its ministry is the 5:00 P.M. Sunday Eucharist. Activities include study groups, guest speakers, a folk group, retreats, Wednesday lunches, and other planned social

events and monthly suppers prepared by the students. The Center is located at 514 Palmetto St. adjacent to the UTC campus. Contact Marla Thurman at 267-3064 or 886-7564.

The **Christian Student Center** is sponsored by the area Churches of Christ for the benefit of all students, faculty and staff. This Center is located at 609 Houston Street, near the Arena and Boling Apartments. Facilities offer a comfortable place for relaxation, study, or recreation. Emphasis is upon fellowship through devotionals and Bible classes. The Christian Student Center is open daily from 9:00 A.M. to 9:00 P.M. The Center serves lunches on Monday, Wednesday and Thursday, and supper on Tuesday evenings. Contact Jerry Cox at 267-4488 for more information.

The **Reformed University Fellowship (RUF)** is the campus ministry of the Presbyterian Church in American (PCA). There is a large Group Bible Study that meets every week on Thursday nights at 8:00 in the University Center. In addition, students have the opportunity to participate in small group Bible studies throughout the week as well as various social events and conferences during the semester. Contact RUF campus minister, Jason Little, at 648-7934 or 595-3755 for more information.

The **United Methodist Campus Ministry** is housed in the Wesley Center at 607 Douglas Street. They provide opportunities for friendship, intellectual and spiritual growth, worship, and community service through a broad range of activities. Weekly lunches are served on Wednesdays by various local churches. The campus minister leads discussion groups on topics of current interest such as Bible study, preparation for marriage, personal relationships, social problems, and Christian thought. A leadership team plans and coordinates all the student-oriented regular activities as well as special events such as retreats, service projects, fund raising, and parties. The center is open from 9:00 A.M. until 5:00 P.M. Monday through Friday and at nights and on weekends as announced. The United Methodist campus minister is Keith Moore (266-3691).

The **Presbyterian Campus Ministry** is the place for the UTC community to get together. The Pres House, at 841 Oak Street, is open to anyone looking for friendship and fun. We plan activities to meet a variety of personal and community needs including worship times with our band, weekend getaways, home-style lunches and dinners, as well as study and support groups. The Pres House sponsors many different events: dances, videos and concerts featuring local and national Christian artists, and more. The Campus Minister, Reverend David Burke, is available for counseling or any needs you may have. Call the house at 265-2227.

## Student Publications

There are two major student publications at UTC, being staffed and produced solely by UTC students. The student newspaper and the literary magazine are governed by the Publications Board. The Board's policies are described in the *Manual for Student Publications*.

The *University Echo* takes an active role in campus life. It serves the university community not only as a ready source of campus news and other information of interest to college students, but also as the medium through which both student and faculty opinions can be presented, discussed, and recorded. Published weekly under the editorship of students, the *Echo* is supported by the University and is distributed free to all students and faculty. Interested students may apply for positions on the staff in reporting, editorial (news, features, and sports writing, copy reading, etc.), business (advertising, sales, bookkeeping, etc.), or layout/design capacities by coming by the *Echo* offices in the University Center. The *Echo* also welcomes individual student's letters.

The UTC literary magazine, the *Sequoia Review*, is published once yearly and has won many regional and national awards. All students, faculty, and administration may submit material to be considered for publication. This material should be in the form of poetry, short

stories, art work, photographs, or essays. The *Sequoia Review* editor and staff may be contacted through the Student Development office or through the English Department.

## Eligibility for Athletics

The University of Tennessee at Chattanooga believes strongly in athletic competition. The University also believes that academic and other standards must be maintained by all students regardless of their extracurricular activities.

