

## **THE UNIVERSITY OF TENNESSEE AT MARTIN STUDENT RIGHTS AND RESPONSIBILITIES**

### **INTRODUCTION**

The University of Tennessee at Martin, as an educational institution, is primarily concerned with providing learning experiences for its students. Through participation in curricula and extracurricular activities, the student has an opportunity to develop a foundation for intelligent participation in society, a successful career, and a meaningful personal life.

To discharge its responsibility successfully, the University needs the understanding support and the thoughtful assistance of each student. In the academic world, it is especially important that persons conduct themselves with regard for the rights and privileges of others, demonstrating respect for the law and for order in the affairs of the University.

The policies and procedures described in the following pages have been established to assure that the affairs of the University are conducted in an orderly manner, to point out the duties and responsibilities of its students, and to insure their rights and privileges.

### **STUDENT RIGHTS**

1. **ACCESS:** Within the limits of its facilities and resources, The University of Tennessee at Martin is open to all students who are qualified by its admission standards.

2. **PARTICIPATION IN POLICY MAKING:** Students may participate in the orderly process of formulating changing policies, regulations, and procedures that affect their welfare. It is expected that such participation will occur through appropriate student government agencies and University committees.

3. **FAIR EVALUATION OF PERFORMANCE:** Students may expect their academic performance to be evaluated only on an academic basis and may expect their teachers to make clear the basis for the evaluation used in their classes. They should feel free to take reasoned exceptions to opinions or views expressed by their instructor, but they are responsible for learning the content of any course of study for which they are enrolled and may expect to be tested on it.

A student alleging unfair methods or bases of evaluation should appeal first to the teacher, then if desired to the department head, the dean of the school, and the academic vice chancellor. Alternatively, the matter may be reported to the Vice Chancellor for Student affairs for consultation.

4. **FAIR DISCIPLINARY HEARING:** Students have the right to a fair hearing and an opportunity for appeal when charged with violations of the standards of conduct that have been established for University students.

5. **FREEDOM FOR UNWARRANTED SEARCH:** Entry by University authorities into occupied rooms in residence halls or University apartments will be divided into two categories: inspection and search. Inspection is defined as entry into a room to ascertain health and safety conditions, to make repairs, or to perform cleaning and janitorial operations. Search is defined as entry into a room by campus authorities for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

On-campus authorities will not enter a room for purposes of search without the permission of the resident unless they have a campus authorization to search, authorized by the Vice Chancellor for Student Affairs or his/her designee. He or she must specify the reasons for the search and the objects or information sought. Alternately, a search in compliance with state law may be conducted. If possible, the student should be present during the search. If the search reveals objects the possession of which violate a law or a University regulation, the University may take appropriate disciplinary action even though the objects were not listed on the search authorization.

6. FREEDOM FROM ABUSE OR HARRASMENT DURING AN INTERROGATION: No form of information will be used by University authorities to coerce admissions of guilt.

7. FREEDOM OF ASSEMBLY: Students have the right to gather in groups to express their views and opinions, so long as such a gathering is held in an orderly manner; does not interfere with vehicular or pedestrian traffic, classes, meetings, events, ceremonies, or other educational processes of the university; and is not held in university buildings other than an area approved by the Division of Student Affairs or in residential areas of the campus. No amplification devices are permitted during class hours except by special permission from the Division of Student Affairs.

8. FREEDOM OF INQUIRY AND EXPRESSION: Students have the right to engage in discussions and speak freely on any subject in accord with guarantees of the state and national constitutions. As citizens, they are obliged to inform themselves regarding issues and problems of the day, to formulate stands regarding these, and to give expression to their view. In discharging these rights and obligations, students should also recognize their responsibilities to other members of the academic community and to the university. The University of Tennessee at Martin takes pride in the fact that its campus is open to free discussion and examination of views with the condition that such discussion be conducted in an orderly manner and under peaceful conditions consistent with the scholarly nature of an academic community. Speakers who are not related to the university may be invited to the campus by university department and registered student organizations.

### **STUDENT RESPONSIBILITIES STANDARDS OF CONDUCT**

When persons enroll in The University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community. Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University. The policies and procedures described below have been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the University. Misconduct for which students are subject to discipline include the following categories:

1. Plagiarism, cheating, knowingly furnishing false information to the University or other similar forms of dishonesty in University-related affairs.
2. Forgery, alteration, destruction or misuse of University documents, records, or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions, or of other authorized activities on University premises.
4. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
5. Theft, misappropriation, illegal possession of, or sale of, or damage to property of the University, of an organization affiliated with the University, of a member of the University community or of (a) visitor(s).
6. Unauthorized use of or entry to University facilities (including computer facilities) and unauthorized possession of keys to University facilities.
7. Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University property or during University activities.
8. Disorderly conduct, or lewd, indecent, or obscene conduct or expression; distributing on University-owned or controlled property, or at University sponsored or supervised functions printed materials that are libelous, scurrilous, or that encourage violation of public laws and University regulations.

