



INTRODUCTION

This common **Campus Syllabus** is designed to provide you with important information related to all University of Tennessee at Chattanooga (UTC) classes. 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 dedicated employees from every division of campus will help to create a positive experience for you.

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.

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We have worked to create this resource to help us help you be the best student you can be. If you find there are missing elements, please contact us at Academic-Affairs@utc.edu.

ENGAGING IN YOUR UTC EXPERIENCE

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.

It is important that students, faculty, and staff begin each semester with a set of common understandings about the UTC experience.

UNDERSTANDING COURSE CONTENT Subject to University policy, individual instructors are experts in their fields and 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.

MANAGING DUE DATES 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.



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BEING PRESENT IN CLASS 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.

BUILDING COMMUNITY The 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 engage in campus life.

EXPLORING YOUR OPTIONS 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.

BEHAVING ETHICALLY AT UTC

The Student Conduct system at UTC provides a pivotal component in your success. At its core, this system is intended to educate you about acceptable behavior and ethical decision-making.

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 those same standards.



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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 familiarize yourself with the [Honor Code](#).

Honor Code Pledge: As a student of the University of Tennessee at Chattanooga, I pledge that I will not give or receive any unauthorized assistance with academic work or engage in any academic dishonesty in order to gain an academic advantage. I will exert every effort to insure that the Honor Code is upheld by myself and others, affirming my commitment to a campus wide climate of honesty and integrity (UTC Honor Code, Section 1.(2)(a)).

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).

FINDING ACADEMIC AND TECH SUPPORT AT UTC

[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.

[The Writing and Communication Center \(WCC\)](#) helps students, faculty, and staff with any type of writing or communication project—including research papers, presentations, and resumes—at any stage in the process. For a guaranteed consultation, you may make an appointment by visiting the front desk, calling (423) 425-1774, or making an [appointment online](#).

[The UTC Library Studio](#) (3rd Floor) is a workspace for innovative technology and media creation. It includes 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.



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Students with Disabilities 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 [Disability Resource Center \(DRC\)](#) via e-mail at drc@utc.edu 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 refer to the [Academic Notification process](#) and your individual instructors' 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 UTC will make course materials (e.g., handouts and readings) accessible when reasonably possible.

The 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) 425-4573 or simply come to UTC Library, Room 335 for assistance.

Get Started with IT offers a step-by-step guide to technology on campus. If you have problems with your UTC accounts or with the Canvas learning management system (UTC Learn), contact IT Help Desk at (423) 425-4000, [email](#), or [submit a ticket](#). Walk in support is also available in the [IT Solution Center](#). 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. Your email account is provided as part of your [MyMocsNet](#) account. 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 IT Help Desk at (423) 425-4000.



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The [UTC Bookstore](#) will [price match](#) Amazon, Barnes & Noble (through [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 your learning in each of 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.

HAVING A HEALTHY BODY AND MIND AT UTC

[University Health Services \(UHS\)](#) offers acute and chronic illness care, physical exams, screenings, immunizations, lab services, TB skin testing, and allergy shots for students, faculty, and staff. Students are not charged for office visits. Minimal fees for services such as laboratory tests and immunizations may apply.

[UTC Counseling Center \(UTCCC\)](#) 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, e-mail counseling@utc.edu, 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.

[Campus Recreation](#) provides 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.

[The Center for Wellbeing](#) 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 \(SOS\)](#) advocates and supports students experiencing challenges in their personal and academic lives. SOS staff can help you



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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 e-mail sos@utc.edu. For emergencies after hours, contact (423) 425-CARE/2273 or call 911.

[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 support or assistance, call (423) 425-2299 or e-mail scrappyscupboard@utc.edu.

[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 support or assistance, call (423) 425-2299 or e-mail sef@utc.edu.

[UTC-ALERT System](#) alerts campus to emergencies. UTC is committed to providing a safe environment for living, learning, and working. 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.

[Safe Mocs App](#) UTC has developed a mobile phone app to provide convenient access to safety and emergency services available to the entire campus community. You can find and download the free Safe Mocs app from the [Apple App Store](#) or [Google Play](#). Safe Mocs is the official UTC safety app and, from it, you can find campus emergency contacts and resources, check the status of crisis alerts, access location services and more.

KNOWING WHERE TO GO FOR HELP AT UTC

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, Confidentiality and Mandatory Reporting UTC is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

UTC's [Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence and Stalking](#) designates all faculty members, including teaching assistants, as **Mandatory Reporters**. Under UTC's policy, all Mandatory Reporters must report all disclosures of sex or gender-based discrimination or violence to UTC's Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact Survivor Advocacy Services at (423) 425-5648 or the Counseling Center at (423) 425-4438. Questions regarding Title IX, complaints of non-compliance, and complaints of sexual misconduct, relationship violence and stalking may also be directed to the Office of the Title IX Coordinator at (423) 425-4255 or titleix@utc.edu.

For more information regarding UTC's Title IX procedures, reporting, or support measures, please visit utc.edu/titleix.

Please note that disclosures of gender and sex-based discrimination or violence made in relation to an assignment and/or educational prompt are not required to be referred to the Title IX Coordinator.

Policy on Educational Adjustments for Students Experiencing Pregnancy or Related Conditions: UTC is committed to supporting students in alignment with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex, including pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of those conditions. This means that the university must take active steps to stop, prevent, and remedy pregnancy-based discrimination against school community members. The Office of the Title IX Coordinator manages implementation of reasonable



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educational adjustments for students experiencing pregnancy or related conditions by working with students, faculty, and the Office of Student Outreach & Support (SOS).

Students seeking educational adjustments due to pregnancy or related conditions should contact the Office of Student Outreach & Support (SOS) by calling (423) 425-2299 or e-mailing sos@utc.edu. Please see the [Policy on Educational Adjustments for Students Experiencing Pregnancy or Related Conditions](#) for more information.

For more information, to report a policy violation, or file a complaint, contact the Office of the Title IX Coordinator by calling (423) 425-4255 or by e-mailing 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.

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 the 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.

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.



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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 University Registrar](#) and/or the Office of Student Outreach & Support (SOS) for assistance to withdraw.

Other Important Resources for Students

- [Academic Calendar](#)
- [Final Exam Schedule](#)
- [Course Catalogs](#)
- [Office of the University Registrar](#)
- [UTC Bookstore](#)