1. Only regular full-time students (those carrying 12 hours per semester) are eligible for participation in intercollegiate athletics.
2. A student athlete must be making satisfactory progress toward a degree as set forth by the current NCAA/Southern Conference manuals.
3. Transfer students must meet current standards set forth by the NCAA and Southern Conference organizations.
4. Head coaches are obligated to inform the individual students of the NCAA regulations and all students must abide by these regulations.
5. A student may not participate in intercollegiate athletics until his/her eligibility is certified by the Athletics Compliance Office, the Records Office and the Faculty Athletics Committee.

## Intramurals

Intramural activity programs sponsored by the Campus Recreation Department on the UTC campus encourage students to manage, direct, and participate in physical activities as part of the learning process. Students may participate as individuals or as part of a team through fraternity, sorority, or independent organizations. Competition is keen with the winners receiving awards to document their accomplishments. Intramural activities include badminton, basketball, flag football, golf, inner-tube basketball, racquetball, softball, swimming, tennis, track, volleyball, wrestling, table tennis and indoor soccer. The Intramural Office is located in 102 Maclellan Gym. Office hours are 1-5 p.m., Monday-Thursday. The telephone number is 425-4213.

## Bands, Orchestra, and Choral Activities

Various opportunities are open for students who wish to use and to develop their musical abilities. The Chattanooga Singers, the Chamber Singers, Women's Chorale, Men's Chorus, Opera Theater, and summers only Master Chorale are open to all students. An audition is required to participate in the Chamber Singers, Opera Theater, and the Master Chorale. Instrumentalists may participate in the UTC Symphony Orchestra, Symphonic Band, Marching Band, Pep Band, and the Jazz Ensembles. An audition is required to participate in the Symphony Orchestra and the Jazz Bands. Small ensembles, such as the Percussion Ensemble, Tuba Euphonium Ensemble, and Chamber Winds are available for advanced students. An audition may be required.

Music scholarships (Performance Grants) are available to all qualified UTC students, regardless of major. Applicants audition for the Music faculty, and recipients are required to participate in the appropriate ensemble for their instrument or voice. Recipients may also be required to enroll in applied instruction. Interested students should contact the Department of Music at 425-4601, or visit [www.utc.edu/music](http://www.utc.edu/music).

## Mocs Athletics, Mocs Cards, and Athletic Event Information

The UTC Athletics program owns a proud and outstanding tradition in its 100-plus year existence. Admission to UTC athletic events is free to currently enrolled UTC students. All UTC students must obtain a Mocs Card which is used throughout their time at UTC. This card must be used to obtain free admission into football, men's and women's basketball, volleyball, soccer,

wrestling, and softball games. Admission is to the student section and there are no reserved seats, as students take these on a first-come first-served basis. Students should have their Mocs Card made at the UTC ID Card office currently located in the University Center. Evening students may make arrangements to get their Mocs Card by calling 425-2218.

# Academic Regulations

## **Degrees, Major, Concentration, Minor**

The University offers undergraduate programs of study leading to a baccalaureate or Bachelor's degree. A Bachelor's degree is the entire program of study including general education and major course requirements, and elective courses. Some baccalaureate degrees and some majors require a minor.

A major is the student's primary program of study and typically includes courses from a single discipline or a set of similar disciplines. Some majors require that students choose a concentration within the major. A concentration is a group of courses emphasizing one specialized area of study within a major.

Some majors require that students complete a minor as part of the graduation requirements. A minor is a secondary subject area of interest but not a subdivision of the major subject area.

## **Declaring a Major**

The University encourages students to declare a major before completing 42 hours. Students may declare a major by completing a form available in the Records Office.

## **Catalog Effective Dates**

The catalog in effect at the student's time of entry or reentry determines the requirements for the degree. Catalogs are valid for 10 years. Consequently, students must complete the requirements in accordance with a valid catalog. Students may also elect

- a) the current catalog at the time of reentry to UTC,
- b) the catalog in effect when selecting a new major, or
- c) a catalog reflecting a revised curriculum.

Transfer students must fulfill the degree requirements published in the catalog in effect at the time of entry to UTC but may elect to use the catalog in effect at the time of their first entry into college or first entry to UTC. Transfer students must complete the degree requirements in accordance with a valid catalog.