9. Possession, while on University-owned or controlled property, or at University sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives such as firecrackers, etc., unless authorized in writing by an official in the Public Safety Office.
10. Failure to pay promptly all University bills, accounts, and other University financial obligations when due.
11. Gambling on University-owned or controlled property.
12. Gathering of groups of students on or adjacent to the campus in a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University, or the normal flow of traffic.
13. Commission of an act, or an attempt to commit an act, on University property, or involving members of the University community (i.e. faculty, staff, student, or campus visitor) that would be in violation of state or federal law.
14. Possession, use or being under the influence of alcoholic beverages on University owned or controlled property or at University sponsored or supervised activities.
15. Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or controlled property.
16. Failure to comply with directions of University officials acting in the performance of their duties.
17. Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.
18. Inciting and/or aiding others to violate written University policies and regulations as promulgated and announced by authorized personnel.
19. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment.
20. An attempt to commit or be an accessory to the commission of any act in violation of other Standards of Conduct.
21. Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violation includes, but is not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson or any other felonious crime against person or property.
22. Participation of students in hazing activities. "Hazing" means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

#### **DISCIPLINARY ACTIONS AND PENALTIES**

Students who violate UT Martin's Standards of Conduct are subject to disciplinary action. Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances. Official notifications are given by the appropriate office, and official records are maintained in the Office of Student Affairs. Efforts are made to keep penalties consistent with

those applied in similar cases. However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. The penalties which may be assessed for violation of University regulations are:

1. **Loss of Privilege.** This penalty may involve loss of scholarships, stipends, right to participate in certain extracurricular activities, etc.

2. **Disciplinary Warning and/or Loss of Privilege.** A disciplinary warning and/or loss of privilege is used for minor infractions and consists of a restatement of the regulation violated with an official warning concerning future behavior and/or loss of certain University privileges for a specific period of time.

3. **Disciplinary Probation.** Disciplinary probation means that a student is permitted to remain in the University on probationary status. Should a violation of regulations occur during probation, the student may be suspended. Conditions of probation could include loss of eligibility to join a student organization and to serve as an officer in a student organization. Other conditions are specific to the individual case and may include ineligibility to participate in certain student activities. Any specific probation conditions are described in a personal letter to the student.

4. **Suspension.** Suspension is used in cases of serious misconduct, or violation of probation, and means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Usually the period of designated suspension does not exceed one year. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member. This must be cleared by the Office of Public Safety and/or Student Affairs prior to the appointment).

5. **Indefinite Suspension.** Indefinite suspension means that a specific date has not been recommended for the readmission of the suspended student. The penalty is used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member. This must be cleared by the Office of Public Safety and/or Student Affairs prior to the appointment).

6. **Permanent Dismissal.**

## **THE JUDICIAL SYSTEM**

Responsibility for the operation of the judicial system and the handling of specific disciplinary matters rest with the Vice Chancellor for Student Affairs and his/her staff.

## **STUDENT CONDUCT OFFICER**

The Student Conduct Officer is responsible for the implementation of the campus judicial systems and for handling all student disciplinary matters. In carrying out this responsibility, the Student Conduct Officer works closely with Student Court, the Traffic Appeals Board, and other student and faculty judicial groups.

The Student Conduct Officer has the following responsibilities:

- Review and investigate all charges of misconduct.
- Assign penalty for such misconduct if warranted.
- Notify students of the charges, the penalty and the hearing options available.
- Administer hearings as appropriate.
- Administer appeals to the appropriate boards if such action is warranted.
- Work with students to encourage support and compliance with university standards.
- Train and supervise student or other judicial bodies involved in disciplinary processes.

## **HEARINGS**

Unless otherwise specified in the published policies and procedures of The

University of Tennessee at Martin, a student charged with misconduct or who is otherwise entitled to an opportunity for a hearing will, upon his/her request, be provided a hearing in accordance with the following procedures:

**Notice – A person charged with misconduct will receive written notification of the following:**

1. The substance of the charge(s) against him,
2. The disciplinary action taken or proposed,
3. His rights to a hearing should he wish to contest the charge(s) or action,
4. To whom a request for a hearing should be addressed,
5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice.
6. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing; in the absence of such notice, the hearing panel will, within the dictates of justice, direct either that a hearing proceed without presence of counsel or that the hearing be postponed. A student charged with misconduct can enter a plea of guilty to all of the charges and accept the recommended penalty of the Student Conduct Officer.

A student who wishes to contest the charges or the disciplinary action taken can request a hearing, utilizing one of the following options:

1. Request a hearing under the provisions of the Uniform Administrative Procedures Act, (T.C.A. § 4-5. 108 et. Seq.), which became effective July 1, 1975. The details of this act can be found in the Office of Student Affairs. *In the absence of a voluntary written waiver of his right to a hearing under the provisions of the UAPA, a requested hearing will be conducted in accordance with the University's APA hearing procedures and the following procedures shall not apply.*
2. Request that the Student Judicial Court hear the case,
3. Request that the Disciplinary Hearing Committee hear the case,
4. Request that the University Council hear the case.

## **JUDICIAL BODIES**

**1. Uniform Administrative Procedures:** A student who wishes to contest disciplinary or traffic and parking actions can request a hearing under the Uniform Administrative Procedures Act. The procedures governing these hearings are contained in state law (Public Acts, 1974, T.C.A. § 4-5. 108 et. Seq.) Copies of these procedures can be obtained by a request to the Student Conduct Officer.

**2. Student Judicial Court:** The Student Court is composed of a Chief Justice and 5 Student Justices appointed by the Student Government President and approved by the Student Senate. Each case shall be decided by a minimum concurrence of three Justices.

The Justices shall be appointed for a term of one academic year. The Student Court shall have jurisdiction to:

- Hear and decide all matters pertaining to the interpretation of the SGA constitution and all other laws or resolutions passed by the Student Senate. Its decisions on such matters shall be final.
- Hear and decide cases involving alleged student violations of disciplinary rules and regulations of the university. Its primary function involves cases of a residential subject matter. Its decisions may be appealed to the University Council. Any request for an appeal must be made in writing to the Division of Student Affairs within five days of the decision.

