

## CAMPUS SYLLABUS

This **Campus Syllabus** is designed to provide you with important information related to all UTC classes. Please familiarize yourself with this document and the practices, policies, and procedures it references. At UTC, we are committed to providing you with a high-quality learning experience. We wish you a successful and productive semester and academic year.

Dr. Jerold L. Hale, Provost and Senior Vice Chancellor for Academic Affairs

Dr. Yancy Freeman, Vice Chancellor for Enrollment Management and Student Affairs

### **PERSONAL RESPONSIBILITY, ACADEMIC INTEGRITY, AND STUDENT CONDUCT**

**A Campus Reset and Personal Responsibility:** The campus environment changed significantly in Spring 2020 as UTC moved from predominantly face-to-face instruction to all online instruction as a result of a global pandemic. Our response to the pandemic changed as circumstances related to it changed. Some campus policies were modified or suspended, public health protocols were put into place and underwent modifications, and professors responded with flexibility to help students navigate public health challenges. The current environment does not pose as significant a public health risk as in the previous several semesters, but we are continuing to follow updated and available best practices as UTC moves forward and begins a new academic year.

We want you to be successful at UTC, and a variety of resources are available to help you succeed. Our outstanding faculty members will teach you. Our committed academic and healthcare staff will support you. Many dedicated employees from every division of campus will help to create a positive experience for you. However, if you are an undergraduate student your academic experience at UTC will be very different than your high school or even the UTC experience since Spring 2020. If you are a graduate student your UTC experience will be very different than your undergraduate experience or even your graduate school experience since Spring 2020.

It is important that we begin the new academic year with a set of common understandings.

- Subject to University policy, individual instructors have considerable autonomy over their classes and course syllabi. That autonomy includes, but is not limited to, decisions related to course content and the format, number and weightings of examinations, assignments, and other evaluative tools.
- Many deadlines, including ones for submitting assignments or completing exams or quizzes will be hard deadlines and not flexible ones. Take care to keep track of exam dates and assignment due dates for your classes.
- Many courses will have attendance policies. There are several reasons an instructor may have a course attendance policy. The learning environment may be enhanced by students interacting with one another or the instructor in a class. In some classes, course material may build upon content from previous class sessions, so an absence may put you at a disadvantage in catching up or successfully completing a course. Departments or instructors may also conclude that chronic absenteeism means that you should not be

entitled to receive credit in a course. Faculty members can and will set attendance policies as described above.

- Your academic success at UTC will depend, in part, on things other than your academic aptitude. Your success will be determined further by the choices you make about your time, including class attendance, participation, study habits, and even management of time outside of class. Importantly, you are responsible for the consequences of the choices you make.
- A college experience is more than just classes. Explore extracurricular and co-curricular activities to meet students with whom you share similar interests. You are more likely to have a positive and successful experience at UTC if you actively engaged in campus life.
- There are hundreds of course options at UTC. Explore interesting courses outside your major. There is nothing wrong with enrolling in a class because it sounds fun or interesting. If you are concerned about progress to graduation, an academic advisor can help you choose classes that keep you excited about school and get you ever closer to a degree.

### **Student Code of Conduct, Honor Code, and Honor Code Pledge:**

**Student Code of Conduct:** The University has established the Student Code of Conduct to maintain a safe learning environment, protect the rights and privileges of members of the University community, provide for orderly conduct of operations, promote a positive relationship between the University and the community, and preserve institutional integrity and property. All UTC students are encouraged to engage in conduct that brings credit to themselves and the University and that ensures graduates are ready to contribute to society as ethical and engaged citizens. You should familiarize yourself with the Student Code of Conduct.

**Honor Code:** The University has established an Honor Code to foster and maintain a climate of honesty and integrity. The Honor Code gives you and other students primary responsibility for upholding its standards of conduct and is predicated upon the principle that every student should and must recognize and respect the fundamental importance of honesty. You are responsible for conducting yourself in accordance with the rules and regulations of the Honor Code. You are also expected to ensure that others uphold the standards.

The Honor Code applies to all students and all courses. It prohibits any act of academic dishonesty, including without limitation: (1) Cheating; (2) Plagiarism; (3) Falsification, Fabrication, or Misrepresentation; (4) Use of Unauthorized Materials; (5) Use of Unauthorized Assistance; (6) Gaining Unfair Advantage; (7) Causing Unfair Disadvantage; and (8) Attempting or Assisting a Violation. You should review the [UTC Honor Code](#).

