



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. Our outstanding faculty members will teach you, and 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 created this resource to help you be the best student you can be. If you find any 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.

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.



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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 deadlines for your classes.

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.

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.

KEEPING EMERGENCY CONTACT INFORMATION CURRENT: Each semester you should review your emergency contact information in MyMocsNet and make sure it is up-to-date. If you have an accident or UTC needs to locate support for you from someone you trust, this is vital information. [Follow these instructions to update your information.](#)

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, are covered by financial aid, and get you ever closer to a degree.

BEHAVING ETHICALLY AT UTC

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

Student Code of Conduct: You should familiarize yourself with the [Student Code of Conduct](#). The University has established this Code 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.

Honor Code: You should familiarize yourself with the [Honor Code](#). The University has established the 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.

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.

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 ensure 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)).



Generative Artificial Intelligence: While Generative Artificial Intelligence (AI) is not specifically addressed in the Honor Code, the Honor Code generally prohibits its use unless the professor has assigned use of the tool as part of an assignment and/or your use of the AI tool is specifically and correctly cited in your work using an accepted citation style. This permission does not, however, extend to submission of work from an AI tool that is, in whole or in part, not written or otherwise generated by you. Your professor may provide guidance on the use of AI that is specific to a course. Please review course syllabi and other course documentation for AI guidance in individual courses.

Academic Integrity Resources: The Canvas learning management system 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 and use it to correct any unintended violations.

Online Proctoring: Some instructors use 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

Being able to access and utilize the necessary support at UTC is another vital component to your success.

[The UTC Library](#) is the academic heart of campus. In addition to providing essential research materials in print and online for every major, the Library has an abundance of solo and group study spaces, loanable technology (including computers and scientific calculators), and expert professionals to help you make the most of these resources in support of coursework, wellbeing, and lifelong learning.

[The Writing and Communication Center \(WCC\)](#) (1st floor of library, room 118) offers UTC students free help with papers, presentations, and speeches for any class at any stage of the writing process. Our peer consultants help writers brainstorm, outline, organize ideas, develop arguments, learn a particular citation style, and more. In each of our consultations, we provide actionable feedback to keep students move forward with their projects. We offer in-person and online appointments. Visit our website to book a consultation, find resources, or to learn more about our services: utc.edu/wcc.

[The UTC Library Studio](#) (3rd floor of library, room 305) is a workspace for innovative technology and media creation. Here you can find cameras and recorders to borrow, production suites, and computers 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 level of experience.

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 [Center for Student Accessibility](#) (CFSA) via e-mail at cfsa@utc.edu or by calling (423) 425-4006. A CFSA staff member will discuss your needs and next steps. Appropriate documentation will be required and should be provided to the CFSA staff and not to your instructors. The CFSA will engage in an interactive process with you and your instructors to help find reasonable accommodations that will assist with mitigating or overcoming accessibility barriers.

Please note that common temporary illnesses (e.g., cold, flu, strep throat, etc.), in most instances, do not qualify as disabilities that require accommodation under the law. You should refer to the [Academic Notification process](#) and your individual instructor's class attendance and excused absence policies. Forms must be received within two weeks of the onset of the concern. Please reach out to the Office of Student Outreach and Support (SOS) at (423) 425-2299 if you have questions about the Academic Notification Form.



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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.

The Center for Academic Support and Advisement (CASA) advises first-year students and students who have not declared a major. CASA also supports all students through several academic support programs such as academic coaching, peer tutoring, Supplemental Instruction(SI), and NetTutor. Contact CASA at (423) 425-4573, email advise@utc.edu or academicsupport@utc.edu, or simply come to UTC Library Room 335 for assistance.

Information Technology offers a [quick guide](#) to technology resources and software on campus. If you need assistance with technology or encounter problems with your UTC account or campus systems, visit us in Maclellan Gym at the [IT Solution Center](#) or contact us at (423) 425-4000, via [email](#), or by [submitting a ticket](#).

UTC Email and Communication: To enhance student services, UTC uses UTC email addresses for all communications. Your email account is available via Microsoft Outlook and provided as part of your [MyMocsNet](#) account. For information on navigating and customizing your MyMocsNet portal, visit [here](#). 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, visit us in Maclellan Gym at the [IT Solution Center](#) or contact us at (423) 425-4000.

The Mocs 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 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

Your academic success and personal well-being are deeply connected. When you invest in your physical and mental health, you're better equipped to learn, connect, and thrive. The following resources are available for you to use as needed.

[University Health Services \(UHS\)](#) offers healthcare services, such as 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. Please call (423) 425-2266 to schedule an appointment or for additional questions regarding services available.