**3. Disciplinary Hearing Committee:** The Disciplinary Hearing committee hears cases of student misconduct and/or cases deemed appropriate by the Vice Chancellor for Student Affairs. The committee is composed of various members of the UTM faculty, staff and students. The decision of this committee may be appealed to the University Council. Any request for an appeal must be made in writing to the Division of Student Affairs within five days of the decision.

**4. University Council:** The University Council carries out functions delegated to it by the Chancellor, including adoption of rules of conduct and disciplinary proceedings involving serious misconduct or delinquencies of students. The University Council may hear appeals from the Student Court and the Disciplinary Hearing Committee. The University Council is composed of the Vice Chancellors (four), two Academic Deans or Assistant Deans, Executive

Officers of SGA (three), President-Elect of the Academic Senate and five faculty members. Any request for an appeal must be made in writing to the Division of Student Affairs within five days of the decision.

### **REQUESTING A HEARING**

1. The student requests a hearing, in writing, within 5 working days of the conference with the Student Conduct Officer. In the request, the student informs the University of the type of hearing requested (Uniform Administrative Procedures, Student Judicial Court, Disciplinary Hearing Committee, or University Council.)
2. The Student Conduct Officer informs the student, in writing of the time and place of hearing, with at least 24 hours notice. The student may request additional time to prepare for the hearing by showing cause.
3. The student is advised that he/she has the right to appear with an advisor or counsel of his/her choice.

### **CONDUCTING THE HEARING**

Hearings are usually closed; however, a student may request a public hearing. In a public hearing case, because of limited space, the number of spectators may be restricted. The

Vice Chancellor for Student Affairs or his/her designee is responsible for establishing appropriate control measures. If, in spite of these measures, there is difficulty with the crowd, the hearing board, by a majority vote, may determine that the hearing be private.

A hearing may proceed without the defendant being present if the defendant has taken no steps to postpone his/her hearing. The accused has the right to challenge any member of the hearing board for good cause and request that he/she be dismissed and replaced. This dismissal of a challenged hearing board member is at the discretion of the hearing board chair. If the chair is challenged, he/she may be excused at the discretion of a majority of the hearing board. Members shall be expected to disqualify themselves when a case involves a personal friend. The accused is presumed innocent until proven guilty. However, if, in the judgment of the Vice Chancellor for Student Affairs, the alleged offense is of such a nature that the presence on campus of the offender while he/she waits for a hearing would not be wise, he/she may suspend the accused temporarily. In this case, a hearing may be arranged at the earliest possible time convenient to those involved. The burden of proof, in all cases, rests with those bringing the charges.

#### **Hearing Panel**

A requested hearing will be provided by a panel of individuals, selected in accordance with policies of UTM or, in the absence of applicable policies or procedures, by the Chancellor (or his designee). The hearing will be conducted by a panel chair similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall recuse himself or herself or be removed by the Chancellor upon the request of any party to a hearing. The chair of a hearing panel will conduct the hearing, without regard to technical rules of procedures, in such manner as will best serve the cause of justice within the following general guidelines:

1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited;
2. The hearing panel will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply;
3. Each party will have the right to question opposing witnesses;
4. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
5. The University will have the burden of proving, by a preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable;
6. Following the conclusion of the hearing, the hearing panel will consider the evidence and present written findings.

### **Emergency Powers of the Chancellor**

When, in the judgment of the of the Chancellor of The University of Tennessee at Martin, conditions are such that an emergency exists which makes it impossible for the systems of judicial boards to function, he/she may suspend these procedural regulations. If the procedures are suspended, he/she may substitute for them arrangements for handling disciplinary matters that will insure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

## **GENERAL POLICIES**

### **Complaints**

If students have concerns or complaints about their academic program or financial aid, students should seek resolution on campus. Should the institution not be able to resolve the problem, the student should contact the State Post-Secondary Review Program office at the Tennessee Higher Education Commission.

## **VEHICLE REGISTRATION AND PARKING TICKET INFORMATION**

### **PARKING TICKETS**

1. **How much are tickets?** Failure to register (no sticker) is \$15.00. Any other violation is \$15.00. Parking in a Handicap spot is \$100.00. After 14 days a \$10.00 late charge is added.
2. **Where do I pay tickets?** Pay for tickets at Crisp Hall between 8 a.m. and 5 p.m. Monday through Friday. Payment for tickets may also be mailed to the Traffic Office within the given time restrictions.
3. **Ticket Appeals:** Tickets may be appealed at Department of Public Safety on Monday through Friday from 8 a.m. to 5 p.m.

### **TRAFFIC-RELATED APPEAL PROCEDURES**

#### **Traffic Appeals Board**

When citations for traffic and parking violations cannot be settled in the office of Public Safety or among the persons cited, appeals may first be made to the Traffic Appeals Board. This board is composed of two faculty members and one student selected from the Parking Authority. The Traffic Appeals Board, after hearing a case, makes a judgment as to the accuracy of the citation and sets a penalty consistent with the provisions of Campus Traffic and Parking Regulations. Further appeals can be made through the provisions of the Uniform Administrative Procedures Act.

### **ACCESS TO STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) is Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." (For purposes of FERPA, UT Martin students are "eligible students").

- Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information

- Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  1. School officials with legitimate educational interest;
  2. Other schools to which a student is transferring;
  3. Specified officials for audit or evaluation purposes;
  4. Appropriate parties in connection with financial aid to a student;
  5. Organizations conducting certain studies for or on behalf of the school;
  6. Accrediting organizations;
  7. To comply with a judicial order or lawfully issued subpoena;
  8. Appropriate officials in cases of health and safety emergencies; and
  9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, contact the Office of Academic Records.

