The Graduate School

The mission of The University of Tennessee, Knoxville is to offer instruction on all levels of higher education, engage in and train for research, and provide extended services of great variety. The obligations of this mission are reinforced by the fact that The University of Tennessee is both the State University and the official Land-Grant Institution of Tennessee.

Advanced Graduate Work and Research

The University of Tennessee has some obligations not shared in the same degree by other public colleges and universities of the state, although these specialized functions are common to most major state universities and land-grant institutions. For instance, the University must develop and maintain advanced instruction and research in the basic arts and sciences and in professional and occupational areas dependent upon the fundamental fields of learning, especially (but not exclusively) those of substantial importance to the state. It is the business of such a state university to advance the frontiers of knowledge in all areas of human concern, to discover facts previously unknown, to present new theories and test those previously not established, and thereby augment the intellectual heritage of the human race. The major basic research in America is conducted in American universities.

So far as publicly-supported higher education is concerned, The University of Tennessee, Knoxville is the center of advanced graduate training and research. As of 1977 the University provides Master's level work in over 100 fields of knowledge and doctoral work in 47, enrolling more than 6,600 graduate students.

The search for new knowledge and its application to the changing needs of society is a major aim of The University of Tennessee. In graduate instruction, through research programs, and by public service, the University and its faculty constitute a major resource for contributions to state, national, and international problems. In addition to typical departmental units of administration, numerous interdisciplinary programs, institutes, and centers have been developed in the locations and the scholarly areas needed. Beyond those described below, numerous other organizations exist and are described within the appropriate department or college descriptions.

Environment Center

J. H. Gibbons, Director, Ph.D. Duke
R. A. Bohm, Associate Director, Ph.D. Washington (Missouri)

The Environment Center was created to encourage and support UT faculty and students to become involved in interdisciplinary studies to provide alternative solutions to problems related to energy and the environment. The Center provides assistance to faculty interested in developing research and public service projects, manages research and development projects that involve several disciplines, and assists Tennessee government and industry in specific problems related to energy and environment. It also participates in the Statewide Consumer Education Program, especially in developing material.

Projects include the following: environmental and human costs of coal production, solar energy utilization in buildings, energy conservation in buildings and industry, and regional solid waste management and resource recovery.

The Center is operated by UT, Knoxville through the Office of the Vice Chancellor for Graduate Studies and Research.

Transportation Center

K. W. Heathington, Director, Ph.D. Northwestern
R. A. Mundy, Associate Director, Ph.D. Pennsylvania State
D. H. Jones, M.S. Tennessee; R. L. Perry, M.S. Tennessee; P. R. Tutt, M.S. Texas, Assistant Directors

The Transportation Center performs four main functions: (1) managing interdisciplinary transportation projects for the University, (2) managing transportation projects for the Tennessee Department of Transportation, (3) managing highway safety projects for the Governor's Highway Safety Program, and (4) providing public service activities in transportation throughout the state. In performing these functions, the Transportation Center works extensively with various colleges and departments, organizations, and campuses of The University of Tennessee system.

The Center does research in all modes of transportation, including transportation management, railroad and waterways, urban goods movement, airport ground transportation, transportation brokerage, social service transportation, ridesharing, transit, legislation, diagnostic vehicle inspection, highway safety, tunnel construction and ventilation, archaeological exploration, highway construction, and environmental impacts.

The Center is operated by UT, Knoxville through the Office for Graduate Studies and Research. The Center's main office is at UT, Knoxville with a satellite office in Nashville and a special project office in Chattanooga.

The University of Tennessee Space Institute

C. H. Weaver, Dean, Ph.D. Wisconsin
R. L. Young, Associate Dean, Ph.D. Northwestern
A. S. Mason, Assistant Dean, Ph.D. Tennessee
The Space Institute was originated to interface University faculty research with the Arnold Engineering Development Center of the United States Air Force, located at Tullahoma, Tennessee. The Space Institute offers graduate degree programs with majors in Aerospace Engineering, Aviation Systems, Computer Science, Electrical Engineering, Engineering Science, Mathematics, Mechanical Engineering, and Physics. In addition to the fundamental academic work characteristic of each discipline, research opportunities and supporting interdisciplinary course work are available to permit specialization in many aspects of atmospheric and space flight such as subsonic to hypersonic aerodynamics, aerospace vehicle design, control and guidance, modern materials and structures, propulsion systems, aircraft noise and sonic boom, flight simulation, avionics, plasma dynamics, flight diagnostics, including spectroscopic and electrooptic means, systems management and cybernetics. Work is also in progress in remote sensing and the magneto-hydro-dynamics of coal utilization. Course and research work in related areas of environmental pollution control, earth resources, energy conversion, materials and systems and simulation are also available. The research personnel and facilities of the Institute and those available at the Arnold Center through appropriate contractual arrangements provide an outstanding opportunity for meaningful research in these and other areas. Students who enroll at UTMSI must be admitted to the Graduate School, University of Tennessee, Knoxville. Further information concerning the Institute may be obtained from the Dean, The University of Tennessee Space Institute, Tullahoma, Tennessee 37388.