[UTC Counseling Center \(UTCCC\)](#) promotes student health and wellness through goal-directed, brief counseling services, that focus on strengthening coping skills, supporting mental health stability, improving interpersonal relationships, and fostering student success. Services are available for a variety of concerns, including depression, anxiety, adjustment difficulties, relationship challenges, trauma, and crisis intervention. The Counseling Center offers both in-person and telehealth appointments. To schedule an appointment, call (423) 425-4438, email counseling@utc.edu, or visit the Counseling Center at the University Center 128, Department 1801, on the 1st floor. (We will be moving to the 3rd floor in Fall 2026.) Crisis services are available 24 hours a day, 7 days a week. If you are experiencing a mental health crisis, call (423) 425-CARE (2273). 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](#) is a resource to help students integrate holistic health and wellness practices into their lives to promote success. Education and prevention programs address mental health and self-care, suicide, substance

misuse, recovery, nutrition, physical and sexual health, and healthy relationships. Follow the center on Instagram @utc_csw to stay up to date on events and ways to get involved.

[Mocs Recovery](#) engages and encourages UTC students in their pursuit of sustained recovery from substance use and/or mental health challenges. This is a community open to those utilizing any recovery pathway and are looking to build peer supports. We provide a weekly recovery groups, recovery coaching, monthly socials, retreats, and educational opportunities

[Office of Student Outreach and Support \(SOS\)](#) advocates and supports students experiencing challenges in their personal and academic lives and provides UTC's Basic Needs Resources. 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 the UTC community. To make a referral, 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. Members of the UTC Community can access Scrappy's Cupboard once per month. For support or assistance, call (423) 425-2299 or e-mail scrappyscupboard@utc.edu.

[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 may be 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.



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[Emergency Technology](#): The Office of Student Outreach and Support (SOS) offers emergency technology to students who can demonstrate financial hardship or need. Hardship or need can include emergencies, accidents, illness, or other unforeseen events. Approvals for the Emergency Technology Program may take up to three (3) business days to approve. Applicants may also be required to meet with the member of the SOS staff prior to receiving a device. Devices available may include but are not limited to: Laptops (Windows); Chromebooks; Iclickers, and Ti-84 Calculators. For more information or questions about the program email sos@utc.edu

[UTC-ALERT System](#) notifies campus about emergencies. You will receive SMS text messages at the mobile number you provided when you enrolled 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@UTC](#) is the campus safety smartphone app that provides students, faculty, and staff with direct access to safety resources. The app allows users to directly connect with the UTC Police via one-touch panic button functionality, anonymously report suspicious activity, initiate a remotely monitored Safe Walk, request a Safe Ride, and quickly access other campus resources. The app is free to download from the Apple App Store and the Google Play Store.

KNOWING WHERE TO GO FOR HELP AT UTC

Asking for help is necessary sometimes. Here are some helpful guidelines, policies and resources to help you be successful this semester. Your [MyMocsNet portal](#) is a great place to start!

[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 and staff 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 as possible.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and would like to report, please visit www.utc.edu/report. 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 Title IX Compliance at (423) 425-4255 or titleix@utc.edu. If you wish to speak with someone confidentially, please contact the Counseling Center at (423) 425-2266.

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 UTC community members. The Office of Title IX Compliance manages implementation of reasonable educational adjustments for students experiencing pregnancy or related conditions by working with students, faculty, and other UTC personnel as appropriate.

Students have the right to choose whether to continue in their educational program with reasonable adjustments, request a leave of absence, retake a semester, or withdraw from the institution. The following are examples of adjustments that may be requested:

- Excused absences
- Modified deadlines
- Make-up examinations/quizzes
- Frequent bathroom breaks
- Larger desk

Students seeking educational adjustments due to pregnancy or related conditions should contact the Office of Title IX Compliance at titleix@utc.edu or submit the online [Educational Adjustments Request form](#).

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. You should contact course instructors to discuss if leniency is possible and, if so, options for completing missed coursework or other requirements. SOS can deny requests for any reason and all requests must be made within two weeks of the onset of a concern. Some concerns may result in needing to meet with an SOS staff member prior to being processed.

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](#) sufficiently prior to the date(s) in which the holy day occurs. The Office of Student Outreach and Support (SOS) will review your request and provide verification to course instructors. You must contact your instructors to discuss obtaining missed materials from class meetings and/or options for completing missed coursework and other requirements prior to missing classes. 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 that requires you to miss attending 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 and 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



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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 and Support \(SOS\)](#) for assistance to withdraw.

Other Important Resources for Students

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