## **SEXUAL HARASSMENT**

The University of Tennessee at Martin is committed to ensuring an environment which prevents sexual harassment. Sexual harassment by any member of the university is a violation of both law and university policy and will not be tolerated in the university community. Both males and females can be perpetrators and/or victims of sexual harassment. Sexual harassment is a particularly sensitive issue which may affect any member of the university community and as such will be dealt with promptly and confidentially by the university administration. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) guidelines adhere to the following definition:

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute harassment when grades or educational progress are made contingent upon submissions to such conduct, or when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment. Any student who has been sexually harassed by a UT Martin employee may file a complaint with the Affirmative Action Coordinator.

In determining whether alleged conduct constitutes sexual harassment, UT Martin will look at the circumstances, such as the nature of the alleged sexual advances and the context in which the alleged incidents occurred. The determination of whether a particular alleged action constitutes sexual harassment will be made from the facts, on a case-by-case basis.

Any complaints must be filed within 300 calendar days of the alleged violation.

Appropriate disciplinary action will be taken against individuals found to have engaged in sexual harassment.

## **WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO MENTAL OR PHYSICAL PROBLEMS**

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

1. **Withdrawal** – A student may be withdrawn from the university only after an evaluation of his/her mental and physical condition by a panel of at least three persons appointed by the Vice Chancellor for Student Affairs. The student shall be notified of the reasons for the evaluation and given an opportunity to present evidence to the committee. The committee's findings and recommendations shall be forwarded to the Vice Chancellor who will notify the student in writing of his/her decision. A student withdrawn under this procedure shall not be readmitted to the university without the approval of the Vice Chancellor for Student Affairs.

2. **Temporary Suspension** – Whenever a student, because of his/her mental or physical condition constitutes a danger to person or property, or when his/her behavior is disruptive to the normal educational processes of the university, he/she may be suspended from the university, for a reasonable period of time, by the Vice Chancellor for Student Affairs or his/her designee. If the university does not withdraw the student in accordance with the procedures outlined above, he/she may return to the university at the end of the suspension period.

## **ACADEMIC INTEGRITY**

The University of Tennessee at Martin has chosen as its primary objective quality undergraduate education. Commitment to this objective must include an obligation by all members of the university community to promote and protect the highest standards of integrity in study, research, instruction, and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning. Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. To this end, students are expected to conduct themselves at a high level of responsibility while fulfilling requirements of their course of study. It is the corresponding responsibility of faculty to make clear those standards by which students will be evaluated and those resources permissible for use by students in a given course.

While each student has an obligation to abide by accepted standards of honesty, the University has a parallel responsibility to assure each student that those who work honestly will not suffer as a result of the dishonesty of others. Students, faculty, and staff are encouraged to provide, upon request by appropriate University officials, any information which may be relevant to an investigation of possible violation of academic integrity. And, since students are expected to accept and to live by the concept of academic integrity, the University has an obligation to clarify its meaning as much as possible, to disseminate to students accepted standards, and to offer appropriate guidance for their observance.

Consistent with these considerations, faculty and students are directed to observe the following guidelines.

## **STUDENT RESPONSIBILITIES**

Each student is presumed to accept the obligation of academic integrity upon enrolling in the University. A student may be found to have violated this obligation if he/she:

1. Refers during an academic evaluation to materials, sources, and devices not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation.
6. Utilizes a substitute for another person in any academic evaluation.
7. Practices any form of deceit in an academic evaluation.
8. Depends on the aid of others, in a manner expressly prohibited by the instructor in the research, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.

9. Indulges in plagiarism by presenting as one's own, for academic evaluation, the ideas, representations, or works of another person or persons without customary and proper acknowledgement of sources.
10. Submits the work of another person in a manner which represents the work to be one's own.
11. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
12. Attempts deceitfully to influence or change one's academic evaluation or record.
13. Indulges in conduct which is so disruptive as to infringe upon the rights of an instructor or fellow students during class or examination session.

### **FACULTY/STUDENT RELATIONSHIP**

Every faculty member has the responsibility to discharge his/her duties in a fair and conscientious manner in accordance with standards generally recognized within the academic community. As a minimum, these standards include:

1. meeting his/her class commitments when scheduled and, insofar possible, informing students in advance if he/she must be absent;
2. utilizing a portion of the first or second class period to discuss plans for the course. This presentation should include: a general outline of the course as to content or topics to be studied; a description of the kinds of learning activities expected; guidelines for the type and expected amount of course work; a description of the means for evaluating student performance; and an explanation of expectations regarding academic integrity;
3. encouraging acceptable academic conduct by all members of the academic community at all times;
4. informing classes, in advance of any evaluation, of the permissible materials or references allowed during evaluation;
5. taking thorough precautions against student cheating on examinations or other required class work;
6. basing all academic evaluations upon professional judgment, avoiding consideration of factors such as race, color, religion, sex, national origin, handicap, political or cultural affiliation, life style, or activities or behavior outside the classroom unrelated to academic achievement;
7. performing grading duties in a timely manner and encouraging consultation with students concerning any grade they feel to be incorrect;
8. being available at reasonable times for appointments with students and using care to keep such appointments;
9. respecting the confidentiality of student information contained in University records and refraining from releasing such information, except in connection with intra-University business or with student consent or as may be required by law;
10. avoiding the exploitation of his/her professional relationship with students for private advantage, and refraining from soliciting the assistance of students for private purposes in a manner which infringes upon such student's freedom of choice;
11. giving appropriate recognition to contributions made by students to research and publication;
12. refraining from any activity which involves risk to the health, safety, and welfare of a student except with the student's informed consent and, where applicable, in accordance with University policy relating to the use of human subjects in experimentation;
13. respecting the dignity of students individually and collectively in the classroom and other academic contexts;
14. exercising flexibility in course requirements to allow students to make up work for which legitimate excuses can be presented and when the student has taken proper steps to inform the instructor.