**Honor Code Pledge:** You will be expected to uphold the Honor Code and to ensure that it is upheld by others. Those expectations are communicated succinctly in the [Honor Code Pledge](#).

**Other Academic Integrity Resources:** The Canvas learning management system (also called UTC Learn) includes a plagiarism detection tool used by many instructors. Ask your instructors to make the detection tool available so that you may check your written work before submitting it, so you can correct any unintended violations.

Some instructors utilize electronic proctoring of online exams and other records of activity to monitor for integrity violations. Ask your instructor whether electronic monitoring will be used in your online course(s).

## ACADEMIC SUPPORT RESOURCES

**Library:** The UTC Library provides you access to books, movies, articles, and more, both online and physically. It also offers academic supports (*e.g.*, reservable study spaces, equipment checkout, a studio for creative projects, a writing center, and on-site computers, printers, and copiers) to assist students with course assignments.

**Writing and Communication Center (WCC):** For a [guaranteed consultation](#), you may make an appointment by visiting the front desk, calling 423-425-1774, or making an [appointment online](#).

**Studio:** The UTC Library Studio (3rd Floor) is a workspace for innovative technology and media creation. It includes 16 workstations loaded with specialized software to assist with creative projects. The Studio also has talented faculty and staff to help you get started regardless of your experience level.

**Students with Disabilities, Illnesses, or Injuries:** UTC is committed to providing an accessible learning environment. If you anticipate or experience a barrier in a course due to a permanent or temporary physical or mental health-related disability, you should contact the UTC Disability Resource Center (DRC) via [email](#) or by calling 423-425-4006. A DRC staff member will discuss your needs and next steps, including communication with your instructors. ***Appropriate medical documentation will be required and should be provided to the DRC staff and not to your instructors.*** The DRC will engage in an interactive process with you and your instructors to help find reasonable accommodations that will assist with mitigating or overcoming disability-related barriers.

Please note that common temporary illnesses (*e.g.*, cold, flu, strep throat, etc.), in most instances, do not qualify as disabilities that require accommodations under the law. You should consult with your instructors regarding their class attendance and excused absence policies.

**Course Modality:** The [Course Schedule](#) lists the modality in which a course, or section of a course, is being offered (*e.g.*, in-person, online, or hybrid). Subject to University policy, the course modalities listed in the Course Schedule for your courses will not be altered or modified.

**Accessibility to Courses and Course Materials** <http://www.utc.edu/drc> UTC will make course materials (*e.g.*, handouts and readings) accessible when reasonably possible.

**Tutoring and Advising:** [Center for Academic Support and Advising](#) (CASA) advises freshmen and students who have not declared a major. CASA also supports all students through several tutoring and peer-mentoring programs. Contact CASA at 423-425-4583 or simply come to UTC Library, Room 335 for assistance.

**Technology:** If you have problems with your UTC email account or with UTC Learn (the Canvas learning management system), contact IT Help Desk at 423-425-4000, [email](#), or [submit a ticket](#). If you have technology needs to access your courses and/or complete course requirements in Canvas, [submit a request](#) with Information Technology.

**UTC Email and Communication:** To enhance student services, UTC uses UTC email addresses for all communications. You must know how to use your UTC email and should check it daily for timely receipt of class announcements and other important information. If you have difficulties accessing your account or UTC Learn, contact the Solutions Center at 423-425-4000.

**UTC Bookstore:** The UTC Bookstore will [price match](#) Amazon, bn.com, and local competitors for the exact textbook—same edition, format, and rental term.

**Course Learning Evaluations and Assessment:** Faculty members, students, and administrators have a collective responsibility to continuously improve teaching, learning, and course design. You may be asked to assess qualities of learning in your courses during or at the end of the term. The constructive feedback you provide through our anonymous course assessments helps us provide the highest quality education possible.

## STUDENT HEALTH AND WELLNESS

**University Health Services (UHS):** [UHS](#) provides health care to UTC students, faculty, and staff. Services include treatment for acute and chronic illnesses, physical exams, screenings, immunizations, lab services, TB skin testing, and allergy shots.

**UTC Counseling Center (UTCCC):** [UTCCC](#) promotes campus health and wellness through brief, solution-focused therapeutic interventions aimed at enhancing mental health, interpersonal relationships, and student success. It offers counseling for issues including, but not limited to, depression, anxiety, adjustment issues, relationship problems, crisis intervention, and trauma. The Counseling Center offers both in-person and telehealth appointments.