To request a change in catalog year, students must submit the Undergraduate Request for Change of Major, Minor or Catalog Year form to the Records Office, 109 Race Hall. The form can be accessed through the UTC website at <http://www.utc.edu/Administration/Records-Registration>.

A student seeking recommendation of The University of Tennessee at Chattanooga for initial teacher licensure or endorsement must satisfy the current UTC approved program

requirements on file with the Tennessee Department of Education at the time of application for licensure.

## Registration Classification

Students are classified as full time if they are registered for 12 hours or more. Students registered for 6 to 11 hours are classified as half-time students. Students with less than 6 hours are considered less than half-time.

## Registration Limits and Excess Hours

Students may register for 20 or fewer hours each spring and fall semester without prior approval of the Petitions Committee.

Summer registration limits are as follows:

- 7 hours during any 5-week session
- 10 hours during any 7-week session
- 10 hours during any overlapping 5-week and 7-week sessions
- 20 hours during the entire summer term

Written consent of the advisor is required to register for a total of 17 to 20 hours in the summer. Exceptions must advanced approval from the Petitions Committee.

Students requesting approval of the Petitions Committee to register for excess hours for a given semester must submit the petition to the Records Office (109 Race Hall) no later than one week prior to the first day of class for each semester or summer term. The petition form can be accessed through the UTC website at <http://www.utc.edu/Administration/Records-Registration>.

## Drop/Add Policy

All students are responsible for processing their course registrations, additions, and drops. All students who register must pay fees unless the student drops the courses before the first day of classes. Failure to attend classes is not evidence of the student's intent to drop classes or withdraw from the University. Students who do not attend classes will remain on the class rosters and will receive grades for these courses. Registration and drop dates for each specific term can be found on the University's online calendar.

## Grades

The instructor of record for each course assigns each student a course grade that indicates the student's academic performance in the course. Course grades may not be changed after the instructor reports the grade to the Records Office except in cases of computational error or for removal of an incomplete. Students may not perform additional work, revise a paper, repeat an exam, or complete other assignments after the end of the semester in order to receive a change of grade.

The student must be enrolled in the course for the semester to receive a grade. Grades can only be issued for work completed during the semester.

The following table presents grades, their numerical value used for the calculation of GPA, and their relation to the student's performance.

Grade	Quality Points	Description
A	4	superior performance in the course.

<b>B</b>	3	commendable performance in the essentials of the course.
<b>C</b>	2	acceptable performance in the essentials of the course.
<b>D</b>	1	marginal performance below the acceptable standards of university work.
<b>F</b>	0	unqualified failure and the necessity for repeating the course to obtain credit.
<b>S</b>	Not Included	satisfactory/no credit basis. The hours are not computed in the grade point average.
<b>NC</b>	Not Included	failure to complete the requirements in satisfactory/no credit courses. The attempted hours are not computed in the grade point average.
<b>NR</b>	Not Included	a temporary administrative note that the instructor of record had not submitted a course grade. The NC is not computed in the grade point average.
<b>I</b>	Not Included	an interim grade given to a student whose work has been of passing quality and who has valid reason for not completing some requirement of the course. Removal of an Incomplete must be submitted by the instructor to the Records Office no later than three weeks before the last day of classes in the next regular semester, or the Incomplete will become an F. The Incomplete grade will not be computed in the grade point average during the interim. Any student called to active duty in the Armed Forces of the United States may, with the permission of the instructor, be given an indefinite incomplete. The incomplete may be made up at any time, or a retroactive withdrawal may be granted (Students must contact the Records Office for appropriate procedure.)
<b>IP</b>	Not Included	an interim grade for departmental honors courses numbered 495r, indicating work in progress. It must be removed by the end of the next regular semester, or the In Progress becomes an F. The IP will not be computed in the grade point average during the interim.
<b>W</b>	Not Included	official withdrawal from one or more courses after the first two weeks of classes and up to the last six class weeks before final examinations. Comparable deadlines apply to each of the summer terms.
<b>WF</b>	Not Included	for students who are receiving Title IV financial aid and who have stopped attending UTC classes without withdrawing officially. The WF is the equivalent of F for all academic purposes. The grade of F, as submitted by the instructor, will be changed to WF by the Records Office. The last day of class attendance will be obtained from the instructor and will be used to determine change in enrollment status. The change in enrollment status will be communicated to the U.S. Department of Education as required. The grade of F will be reflected on transcripts and on the report of academic progress. The WF will be on the academic record for internal use only.