The above responsibilities of University faculty should not be considered inflexible or inclusive, but rather as general guides. Each faculty member should become familiar with the standards of professional conduct expected of him/her through observation of and consultation with colleagues within the University community and his/her particular discipline. Every faculty member has the responsibility to discharge his/her duties in a fair and conscientious manner in accordance with standards.

### **ACADEMIC POLICIES**

#### **CLASS ATTENDANCE**

Classroom attendance is an integral part of the education experience; therefore, it is the responsibility of the student to attend class. The instructor of a course may determine his/her own attendance policy with the provision that

policy must be applied consistently to all students in the course. The attendance policy should be reasonable, and it should be explicitly and unambiguously stated in each class at the beginning of each term. Academic departments may agree on a uniform policy regarding class attendance. Additional information may be found in the FACULTY HANDBOOK available on the UT Martin website.

### **GRADE APPEALS**

Students who wish to appeal a grade that is alleged to be lower than that academically earned must initiate the process within the first three weeks of the next semester (fall or spring.)

The aggrieved student shall first discuss the matter with the teacher involved to see if there is some error or misunderstanding which can be resolved between them. Failing this, the student may take the matter to the department chairman or, in the case of colleges without departments, to the dean. If the teacher in the case is a department chair, the student shall go to the dean. If the teacher in the case is a dean, the student shall go to the Vice Chancellor for Academic Affairs. The person designated above shall attempt to mediate between the student and teacher to arrive at a resolution of the problem. If the problem is not resolved, the student may request a hearing before the University Council. The chair shall be a member of the council selected by the membership. Decision of the council shall be by majority vote. If the council finds in favor of the instructor, the grade which has been given to the student will stand and there will be no further appeal. If the council finds in favor of the student, the matter will be remanded to the instructor for reconsideration.

### **DEGREE APPEALS (SPECIAL REQUESTS)**

Individual student petitions concerning deviation from degree requirements should be prepared in consultation with the student's advisor on a Special Requests form. Special requests are submitted to the student's college Degree Committee for approval. Special requests denied by the college committee may be resubmitted to the committee for a second and final judgment. Special requests which involve exceptions to university degree requirements must also receive approval from the Undergraduate/Graduate Council after receiving approval from the college committee. If the Undergraduate/Graduate Council denies the student's request, it may not be resubmitted to the council.

### **STUDENT POLICIES**

#### **POLITICAL ACTIVITIES ON CAMPUS**

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

1. Registered student organizations may invite candidates for public office to speak on or in university property or facilities. Scheduling of politically related activities shall be handled in accordance with applicable university regulations.
2. Registered student organizations may announce a campus visit of a political candidate through the use of posters and signs. However, campaign posters and signs promoting candidacy for public office may not be attached to or placed on or in university property and buildings.
3. Students may distribute campaign literature on campus so long as such distribution is in accord with university policy governing distribution of literature in general.

#### **PEACEABLE ASSEMBLIES**

UT Martin adheres to state law (Rules of The University of Tennessee – 172-1-8). All peaceable assemblies and/or informational meetings must be approved in advance by the Office of Student Affairs. All such assemblies and/or meeting must be conducted in an orderly and peaceful manner. The University must designate and/or approve the

location and time frame for such assemblies or meetings. (Approval is secured through the Director of the University Center).

## **PUBLICATIONS**

The Publication Committee establishes policies governing student publications, appoints qualified students to editorial positions on the yearbook and the campus newspaper, nominates faculty sponsors, and recommends budgets of official student publications. No campus student publication may solicit advertising without this committee's approval. It is the committee's responsibility to see that publications meet standards of objectivity and taste consistent with the committee's Code of Ethics and Policy Guide. Official student publications funded all or in part by university collected funds must be approved by this committee. The committee has authority to reprimand or replace staff as well as to recommend salaries and commissions.

## **STUDENT ORGANIZATIONS**

### **Disciplinary Actions and Penalties**

Student organizations should respect the rights of all members of the university community. The following categories of conduct subject organizations to disciplinary action by university officials ranging from disciplinary warnings to withdrawal of charters. This list includes, but is not limited to: hazing, disorderly conduct, interference with activities of the university or other organizations of individuals, poor academic performance or social misconduct, and improper discrimination.

## **SPEAKER POLICY**

In accordance with its policy of encouraging the spirit of inquiry and discussion under calm and peaceful conditions, the university, acting under the authority of the Board of Trustees, has provided procedures for inviting speakers to the campus. Two methods by which non-university related speakers might be invited to campus have been established. First, registered student organizations may invite any speaker who will be paid from organizational funds or who will come without charge. Second university departments may invite speakers. Additional information may be obtained from the Division of Student affairs (Administration Building Room 222.)

## **TRAFFIC AND PARKING REGULATIONS**

### **GENERAL 1720-5-13-.01**

(1) These regulations are established by The University of Tennessee at Martin Parking Authority, appointed by the University Administration as directed by resolution of The University of Tennessee Board of Trustees on June 20, 1968. They are applicable to all students, faculty, and staff of the Martin Campus. Students are required to obey these traffic and parking regulations as a condition of their attendance at the University.

### **VIOLATIONS 1720-5-13-.06**

- (1) Registration
  - (a) Vehicle not registered.
  - (b) Registration decals not properly affixed to vehicle.
  - (c) Decals affixed on vehicle other than vehicle for which it is issued.
  - (d) Unauthorized possession of registration decals.
  - (e) Falsification of registration information.
  - (f) Illegal use, reproduction, or alteration of registration decals.
  - (g) A student vehicle can only be registered in one classification, commuter, non-commuter, or Martin Place.
  