The Institute is operated by The University of Tennessee in close cooperation with various departments at The University of Tennessee at Knoxville and the office of the Vice Chancellor for Graduate Studies and Research.

Water Resources Research Center
F. C. Larson, Director, M.S. Virginia Polytechnic

The Water Resources Research Center is the federally-designated organization for water research for the state. In addition to research carried out by its staff, it coordinates and promotes water research of all kinds in the state and supports projects by dispensing competitive funding and by facilitating the applications of researchers from all institutions in the state for federal and private funds.

The Center also has a mission in graduate education through the M.S. degree program in Water Resources Development described elsewhere.

The Center is operated by The University of Tennessee, Knoxville through the office of the Vice Chancellor for Graduate Studies and Research.

Off-campus Graduate Centers

Kingsport University Center: The University of Tennessee offers at Kingsport resident graduate programs in science, engineering, and business at both the Master's and Doctoral level. The program is operated within the policies set by the Graduate Council of The University of Tennessee and is administered by the Vice Chancellor for Graduate Studies and Research. It is coordinated with the graduate and undergraduate offerings of East Tennessee State University.

Students who enroll in this program must be admitted to The Graduate School of The University of Tennessee, Knoxville.

Information and appropriate application forms may be obtained from the Director, Kingsport University Center, The University of Tennessee, University Boulevard, Kingsport, Tennessee 37660.

Oak Ridge Resident Graduate Program: The University of Tennessee offers graduate study programs at Oak Ridge, with work leading to Master of Science in Industrial Management, Industrial Education, and Statistics; the Master's and Doctoral degrees are available in Engineering, Mathematics, and Physical and Biological Sciences. Courses are given in the late afternoons, evenings and Saturdays, with research facilities provided by and used in cooperation with the Oak Ridge Associated Universities and the Union Carbide Corporation Nuclear Division.

This program is supported under a subcontract with Oak Ridge Associated Universities with principal support coming from Union Carbide Nuclear Division. The University of Tennessee is one of the forty-three colleges and universities which sponsors ORAU, a nonprofit education and research management corporation.

Information and applications to the Graduate School may be obtained by writing the Director, UT-Oak Ridge Graduate School, Post Office Box 117, Oak Ridge, Tennessee 37830.

Chattanooga Graduate Engineering Program: The University of Tennessee offers a program of graduate work leading to the Master's degree in the areas of engineering. Courses are given at The University of Tennessee at Chattanooga in the late afternoons and evenings. Students who enroll in this program must be admitted to the Graduate School of The University of Tennessee, Knoxville.

Information concerning this program may be obtained from the Director, Chattanooga Engineering Graduate Program, The University of Tennessee at Chattanooga, Chattanooga, Tennessee 37401.

The University of Tennessee at Nashville: Opportunities for graduate study leading to the degree of Master of Science in Civil Engineering, Engineering Administration, and Industrial Engineering are offered by The University of Tennessee, Knoxville and are administered by the Vice Chancellor for Graduate Studies and Research.

Students who enroll in those programs must be admitted to The University of Tennessee, Knoxville Graduate School. Information and appropriate forms may be obtained from the Registrar, The University of Tennessee, Tenth and Charlotte, Nashville, Tennessee 37203.

The University of Tennessee-Oak Ridge Graduate School of Biomedical Sciences: The University provides programs leading to the M.S. and Ph.D. degrees in various areas of biomedical sciences. Graduate students have the opportunity to study and to do research in conjunction with the Biology Division of the Oak Ridge National Laboratory.

For complete information concerning the program, see page 149.

School of Social Work: The University of Tennessee offers a fully accredited two-year program leading to the degree of Master of Science in Social Work through the School of Social Work, with programs in Nashville, Knoxville, and Memphis.