Please contact 423-425-4438, [email](#), or visit the Counseling Center in the 338 University Center to schedule an appointment with a counselor. Crisis services are available 24/7. Please contact 423-425-CARE (2273) if you are experiencing a mental health crisis. For emergencies after hours, contact 423-425-CARE (2273) or call 911.

**Aquatic and Campus Recreation Center (ARC):** The ARC is an inclusive community environment in which to connect, play and pursue holistic well-being. Facilities and activities include group fitness studios, spin room, climbing tower, exercise equipment, multi-sport courts, natatorium, indoor track, outdoor programs, club sports, and more.

**Center for Well-Being:** The center promotes healthier, well-balanced lifestyles. It can provide you with the tools, knowledge, and community to help you develop coping skills, recognize warning signs, practice self-care, and learn skills for helping others. Wellbeing focus areas include mental health awareness, substance use education and prevention, physical health, sexual health, and nutrition.

**Office of Student Outreach and Support (SOS):** The [Office of Student Outreach & Support](#) advocates and supports students experiencing challenges in their personal and academic lives. SOS staff can help you navigate University administrative processes; connect with University and community resources; and develop resiliency, self-advocacy, and coping skills. Referrals can be made by students, faculty, staff, or individuals outside of the UTC community. To make a referral, you should submit a [Community Member of Concern Form](#). For support or assistance, call (423) 425-2299 or [email](#).

**Scrappy's Cupboard:** If you are experiencing food, financial, housing, or other insecurity, including difficulty affording meals, groceries, hygiene products, or clothing, you can access [Scrappy's Cupboard](#) for support. Scrappy's Cupboard is anonymous and free. For assistance, [email](#) or call the Office of Student Outreach and Support at (423) 425-2299.

**Student Emergency Fund:** [The Denise and Tim Downey Student Emergency Fund](#) provides students with limited emergency funding. If you are experiencing financial hardship due to an accident, emergency, illness, or other unforeseen event, and are enrolled full- or part-time, you are eligible for emergency assistance. Funds may be used for (1) essential academic supplies; (2) replacement of items lost due to fire, theft, or flood; (3) short-term housing needs; (4) one-time or non-recurring medical expenses; and (5) emergency expenses related to dependents. For assistance, [email](#) or call the Office of Student Outreach and Support at (423) 425-2299.

**UTC-Alert System:** UTC is committed to providing a safe environment for living, learning, and working. The campus is alerted to emergencies via the [UTC-ALERT system](#). You will receive SMS text messages at the mobile number you provided you registered at UTC. UTC-ALERT will provide important information and instructions to keep you safe during an emergency. When you receive an alert via UTC-ALERT, it is important that you follow any instructions contained in the alert. If you receive a campus closure alert due to inclement weather, your online course will proceed as normal, unless there are extensive power outages.

## **COVID-19-RELATED INFORMATION AND POLICIES (updated January 1, 2022)**

Public health authorities continue to indicate wearing masks in indoor spaces significantly reduces the transmission of COVID-19 and promotes public health. Wearing masks on campus is not required, but you may choose to wear a mask anywhere on campus.

**COVID-19 Policies:** The [UTC COVID-19 policies](#) are subject to change as public health needs and laws or regulations change. Important changes will be communicated to the University community in several ways. You should check the COVID-19 policies periodically.

**COVID-19 Vaccinations:** UTC recommends that all members of the campus community be vaccinated for their own protection, to prevent disruption to the academic year, and to prevent the spread of COVID-19. The University Health Services staff is available to answer questions or discuss concerns about vaccines. Vaccines are not provided on campus but are available free of charge, or for nominal fees, at several locations throughout the community.

**COVID-19 and Class Attendance:** If you think you are sick with or have been exposed to COVID-19, you should contact University Health Services or your health care provider. You should not attend face-to-face classes if you have COVID-19.

*Importantly, COVID-19 is now considered a serious, but brief or temporary illness. Absences due to COVID-19, or for brief and temporary infectious illnesses like colds, the flu, or strep throat, may be treated like any other class absence. Course attendance policies may address COVID-19 related absences, or those from other infectious illnesses, like absences for any other reason.*

For example, if your class permits three absences, and you use one to attend a concert and another to have a long weekend, you may not be allotted additional absences if you experience a temporary illness and miss two or more additional classes.

Departments and instructors have considerable latitude in setting attendance policies for classes. Some classes will have attendance policies and others will not. The lack of a formal attendance policy should not be taken as an invitation to sporadically attend a class. Familiarize yourself with the attendance policy for each of your classes.