- (2) Parking
  - (a) In no parking area, loading zones, or on grass.

- (b) In unauthorized areas.
  - (c) In such a manner as to block or obstruct traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, or another vehicle.
  - (d) In areas where curb is painted yellow or where not marked as a parking area with painted white lines.
  - (e) Vehicles parked in such a manner as to prohibit the emptying of trash dumpsters will be towed away at the owner's expense.
- (3) Moving
- (a) Exceeding posted speed limit.
  - (b) Excessive speed for existing conditions.
  - (c) Failure to obey traffic control signal or sign.
  - (d) Failure to obey police officer.
  - (e) Operating vehicle without valid operator's license.
  - (f) Driving off roadway or street.
  - (g) Reckless driving and/or racing.
  - (h) Failure to yield right-of-way of pedestrian crossing.
  - (I) Leaving scene of accident.
  - (j) Failure to signal turn or stop.
  - (k) Following too closely.
  - (l) Operating mechanically unsafe vehicle.
  - (m) Driving while under the influence of alcohol or narcotics.
  - (n) Operating vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. systems, etc.

**PENALTIES 1720-5-13-.08**

- (1) Violation fees
- (a) Parking violations - \$15.00 each. If citation is not paid within 10 days from date of issuance, a \$10.00 late charge will be added.
  - (b) Handicap parking violations - \$100.00 each.
  - (c) Speeding or reckless driving violations - Offenders will be charged on City or State warrants.
- (2) Disciplinary action
- (a) Students who persist in violating these regulations or commit a single violation compounded by aggravated circumstances will be referred to the Office of Student Affairs for disciplinary action.
  - (b) If more than five tickets are issued in one semester for operating a vehicle on campus will be lost for the remainder of that semester. A person who, after having notified that they have lost this privilege, continues to operate a vehicle on campus will have their vehicle towed away and/or be referred to the Student-Faculty Disciplinary Appeals Board.
  - (c) Any student having outstanding tickets (tickets allowed which have not been paid) will be required to register for further work until all such charges have been paid. No transcript information will be made available for such students who are seeking entrance into other institutions.

**APPEALS 1720-5-13-.09**

- (1) Appeals must be made within fourteen days the citation was issued.
- (2) Staff and faculty may appeal citations to the Traffic Office and then through the Traffic Appeals Board.
- Students may appeal a violation citation to the Dept. of Student Safety Affairs or Citations may then be further appealed to the Traffic Appeals Board. This board, which is composed of faculty and students, meets each semester. The time will be announced.

## **STUDENT HOUSING REGULATIONS HOUSING POLICIES**

### **ROOM ENTRY POLICY**

Authorized University personnel may enter a student's residence hall room or apartment without permission for the following reasons:

- To provide routine maintenance and to ensure that residents are following health, fire, and safety regulations
- To respond to emergency situations (i.e. situations that threaten the health and/or safety of room occupants and situations which require immediate maintenance to prevent property damage)
- When there is reason to believe a violation of University policy is taking place in the room, and there is no response from the students in the room
- Note: We do not allow non-residents into others' rooms. This includes parents.

## **STUDENT RIGHTS THE UNIVERSITY OF TENNESSEE AT MARTIN RULES**

### **1720-5-1-.01 INTRODUCTION.**

(1) The University of Tennessee at Martin, as an educational institution, is primarily concerned with providing learning experiences for its students. Through participation in curricula and extracurricular activities, the student has an opportunity to develop a foundation for intelligent participation in society, a successful career, and a meaningful personal life.

(2) To discharge its responsibility successfully, the University needs the understanding support and the thoughtful assistance of each student. In the academic world, it is especially important that persons conduct themselves with regard for the rights and privileges of others, demonstrating respect for the law and for order in the affairs of the University.

(3) The policies and procedures described in the following pages have been established to assure that the affairs of the University are conducted in an orderly manner, to point out the duties and responsibilities of its students, and to insure their rights and privileges.

### **1720-5-1-.02 RIGHTS.**

(1) **ACCESS.** Within the limits of its facilities and resources, The University of Tennessee at Martin is open to all students who are qualified by its admission standards.

(2) **PARTICIPATION IN POLICY MAKING.** Students may participate in the orderly process of formulating and changing policies, regulations, and procedures that affect their welfare. It is expected that such participation will occur through appropriate student government agencies and University committees.

(3) **FAIR EVALUATION OF PERFORMANCE.** Students may expect their academic performance to be evaluated only on an academic basis and may expect their teachers to make clear the basis for the evaluation used in their classes. They should feel free to take reasoned exceptions to opinions or views expressed by an instructor, but they are responsible for learning the content of any course of study for which they are enrolled and may expect to be tested on it. A student alleging unfair methods or bases of evaluation should appeal first to the teacher, then if desired to the department head, the dean of the school, and the academic vice chancellor. Alternatively, the matter may be reported to the Vice Chancellor for Student Affairs for consultation.

(4) **FAIR DISCIPLINARY HEARING.** Students have the right to a fair hearing and an opportunity for appeal when charged with violations of the standards of conduct that have been established for University students.

(5) **FREEDOM FOR UNWARRANTED SEARCH.**

(a) Entry by University authorities into occupied rooms in residence halls or University apartments will be divided into two categories: inspection and search. Inspection is defined as entry into a room to ascertain health and safety conditions, to make repairs, or to perform cleaning and janitorial operations. Search is defined as entry into a room by campus authorities for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

(b) On-campus authorities will not enter a room for purposes of search without the permission of the resident unless they have a campus authorization to search, authorized by the Vice Chancellor for Student Affairs or his designee which specifies the reasons for the search and the objects or information sought or unless they enter in compliance with state law. If possible, the student should be present during the search. Normally these searches will not be made unless the Vice Chancellor for Student Affairs or his designee is present.