For complete information concerning the program, see page 158.

Admission and Registration

Admission to the Graduate School requires a Bachelor's degree, or its equivalent, with a satisfactory grade point average from an accredited college or university. A minimum grade point average of 2.5 out of a possible 4.0, or 3.0 for the senior year, is considered a satisfactory grade point average. Meeting the minimum admission requirement does not insure acceptance into a degree program since other factors may prevent admission in some areas.

An application cannot be processed without the $10 fee (payable to The University of Tennessee).

If permission to enter The University of Tennessee Graduate School is given prior to graduation, this admission is automatically withdrawn if the Bachelor's degree is not awarded before the date of registration.

If an applicant does not enter Graduate School the quarter in which admission is requested, the file is destroyed after one year unless permission is requested and granted to enter in a future quarter. Applicants who reapply must submit a new application and fee.

Admission to the Graduate School does not imply admission to candidacy for the degree desired; admission to candidacy must be obtained after entry but at least one full quarter prior to receipt of the Master's degree and three quarters prior to receipt of the Doctorate.
Types of Admissions

Admission to a Graduate Degree Program: Master's degree—Admission to a degree program requires a minimum grade point average of 2.5 out of a possible 4.0 or 3.0 during the senior year. However, many departments require a higher average. (Refer to pages 8-9 for items required for admission.)

Doctoral degree—In addition to meeting the minimum requirements for admission to the Graduate School, applicants at the doctoral level must have demonstrated a potential for superior academic performance. To be considered are such criteria as performance in prior undergraduate and/or Master's level studies, achievement on aptitude tests for graduate studies, letters of recommendation from professors familiar with the applicant’s capabilities, and similar evidences of scholarly achievement. (Refer to description of doctoral programs for specific requirements for admission.)

Non-degree Graduate Students: No more than 18 hours of course work completed by a student while in the non-degree status may be included in a Master's degree program. The applicant must have a satisfactory grade average (2.5 out of a possible 4.0 or 3.0 during the senior year). Non-degree students may take courses for graduate credit, providing the department approves the registration, but cannot be admitted to candidacy for a degree without first gaining admission to a graduate degree program.

Some departments will not permit non-degree students to register for graduate credit. Please contact the head of the department in which a major is planned concerning registration for graduate credit.

No international student may enroll as a non-degree student.

Eligibility of Seniors: A senior in The University of Tennessee who has been admitted to a graduate program after completion of the twelfth grade. All students with a Master's degree program after completion of the twelfth grade. A student from India must be First Class the last two years of a four-year Bachelor's degree program. A student from India must be First Class the last two years of a four-year Bachelor's degree program. A student from India must be First Class the last two years of a four-year Bachelor's degree program after completion of the twelfth grade. All students with a Master's degree must be First Class. Applicants from other countries will be evaluated upon receipt of transcripts.

An applicant must present: (1) a complete and accurate chronological outline of all previous university-level education; (2) authorized school or university records, with appropriate translations if the records are in a language other than English; (3) evidence of financial resources sufficient to provide him/her with at least $4900 (U.S.) per academic year during the period of registration as a student; and (4) certification of proficiency in English. Every international student must either submit a score of at least 525 on the Test of English as a Foreign Language (TOEFL), taken within the last two years or have received a Bachelor's degree from a non-degree student in the United States in order to gain admission.

The complete file (application, official certificates, descriptive titles of courses studied, detailed transcripts including marks gained in final examinations and English proficiency certification) must be submitted to the Graduate Office. If the student does not earn a B average at the end of 15 hours, admission to the Graduate School will be denied and further registration prohibited.

Admission Procedures

Procedures for admission are as follows: (1) complete the "Application for Admission" form (first page of the catalog); select a major from those listed on pages 8-9; (2) return the completed application form along with a $10 application fee as soon as possible; (3) request the registrar of all colleges and universities attended to send official transcripts to the Graduate School (all documents, including transcripts, submitted for admission become the property of the University and will not be returned); (4) if required, submit scores from the Graduate Record Examination or Graduate Management Admission Test and (5) request that any reference or rating forms required as part of the application be sent to the Graduate Office or where indicated.