### Grade Reports

Students are advised of their semester grades online through the secure Student Information link in the MocsNet account. To access the Student Information link, students must have the secure identification number (SID). Grades are posted to the MocsNet account upon completion of the end of semester grade processing period and are usually available to students by Friday afternoon before Commencement.

Grades for the individual summer terms are usually available within 5 days after the end of the respective term.

## Grade Point Average

The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted, including hours of F. Hours are excluded in which grades of S, NC, I, and W have been earned. (Institutional credit is not included in the calculation of grade point averages for graduation or for honors.) Grade point averages are not rounded, and no numerical value less than the stated grade point average will suffice. (See the section below for policy on replacement of grades.)

### How to Compute Grade Point Average (GPA)

Standard GPA Calculation -

1. Multiply the grade value for each course taken by the semester hours for that course. The product of this multiplication will be the grade points. Total the quality points and the semester hours.
2. Divide the total quality points by the total attempted hours.
3. Do not include the hours for S, or NC or I grades.

Example:

<u>Course</u>	<u>Grade Value</u>	(Multiply)	<u>Credit Hours Attempted</u>	(Equals)	<u>Grade Points</u>
MATH 123	A = 4	x	3	=	12
ENGL 121	B = 3	x	3	=	9
GEOG 111	C = 2	x	4	=	8
HHP 134	D = 1	x	3	=	3
PSY 101	F = 0	x	3	=	0
		Totals:	16		32

Divide 32 (Grade Points Column) by 16 (Credit Hours Attempted Column) to determine GPA:

$$2.00 = \frac{32}{16}$$

## Courses Included and Excluded in GPA and Degree Requirements

### Institutional Credit

The University assigns institutional credit to all developmental courses in reading (EDUC 105), mathematics (MATH 105, 106), study skills (USTU 100), study skills lab (PSY 100, SOC 199), and writing (ENGL 105, 106). Some students must complete these courses in addition to the degree requirements.

Institutional credit does not apply to the hours required for graduation, major requirements, general education requirements, or electives. Institutional credit is not included in the calculation of grade point averages for graduation or honors. The University calculates a continuation GPA that includes developmental studies courses that determines the student's academic standing and eligibility to continue to enroll in courses until that student has complete all required developmental courses.

### Developmental Studies

Freshman students who are required or who volunteer to enroll in developmental studies courses should successfully complete the required courses within the first 42 attempted hours

counting both institutional and regular credit. Transfer students should complete required developmental courses within 30 attempted hours following initial enrollment at UTC.

To exit the developmental studies program, students must have a grade of C or above in each required developmental studies courses.

## Academic Standards

### Retention and Continuation Standards

In order to continue in residence at UTC, students must earn a minimum grade point average in accordance with the following scale of attempted hours:

Hours Attempted	Continuation GPA Required
1-23	1.0
24-39	1.5
40-55	1.8
56 and above	2.0

The Cumulative GPA includes all college-level course work that the student has completed at UTC and other accredited colleges and Universities, but not developmental courses. The Continuation GPA represents the course work the student has completed including developmental courses required of the student.

Students who achieve the required cumulative grade point average for the hours attempted are classified as in good standing. Those who fail to achieve the required average will be subject to the following actions.