## **ADDITIONAL UNIVERSITY POLICIES AND SUPPORT RESOURCES**

**Student Support Resources and Privacy and Accessibility Statements:** A list of [additional resources](#) available to you, and privacy and accessibility statements, are on the Walker Center for Teaching and Learning Student Resources Page:

**Statement on Title IX and Mandatory Reporting:** Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities that receive federal funds. Discrimination based on sex includes, but is not limited to, sexual misconduct, relationship violence, and stalking. UTC strives to prevent, address, and eliminate this type of misconduct by responding to individual incidents, supporting those who have been harmed, and educating community members on how to create a safe and supportive campus that encourages healthy and respectful relationships.

Faculty members have a responsibility to help create a safe learning environment on our campus. To accomplish this, faculty have a [mandatory reporting obligation](#) and are required to share information with the University regarding sexual misconduct, relationship violence and/or stalking that is disclosed to them during the performance of their duties.

If you or someone you know has experienced behavior prohibited by Title IX, you may speak to someone confidentially by contacting Survivor Advocacy Services (SAS), located in the Center for Women & Gender Equity, at 423-425-5648 (M-F, 8 a.m. – 5 p.m.).

Questions regarding Title IX, complaints of non-compliance, and complaints of sexual misconduct, relationship violence and stalking may also be directed to the Title IX Coordinator at 423-425-4255 or [titleix@utc.edu](mailto:titleix@utc.edu).

**Equal Opportunity Statement, Affirmative Action Policy:** In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments

of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee at Chattanooga affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities. Please see the [Student Handbook](#) for the complete Affirmative Action Policy.

**Religious Accommodations:** If you plan to observe a holy day pertaining to your religious faith, and the observance will require you to miss class meetings and/or complete assignments, examinations, or other course requirements on the due date, you should complete the [Academic Notification process](#) prior to the date(s) in which the holy day occurs. The Office of Student Outreach & Support (SOS) will review your request and provide verification to course instructors. After SOS notification has been sent, you must contact your instructors to discuss obtaining missed materials from class meetings and/or options for completing missed coursework and other requirements. The course instructor will determine as applicable the appropriate future due dates and option(s) for completing missed coursework or other requirements.

**Active-Duty Military and Military Accommodations:** UTC values the contributions that active-duty members of the armed forces, veterans of military service, and members of our ROTC Corps of Cadets make to our campus and learning environment. If you are active-duty military, please visit the [Center for Military and Veteran's Affairs website](#) for more information on policies and resources related to your active duty status.

If you are serving in the U.S. Military or National Guard and are called to Active Duty, which requires you to miss one or more class meetings and/or completing assignments, examinations, or other course requirements on the due date, you should complete the [Academic Notification process](#) as soon as your orders are received. The Office of Student Outreach & Support (SOS) will review and provide verification to course instructors. Upon returning from Active Duty, you must contact your instructors to discuss obtaining missed materials from class meetings and/or options for completing missed coursework and other requirements. The course instructor will determine the appropriate future due dates and option(s) for completing missed coursework or other requirements. You also have the option to officially withdraw from courses impacted by military obligations. [Contact the Office of the Registrar](#) and/or the Office of Student Outreach & Support (SOS) for assistance to withdraw.

**Pregnancy Accommodations:** If you are or become pregnant and [need special accommodations because of your pregnancy](#), contact the Office of Student Outreach and Support for assistance by calling (423) 425-2299 or e-mailing [sos@utc.edu](mailto:sos@utc.edu).

**Class Attendance, Absences and Academic Notification:** Class attendance and performance are strongly and positively correlated, *i.e.*, the more regularly you attend, the better you are likely to perform. You should attend class whenever your health or personal circumstances allow. If you are unable to attend class due to an extenuating circumstance, you should complete the [Academic Notification process](#) as soon as possible. Examples of extenuating circumstances include, but are not limited to: (1) death of an individual related to the student; (2) physical or mental health concerns; and (3) military, religious, or legal obligations. The Office of Student Outreach and Support (SOS) will review the request and provide verification of need to course instructors. Requests can only be processed by SOS upon receipt of sufficient documentation. Course instructors will determine the appropriate level of leniency, if any, they

are able to provide. The student should contact course instructors to discuss if leniency is possible and, if so, options for completing missed coursework or other requirements.

**Other Important Resources for Students:**

- [Academic Calendar](#)
- [Center for Advisement & Student Success](#)
- [Final Exam Schedule](#)
- [Records/Registrar](#)
- [UTC Bookstore](#)