Anyone with a Bachelor's degree wishing to take courses for graduate credit, or non-degree student, may enroll for English 1221, written and oral English for foreign students or a course assigned by the English Department for undergraduate credit and pass with a grade of C or better. (No student can audit this course.) A student may not take more than 6 additional hours while enrolled for English 1221. (Any student not passing this examination at a specified level will be sent away from the University to an intensive English program until English proficiency is gained.)
Examinations

Applicants for admission to many of the degree programs are required to submit scores from the Graduate Record Examination or the Graduate Management Admission Test. (Refer to pages 8–9 for majors requiring these examinations.)

Each applicant is individually responsible for arrangements for the examination and for transmission of these scores directly from Educational Testing Service to the Vice Chancellor for Graduate Studies and Research. Application forms may be obtained from Educational Testing Service, Princeton, New Jersey 08540, or from the UT Graduate School Office.

The completed application form and examination fee must reach the proper office at the Educational Testing Service approximately one month in advance of the test date (tests are given four to five times each year). Approximately six weeks should be allowed for the examination results to reach the University. The University of Tennessee is an approved testing center for both examinations.

Registration Procedures

Dates of registration are listed in the University Calendar (front of catalog). Students should report to the Graduate School to obtain registration materials (scan form and timetable of classes giving details concerning registration procedures) and then should see a department advisor to obtain a signature.

Registration requires two days. The University holds advanced registration each quarter (approximately four to six weeks after each quarter begins). Information may be obtained from the Graduate Office. If a student participates in advanced registration, the student should obtain the class schedule and pay fees on the first day of registration.

All graduate students, including graduate and teaching assistants, research assistants, and scholarship or fellowship holders, should complete the registering procedure at registration (in Stokely Athletic Center) or afterwards at the Treasurer's Office, where the assessment of their tuition and fees will be determined. Those who do not report to the Treasurer's Office before the established deadline for paying fees will be charged the late registration fee. Retroactive registration is not permitted.

FEES, FINANCIAL AID, AND FEE CLASSIFICATION

University Fees

University fees are determined by the Board of Trustees and are subject to change without notice. The general fees in effect for graduate and post-baccalaureate students are as follows:

**APPLICATION FEE:**

- $10.00

Each graduate application for admission must be accompanied by a fee of $10 before it will be processed. (Fee not required if: (1) former UTK graduate student or (2) graduate application was previously paid to a UT systems school.)

- **Tuition:**
  - $160.00 Per Quarter
  - **Out-of-State:**
    - $312.00 Per Quarter

NOTE: In lieu of the above charge for tuition and/or maintenance fee, part-time students may elect to pay fees computed by the quarter hour credit (or audit) as follows:

- **In-State:**
  - $22.00 per quarter hour or fraction thereof; minimum charge $66.00

- **Out-of-State:**
  - $55.00 per quarter hour or fraction thereof; minimum charge $156.00

All fees collected at registration are subject to audit for correctness. Adjustments, if needed, will be made after final audit.

**UNIVERSITY PROGRAMS AND SERVICES FEE:**

- **Per Quarter:** $15.00

All graduate students taking in excess of 6 quarter hours per quarter will be assessed a University programs and services fee of $15 per quarter. Part-time students taking 6 quarter hours or less will be assessed at the rate of $1 per quarter hour or fraction thereof; minimum charge $3.

The fee for the summer quarter will be $12. Part-time students taking 6 quarter hours or less will be assessed at the rate of $1 per quarter hour or fraction thereof; minimum charge $3.

Graduate and teaching assistants, as well as fellowship scholarship students who may have waiver of fees (tuition and/or maintenance), must complete their registration at the Treasurer's Office and pay the appropriate part of the fee.

Students enrolled exclusively in Evening School or at off-campus centers will be exempt from the programs and services fee.

Students taking a course load of 6 hours may elect to pay the full programs and services fee.

This fee is not refundable.

**LATE REGISTRATION FEE:**

All students are required to have a validated fee receipt to complete the registration procedure. This includes students whose fees are billed, prepaid, or waived. Students who do not complete registration on the regular dates scheduled for this purpose will be charged a late registration fee of $2 up to $43. See the University General Catalog for application of this fee. The payment of fees with a check which is not honored by the bank will incur a service charge of $10 to $43, depending on the date the check is redeemed.

**MUSIC FEE:**

- **Master's degree candidates:** $16.00
- **Doctoral degree candidates:** $41.00

There is no additional charge for diploma, binding, or microfilming.