### Academic Warning

Academic warning is a cautionary notice to the student that the semester grade point average is below 1.0 and that continued academic performance at this low level may lead to probation, suspension, or dismissal. Students may be placed on probation or may be suspended or dismissed without having received such a warning notice since these academic actions are closely linked to the overall grade point average. Academic warnings do not appear on the academic record.

### Academic Probation

The University classifies a student as on academic probation when the cumulative GPA is less than the required level for retention and continuation. A student on academic probation may enroll in courses for the subsequent semester. If the student's cumulative GPA for the subsequent semester is equal to or greater than the retention and continuation standard, the student is reclassified as in good standing. If the student's cumulative GPA remains below the continuation standard but the student earns at least a 2.0 semester GPA the probation status will be extended for another semester. If the student does not earn a 2.0 semester GPA their status is changed to academic suspension. If the student has been previously suspended they will be dismissed.

The University classifies freshmen admitted "On Condition" as on academic probation. These students must earn a minimum 1.0 grade point average in the first semester of attendance. Conditionally admitted students who do not earn at least a 1.0 grade point average in the first semester are placed on academic suspension.

### Academic Suspension

A student classified as on academic suspension cannot enroll at the university for one semester from the time he or she is suspended. The complete summer sessions, or the entire summer, constitute one semester for this policy. A student who wishes to resume an education at UTC after the suspension must complete the undergraduate admissions process outlined in Chapter 2.

A student who suspended from another institution of higher education may not enroll at UTC until one semester after the suspension date.

Any student permitted to enroll whose cumulative GPA is less than the retention and continuation standards will be classified as on academic probation.

A previously suspended student who is readmitted is placed on academic probation, and must earn a cumulative GPA equal to or greater than the retention and continuation standards, or earn a semester GPA of 2.0 or greater. A student who fails to achieve either of these requirements will be dismissed for an indefinite period and may not apply for consideration for readmission for one calendar year.

A suspended student who enrolls in other colleges or in correspondence courses during their semester of suspension must earn at least a 2.0 average on all hours attempted during this period in order to be eligible for readmission to UTC. A student not meeting the 2.0 requirement must apply for readmission through the Admission/Readmission Committee.

### **Dismissal**

Students who have been dismissed for academic reasons may not enroll at the University for one calendar year from the time of dismissal. In order to appeal for reentry after one calendar year, they must explain in the supplemental readmission form why they can now achieve the grades necessary to meet the retention and continuation standards. Students who have been dismissed from another institution of higher education may not enroll at UTC until one calendar year after the dismissal date.

### **Appeals from Suspension and Dismissal**

Although the University believes it to be in the best interests of students who have been suspended or dismissed to remain out of school for a reasonable period, it also recognizes that in unexpected circumstances (e.g., incapacitating injury or serious illness of a family member) students may fall behind in their studies through no fault of their own. Students with extenuating circumstances may submit appeals for reentry prior to sitting out the required suspension or dismissal period. Suspension and dismissal appeals are due in the Records Office no later than one week (seven calendar days) prior to the first day of classes in any semester or summer term. The Petitions Committee will consider appeals for readmission, but it should be understood that the exceptions to the suspension and dismissal period will be rare.

## **Honor Code**

The Honor Code expresses the University's expectation that students behave in an honest and responsible manner in all matters within the University community, and that education is a cooperative enterprise between student and teacher and among fellow students. Dishonesty violates and weakens this relation and lessens the value of the student's education. Violation of the honor code may be recorded on the student's academic record. The *Student Handbook* presents the Honor Code, and describes the Honor Court and its procedures are detailed in the.

### **Plagiarism**

Plagiarism occurs when a person presents words, ideas, patterns of ideas, data, and other intellectual or creative work as the product of his or her effort. Plagiarism is a violation of the University's Honor Code and can lead to specific penalties including classification on

disciplinary probation, a failing grade for the course, or suspension or dismissal from the University. Each student assumes full responsibility for understanding the concept of plagiarism and the University's policies.