(c) In case the search reveals objects the possession of which violates a law or a University regulation, the University may take appropriate disciplinary action even though the objects were not listed on the search authorization.

(6) FREEDOM FROM ABUSE OR HARASSMENT DURING AN INTERROGATION. No form of intimidation will be used by University authorities to coerce admissions of guilt.

### **1720-5-1-.03 STANDARDS OF CONDUCT.**

(1) When persons enroll in The University of Tennessee at Martin, they retain the rights and duties of a citizen. Additionally, they must assume the duties and observe the regulations imposed by the University community.

(2) Failure or refusal to comply with the rules and policies established by the University may subject the offender to disciplinary action up to and including permanent dismissal from the University.

(3) The policies and procedures described below have been established to insure the rights and privileges of all members of the University community, to communicate the expectations of the community to its members and to provide a basis for orderly conduct of the affairs of the University.

(4) Misconduct for which students are subject to discipline include the following categories:

(a) Plagiarism, cheating, knowingly furnishing false information to the University or other similar forms of dishonesty in University-related affairs.

(b) Forgery, alteration, destruction or misuse of University documents, records, or identification.

(c) Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions, or of other authorized activities on University premises.

(d) Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person, whether such conduct occurs on or off University property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.

(e) Theft, misappropriation, illegal possession of, or sale of or damage to property of the University, of an organization affiliated with the University, of a member of the University community or of (a) campus visitor(s).

(f) Unauthorized use of or entry to University facilities (including computer facilities) and unauthorized possession of keys to University facilities.

(g) Unlawful use, manufacture, possession, distribution, or dispensing of drugs or alcohol on University property or during University activities.

(h) Disorderly conduct, or lewd, indecent, or obscene conduct or expression; distributing on University-owned or -controlled property, or at University-sponsored or supervised functions printed materials that are libelous, scurrilous, or that encourage violation of public laws and University regulations.

(i) Possession, while on University-owned or -controlled property, or at University-sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives such as firecrackers, etc., unless authorized in writing by an official in the Public Safety Office.

(j) Failure to pay promptly all University bills, accounts, and other University financial obligations when due.

(k) Gambling on University-owned or -controlled property.

(l) Gathering of groups of students on or adjacent to the campus in manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University, or the normal flow of traffic.

(m) Commission of an act, or an attempt to commit an act, on University property, or involving members of the University community (i.e. faculty, staff, student, or campus visitor) that would be in violation of state or federal law.

(n) Possession, use or being under the influence of alcoholic beverages on University-owned or controlled property or at University sponsored or supervised activities.

(o) Violation of properly constituted rules and regulations governing the use of motor vehicles on University-owned or -controlled property.

(p) Failure to comply with directions of University officials acting in the performance of their duties.

(q) Violation of written University policies and regulations as stipulated herein or as promulgated and announced by authorized personnel.

- (r) Inciting and/or aiding others to violate written University policies and regulations as promulgated and announced by authorized personnel.
- (s) Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with, or removing from its proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment.
- (t) An attempt to commit or be an accessory to the commission of any act in violation of other Standards of Conduct.
- (u) Violation of local, state, or federal law, whether on or off campus, when it appears that the student has acted in a way which adversely affects or seriously interferes with the University's normal educational function, or which injures or endangers the welfare of any member of the University community. Such violation includes, but is not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson or any other felonious crime against person or property.
- (v) Participation of students in hazing activities. "Hazing" means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

#### **1720-5-1-.04 HEARING PROCEDURES.**

- (1) Unless otherwise specified in the published policies and procedures of The University of Tennessee at Martin, a student charged with misconduct or who is otherwise entitled to an opportunity for a hearing will, upon his/her request, be provided a hearing in accordance with the following procedures:
  - (a) *Notice* - A person charged with misconduct will receive written notification of the following:
    1. The substance of the charge(s) against him;
    2. The disciplinary action taken or proposed;
    3. His rights to a hearing should he wish to contest the charge(s) or action;
    4. To whom a request for a hearing should be addressed;
    5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice;
    6. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing; in the absence of such notice, the hearing panel will within the dictates of justice, direct either that a hearing proceed without presence of counsel or that the hearing be postponed;
    7. His right to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. §4-5-108 et seq. In the absence of a voluntary written waiver of his right to a hearing under the provisions of the UAPA, a requested hearing will be conducted in accordance with the University's APA hearing procedures and these procedures shall not apply.
  - (b) *Hearing Panel* - A requested hearing will be provided by a panel of individuals or hearing examiner, selected in accordance with policies of UTM or, in the absence of applicable policies or procedures, by the Chancellor (or his designee). The hearing will be conducted by a panel chairman similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall recuse himself or be removed by the Chancellor upon the request of any party to a hearing.
  - (c) *Hearing Process* - The chairman of a hearing panel will conduct the hearing, without regard to technical rules of procedures, in such manner as will best serve the cause of justice within the following general guidelines:
    1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited;
    2. The hearing panel will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply;
    3. Each party will have the right to question opposing witnesses;
    4. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
    5. The University will have the burden of proving, by a preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charge will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable;
    6. Following the conclusion of the hearing, the hearing panel will consider the evidence and present written findings.
  - (d) *Reserved*.