The University encourages all its students to learn more about plagiarism and methods to appropriately present the work of others. Students should refer to the *Student Handbook* or to <http://www.utc.edu/Administration/StudentDevelopment/handbook/academics.pdf> to review the University's Honor code and treatment of accusations of plagiarism.

## Grade Appeal Process

### Preamble

It is the prerogative and responsibility of each member of the faculty to determine in accordance with his or her best judgment the grade for each student. Whenever a student feels that his or her rights and interests have been seriously jeopardized by way of unfair, arbitrary, or malicious exercise of faculty grading prerogatives and desires to appeal the grade, the following appeal procedures must be followed. (It is recognized that the following time frames are maximal and that, in cases where a failing grade prevents a student from continuing in the course, the appeal procedures can be accelerated.)

#### 1. Conversation with the Instructor

Within five calendar days of receiving notification of the grade, seek an appointment with the faculty member who awarded the grade for the purpose of requesting clarification of the basis for the evaluation. If the student is unable to locate the faculty member personally, the request may be presented to the head of the department (or director or dean as appropriate) in which the course is offered. During these conversations, the student shall have had access to all his or her exams and papers for the period covered by the grade. If the complaint is not resolved by way of such discussions and the student is still convinced that the grade is arbitrary or unjust, a formal appeal may be made to the Faculty Grade Appeals Committee.

#### 2. Appeal to the Faculty Grade Appeals Committee

Within five calendar days of the conversation with the faculty member who awarded the grade, the student desiring to proceed with a formal appeal shall present in writing the reasons on which the appeal is based together with any and all supporting documents. Such appeal shall be addressed to the Faculty Grade Appeals Committee and personally delivered to the head of the department in which the course in question is offered. The Faculty Grade Appeals Committee shall consist of three faculty members and two alternate faculty members elected annually by the Faculty Council. In addition, at the time of an appeal two non-voting faculty members shall be selected by the head of the department (or dean of the school if appropriate) in which the appealed course is offered. The chair shall be the dean of the academic unit involved. Should the dean be the course professor involved in the appeal, the provost will serve as chair. The chair shall not vote on an appeal except in cases of a tie vote. A quorum for this committee will consist of four voting members including the chair.

##### (a) Procedure After Appeal

Upon receipt of a formal appeal, the head of the department involved shall notify the faculty member who awarded the grade and shall immediately appoint two members of the department faculty to serve on the Faculty Grade Appeals Committee. The head shall forward these names and the written appeal, together with all relevant material and information concerning the case, to the dean of the college or school, who will call a meeting of the Faculty Grade Appeals Committee as soon as possible.

(b) Responsibilities of the Faculty Grade Appeals Committee.

The responsibility of the Grade Appeals Committee is to hear undergraduate student appeals whenever students feel that their rights have been seriously jeopardized by way of unfair, arbitrary, or malicious exercise of faculty grading prerogatives and desires to appeal the grade. The committee reviews grades after a student who is appealing has followed the current published procedures. As soon as possible after the committee is formed, the dean shall inquire of the student and the faculty member involved whether either desires a hearing before the committee. If no hearing is requested, the committee shall determine the appeal and issue its ruling on the basis of the record. If either party requests a hearing, such a hearing shall be held within 10 working days of the request, at which time both the student and the faculty member shall be afforded the opportunity to present further evidence. Within five days after the hearing, the committee shall, on the basis of all the material before it, determine the appeal and issue its ruling, either upholding the grade or requesting the faculty member to change it accordingly. Either party shall have the right to appeal the committee's decision to the Chancellor of the University.

3. Appeal to the Chancellor

Within five days of the decision of the Faculty Grade Appeals Committee, the student or the faculty member may present, in writing, a request for review by the Chancellor of the University. In such event, the Chancellor shall immediately request the complete record of the case from the Faculty Grade Appeals Committee and shall make a decision on the basis of the record. The Chancellor's decision shall be final. If the Chancellor upholds a decision of the Faculty Grade Appeals Committee against the faculty member, the faculty member shall be requested to change the grade in accordance with the committee's ruling.

## Repeated Courses

1. Provided prerequisites are met, students may replace a total of five grades of C or lower. The first five grades in one or more subjects may be replaced; the total number of replaced grades cannot exceed five. Developmental studies courses (institutional credit) will be included in the grade replacement limit, but grades of S, NC, and W will not count in the allotted number of replacement grades.
2. The policy was effective with the fall of 1985. Unlimited replacement of grades earned at any college or university will be permitted before the fall of 1985. Beginning with the fall of 1985, a student will be limited to five additional replacement grades in courses taken at UTC or any other college or university.
3. All grades, except the five replaced grades, will be used in the grade point average computation.
4. In any repeated course, excluding "r" courses, a student forfeits the first earned hours, if any. Previous grades and credit do not count; only the last grade counts.
5. Courses in which grades of A or B were earned cannot be repeated except for "r" courses. If an A or B is repeated, the repetition will be changed from credit to audit. An exception is made for registered nurses who are required by the School of Nursing to repeat specified science courses (Biology 208, 209, 210, Chemistry 121 and 122) that were originally completed 10 years or more prior to the students' admission to the nursing major at UTC.
6. For a transfer student, a "course" is interpreted as any course listed separately in an individual term on the transcript, regardless of the number of such courses needed to equate to a UTC course.
7. When a student is repeating more than one course in a term and is nearing the permissible limit of five replacement grades, the following order will determine replacements: 4 hour Fs, 3 hour Fs, 2 hour Fs; 4 hour Ds, 3 hour Ds, 2 hour Ds; 1 hour Fs, 1 hour D; 4 hour Cs, 3

hour Cs, 2 hour Cs, 1 hour Cs. In the case of a tie, a grade in a course within the student's major will be replaced first.

## **Withdrawals**

After a semester or summer term begins, students are expected to attend all classes until or unless the class(es) is (are) officially dropped online or in the Records Office.

During the first two weeks of a semester, a student may officially withdraw without prejudice from any class, and no grade will be recorded. After the first two weeks of the semester and up to the final drop date, a student who officially withdraws will receive a grade of W. Comparable periods apply to each of the individual summer terms. Specific withdrawal deadlines for each semester or summer term are noted on the Records Office website.

Students may not withdraw from a course after the final drop date for the semester. The withdrawal date is published each semester in the academic calendar posted on the Records Office website.

### **Exception to the Withdrawal Policy**

A student experiencing a serious illness, injury, or unusually difficult personal circumstances may request an exception to the withdrawal policy by submitting documentation of these circumstances to the Registrar. The student will receive a W for all courses for which withdrawal is approved. Requests for exemptions must be submitted in writing within one calendar year of the end of the semester in question.

### **Failure to Withdraw from Classes**

Failure to attend scheduled class meetings is not evidence of the student's intent to withdraw from a course. Students wishing to withdraw from courses must withdraw online or submit a *Registration Drop/Add* form to the Records Office during the official drop period. Students can not withdraw from a course either online or in the Records Office after the official last day to withdraw for the semester or summer term. Failure to withdraw officially from any course will result in a grade of F if the student has not successfully completed the assigned work.

Students who are receiving Title IV financial aid and have stopped attending UTC classes without withdrawing officially will have their change in enrollment status reported to the U.S. Department of Education as required. The grade of F will be changed to WF by the Records Office for internal use only. The WF will be the equivalent of F for all academic purposes.

## **Academic Recognition and Honor Societies**

The University recognizes scholarly achievement in a number of ways. The dean's list includes each semester the names of all students who achieve an average for the semester of at least 3.2 with a registration of 6 graded hours or more. Institutional credit will not be counted in the grade point average for graduation or honors.