(e) *Emergency Powers.* When in the judgment of the Chancellor of The University of Tennessee at Martin, conditions are such that an emergency exists which makes it impossible for the system of judicial boards to function, he/she may suspend these procedural regulations. If the procedures are suspended, he/she may substitute for them arrangements for handling disciplinary matters that will insure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

(f) *Disciplinary Actions and Penalties.* Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances. Official notifications are given by the appropriate office, and official records are maintained in the Office of Student Affairs. Efforts are made to keep penalties consistent with those applied in similar cases. However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. The penalties which may be assessed for violation of University regulations are:

1. Loss of Privilege. This penalty may involve loss of scholarships, stipends, right to participate in certain extracurricular activities, etc.
2. Disciplinary Warning and/or Loss of Privilege. A disciplinary warning and/or loss of privilege is used for minor infractions and consists of a restatement of the regulation violated with an official warning concerning future behavior and/or loss of certain University privileges for a specific period of time.
3. Disciplinary Probation. Disciplinary probation means that a student is permitted to remain in the University on probationary status. Should a violation of regulations occur during probation, the student may be suspended. Conditions of probation include loss of eligibility to join a student organization and to serve as an officer in a student organization. Other conditions are specific to the individual case and may include ineligibility to participate in certain student activities. Any specific probation conditions are described in a personal letter to the student.
4. Suspension. Suspension is used in cases of serious misconduct, or violation of probation, and means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Usually the period of designated suspension does not exceed one year. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member.)
5. Indefinite Suspension. Indefinite suspension means that a specific date has not been recommended for the readmission of the suspended student. The penalty is used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member.)
6. Permanent Dismissal.

#### **1720-5-1-.05 WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO MENTAL OR PHYSICAL PROBLEMS.**

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

(1) **WITHDRAWAL.** A student may be withdrawn from the University only after an evaluation of his/her mental and physical condition by a panel of at least three persons appointed by the Vice Chancellor for Student Affairs. The student shall be notified of the reasons for the evaluation and given an opportunity to present evidence to the committee. The committee's findings and recommendations shall be forwarded to the Vice Chancellor who will notify the student in writing of his/her decision. A student withdrawn under this procedure shall not be readmitted to the University without the approval of the Vice Chancellor.

(2) **TEMPORARY SUSPENSION.** Whenever a student, because of his/her mental or physical condition constitutes a danger to persons or property, or when his/her behavior is disruptive to the normal educational processes of the University, he/she may be suspended from the University, for a reasonable period of time, by the Vice Chancellor for Student Affairs or his/her designee. If the University does not withdraw the student in accordance with the procedures outlined above, he/she may return to the University at the end of the suspension period.

#### **1720-5-2-.01 STUDENT ORGANIZATIONS.**

(1) Although the primary purpose of the University is academic, voluntary associations of students are an important part of the educational process. The University has a positive responsibility to encourage such associations as a means by which students can develop full civic and social awareness. In doing so it neither endorses nor disclaims

any particular idea, system of thought or point of view. The ultimate testing place for all of these is not in any one office or council, but in the minds of responsible citizenry.

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

#### **1720-5-2-.10 DISCIPLINARY ACTIONS AND PENALTIES.**

Student organizations should respect the rights of all members of the University community. The following categories of conduct subject organizations to disciplinary action by University officials ranging from disciplinary warnings up through withdrawal of charters:

Hazing, disorderly conduct, interference with activities of the University, other organizations or individuals; poor academic performance or social misconduct and improper discrimination.

#### **1720-5-2-.12 MISCELLANEOUS.**

Additional clarification of policies and procedures and sample constitutions may be obtained in the Office of Student Affairs. Staff members will work with officials of student organizations to help them organize, plan training programs for officers and resolve problems which may arise.

#### **1720-5-3-.01 PUBLICATIONS.**

(1) The Publications Committee approves all student publications funded all or in part by University collected funds; establishes policies governing student publications; and appoints editorial staffs of the campus newspaper and yearbook, nominates their faculty advisers, and recommends the publications budgets. It is the committee's responsibility to see that the campus newspaper and yearbook meet standards of objectivity and taste consistent with the committee's own Code of Ethics and Policy Guide. The committee has the authority to reprimand or replace staff.

### **STUDENT HOUSING REGULATIONS**

#### **1720-5-4-.05 JUDICIAL PROCEEDINGS.**

Standards of conduct expected of students are published in the Student Handbook, and specific regulations pertaining to residence halls are posted on bulletin boards or announced in hall meetings. Students who are accused of violations may have their cases handled in either of two ways:

(1) Administratively by the Hall Director or Student Affairs staff; or (2) By the student court.

After hearing a case, a judgment of guilt or innocence is made and a penalty is assessed where appropriate. The penalties that may be assessed are loss of privilege, disciplinary warning, disciplinary probation, and suspension. In addition, these penalties may include dismissal from the residence hall or apartment. The student has the option to appeal to the Disciplinary Hearing Board or the University Council.

#### **1720-5-4-.09 TERMINATION OF HOUSING CONTRACT.**

When considered in the best interest of the university, a resident can be asked to move from the hall. An appeal can be made by the student through the established administrative and judicial procedures.

### **TRAFFIC AND PARKING REGULATIONS**

#### **1720-5-6-.06 APPEALS.**

(1) Appeals must be made within ten days of the date of citation issuance.

(2) Staff and faculty may appeal citations to the Public Safety Office and then through the Traffic Appeals Board.

(3) Students may appeal a violation citation to the Office of Student Affairs or to the Public Safety Office.

Citations may then be further appealed to the Traffic Appeals Board.

(4) Repeated failure to appear when the appealed citation is reviewed by the Traffic Appeals Board will result in forfeiture of the right to appeal.