## **Dean's List**

The dean's list includes the names of all students who achieve an average of at least 3.2 with a registration of a minimum of six graded hours or more each semester. Developmental courses do not count toward the determination of GPA for graduation or honors.

## **General University Graduation Honors**

The University grants graduation honors to students with distinguished academic records. The graduation honors are:

<i>cum laude</i>	granted when the student's cumulative grade point average, as well as UTC average, at the end of the final semester is 3.5.
<i>magna cum laude</i>	granted when the student's cumulative grade point average, as well as UTC average, at the end of the final semester is 3.75.
<i>summa cum laude</i>	granted to the student with the highest cumulative grade point average, as well as UTC average for the graduating class. The student with the highest average will be graduated if his or her average is at least 3.9. The University will recognize more than one <i>summa cum laude</i> graduate in the event of a tie.

Graduation honors will be inscribed on the diplomas. Institutional credit will not be counted in the grade point average for graduation or honors. Grade point averages are not rounded. These standards apply to all undergraduate degree candidates, regardless of the catalog under which they entered.

Academic achievement, either in general or in specific fields, is recognized by a number of organizations:

*Alpha*, the scholastic honor society of The University of Tennessee at Chattanooga, elects to membership seniors who have maintained a very high scholastic average (3.75 or higher). Election is by vote of the faculty members of *Alpha*.

*Alpha Lambda Delta*, national honor society for women and men, elects to membership those freshmen who have a 3.5 average on at least 12 graded hours in the first semester or a cumulative average of 3.5 at the end of the freshman year.

*Golden Key*, is a national honor society for all juniors and seniors, either full or part time, who have been at UTC for one year and who have maintained at least a 3.3 grade point average.

*Mortar Board*, a national honor society for senior women and men, elects to membership those who at the end of their junior year have a minimum grade point average of 3.0 and who have demonstrated outstanding ability in leadership, scholarship, and service to the University.

*Phi Eta Sigma*, national honor society for men and women, elects to membership those freshmen who have a 3.5 average on at least 12 graded hours in the first semester or a cumulative average of 3.5 at the end of the freshman year.

**Honor societies in specific areas include:**

- Alpha Kappa Delta (sociology)
- Alpha Mu Alpha (marketing)
- Beta Alpha Psi (accounting)
- Beta Beta Beta (biology)
- Beta Gamma Sigma (business)
- Delta Omicron (music)
- Delta Tau Omega (geology)
- Financial Management Association (finance)
- Gamma Sigma Epsilon (chemistry)
- Kappa Delta Pi (education)
- Kappa Omicron Phi (home economics)
- Kappa Tau Alpha (Communication)

Lambda Alpha Epsilon (criminal justice)  
Lambda Iota Tau (literature)  
Omicron Delta Epsilon (economics)  
Phi Alpha Theta (history)  
Pi Delta Phi (French)  
Pi Gamma Mu (social sciences)  
Pi Mu Epsilon (mathematics)  
Pi Sigma Alpha (political science)  
Psi Chi (psychology)  
Scabbard and Blade (military science)  
Sigma Delta Pi (Spanish)  
Sigma Iota Epsilon (business management)  
Sigma Pi Sigma (physics)  
Sigma Theta Tau (nursing)  
Sigma Xi (sciences)  
Tau Beta Pi (engineering)  
Upsilon Pi Epsilon (computer science)

### **Enrolling in Graduate Courses**

A senior who is within 30 semester hours of completing requirements for the bachelor's degree at The University of Tennessee at Chattanooga may apply for admission to graduate courses if the applicant has an overall grade point average of 3.0 (B) or higher and is recommended by the head of his or her major department. Subject to the approval of the director of the Graduate School, a student may earn up to nine semester hours of graduate credit prior to completing the bachelor's degree. Such approval must be obtained each semester by completing the special application form which is available in the Graduate School Office. The approved application must be submitted to the Registration Office prior to the time of registration. Courses taken for graduate credit may not be applied toward an undergraduate degree.