**DEFERRED PAYMENT SERVICE FEE:** $3.00

This fee is applicable when the payment of any part of a student's account is deferred, including accounts which must be billed to outside agencies, organizations, and institutions. This fee is also applicable when any additional charge (out-of-state tuition, music fee, room and board adjustments) is not paid within five regular business days after the date it was incurred.

Students should take the initiative to pay all University obligations promptly.

**AUDITORS FEE:**

Fees for courses being audited are the same as courses taken for credit. Fee for non-credit seminars are considered as one-hour courses.

**REFUND OF FEES FOR WITHDRAWAL:**

Upon receipt of a class schedule a student is responsible for payment of appropriate fees. Withdrawal from the University after receiving a class schedule, whether partial or complete, must be by official notification to the Withdrawal Office because space in a class section is reserved until released. The minimum of 20 percent of fees will be charged even if classes are not attended, unless the Withdrawal Office is notified before the first official day of classes for the quarter. Failure to notify the Withdrawal Office promptly when withdrawing could result in a larger percentage fee assessment. The effective date of withdrawal is the date the Withdrawal Office is notified by completion of the official withdrawal request form.

For a regular academic quarter, withdrawal within 7 calendar days beginning with the first day following regular registration permits an 80 percent fee refund. Withdrawal between 8 and 14 calendar days following regular registration permits a 60 percent fee refund. Withdrawal between 15 and 21 calendar days following regular registration permits a 40 percent fee refund. Withdrawal between...
22 and 28 calendar days following regular registration permits a 20 percent fee refund. The above refund policy does not apply to the off-campus Graduate Centers. At the Centers, no refund is made after the first 14 days.

No refund is due on individual courses which are dropped unless the sum of the remaining hours calculated at the hourly rate plus the adjusted charge for the course(s) dropped is less than the total amount paid or the maximum quarterly tuition and/or maintenance fee. On the Knoxville campus for a regular quarter, no refund is made for courses dropped later than 21 calendar days after the last regular registration day. A course for which a student has registered is not dropped until a drop/add slip is processed and recorded by the Records Office. Refunds resulting from dropped courses will be made after the final audit at the end of the quarter.

Rental charges and adjustments are determined by the Office of Residence Halls in accordance with the terms of the housing agreement or contract. Note: All charges and refunds will be made to the nearest even dollar.

The University is authorized by statute to withhold diplomas, grades, transcripts, and services fee as noted above. The University Fees Purpose of Paying Graduate assistants, teaching assistants and others whose fees are billed, prepaid and elects to attend the University on a part-time basis (6 hrs or less), he/she shall be required to pay out-of-state tuition status for the member and dependents by establishing domicile in this state.

If a student is classified as out-of-state and is a full-time employee in the state of Tennessee or at Fort Campbell, Kentucky, and elects to attend the University on a part-time basis (6 hrs or less), he/she shall apply for the member of the out-of-state portion of the fees prior to the date of registration. Forms are available from the Residency Clerk at the Graduate School Office.

Rules for Determination of Status. (1) Every person having domicile in this state shall be entitled to classification as an in-state student for fees and tuition purposes. No person having domicile elsewhere than in this state shall be eligible as an in-state student for tuition purposes. (2) The domicile of an unemancipated person shall be that of the parent. (3) Upon moving to this state, an emancipated person who provides persuasive evidence of domicile may apply for in-state classification for said person's unemancipated children: and provided that said person is not in this state primarily as a full-time student, the unemancipated children may be so classified, and may continue to be so classified so long as said person remains domiciled in this state. (4) Any person who resides in the state when the parent, having theretofore been domiciled in this state, removes from this state, shall be entitled to classification as an in-state student so long as attendance at a school or schools in this state shall be continuous. (5) An unemancipated person whose parent is a member of the armed forces and stationed in this state or at Fort Campbell, Kentucky, pursuant to military orders and who would be classified as an out-of-state student but shall not be required to pay out-of-state tuition. The student, while in continuous attendance toward the degree for which he/she is currently enrolled, shall not lose his/her residence when the parent thereafter is transferred on military orders. (6) Part-time students who reside in Tennessee and are employed full-time in the state or at Fort Campbell, Kentucky, pursuant to military orders and who would be classified as an out-of-state student but shall not be required to pay out-of-state tuition while enrolled as part-time students. (Student must apply for this status each quarter.)

Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that: (1) No emancipated person shall be deemed to have gained residence while attending any educational institution in this state as a full-time student, as such status is defined by the governing board of such institution. (2) The domicile of a married person shall be determined by the provisions of these regulations independent of the residence of the spouse. (3) A person does not gain or lose in-state status for reason of his/her presence in any state or country while a member of the Armed Forces of the United States, provided that a member of the armed forces may obtain in-state status for the member and dependents by establishing domicile in this state.

Establishment of Domicile. If a student asserts that he/she has established domicile in Tennessee, the student has the burden of proving such assertion. Appeal. The student who wishes to appeal his/her initial residency classification should contact the Residency Clerk in the Graduate Office.

Effective Date for Reclassification. If a student classified nonresident applies for in-state residency classification at the beginning of a quarter or semester and is subsequently so classified, the in-state residency classification shall be effective at the beginning of the quarter or semester in which application for reclassification was submitted.

Student Financial Aid

The University of Tennessee offers a comprehensive program of financial aid for full-time students who otherwise would not be able to attend the University. Through this financial aid program an eligible student may receive one or more types of assistance to help pay college expenses.

Financial need is defined as the difference between a family's resources and the total expenses of attending the University. If there is a deficit, the student is considered to be in need of financial assistance. To assist in determining the need for financial aid, the University of Tennessee utilizes the need analysis system of the College Scholarship Service (CSS). Through the use of the CSS form and the Financial Aid Form (FAFAP), the Financial Aid Office determines the amount the parents and students could generally be expected to contribute toward meeting educational expenses. For more detailed information on the determination of need, please refer to the brochure entitled, "Financial Assistance for Students.”

The University of Tennessee has two basic types of financial aid for graduate students—loans and part-time employment. These may be awarded individually or in combination according to the needs of the student.

Assistantships and Fellowships

Non-service fellowships supported by the University are awarded on the basis of ability and without regard to the field of study of the candidate. Successful applicants need a grade point average and high scores from the Graduate Record Examination or the Graduate Management Admission Test. The normal deadline for completed applications is mid-February. Application packets can be obtained from the Graduate Office. Information concerning many national competitions for fellowships and scholarships supported by non-University
sources can also be obtained from the Graduate Office.

Graduate assistantships and additional fellowships are offered through many departments of the University. The stipends usually provide for payment of tuition and fees by the University. Information concerning these opportunities, and appropriate application forms, may be secured by writing to the head of the department in which the student expects to study.

Student Loans

National Direct Student Loans. Long-term loans are available primarily through the National Direct Student Loan. Proven need for financial assistance determines eligibility. Loan repayment and interest payments on National Direct Student Loans are deferred until after graduation or as long as the individual remains in full-time attendance at an accredited institution of higher education in the United States. Repayment may also be deferred for a period of 3 years while the borrower is serving in the Armed Forces, Peace Corps, or Vista. Interest is 3 percent per year on the unpaid balance. The maximum repayment period is 10 years with the minimum annual repayment of $190.00 or 10 percent of the accumulated loan, whichever is greater.

If upon graduation the student becomes a full-time teacher in a public or non-profit school which is designated by the commissioner as having a high enrollment of low-income families or becomes a member of the handicapped, 15 percent of the total principal plus interest is cancelled for the first and second year of teaching, 20 percent for the third and fourth years, and 30 percent for the fifth year. If after graduation the student becomes a staff member in a preschool program which is operated for a period comparable to a full school year, 15 percent of principal plus interest will be cancelled for each year of service. Cancellation for up to 60 percent of the loan will also be given at the rate of 12½ percent of the total principal plus interest for each year of Armed Forces service in an area of hostility.

Graduate level students may be extended annual loans of $2500 to a maximum accumulated (undergraduate and graduate) loan total of $10,000. The above regulations and provisions of the National Direct Student Loan Program are subject to change by legislative action.

The University of Tennessee Student Loans. Student loans from University sources are available to currently enrolled students with a 2.0 or above cumulative grade point average. A loan of up to $250 per quarter to an annual maximum of $750 can be extended. One surety or cosigner is required for each promissory note and a new promissory note must be completed for each loan installment. The interest is 3 percent per annum payable annually on the anniversary date of the note. The loan is made for a specific time period and is due at the end of a stated number of years from the date of the note.

Extensions may be obtained if academic studies are continued at the graduate level. The borrower may, without penalty, pay all or part of the loan at any time before the maturity date.

Nursing Student Loans. The Nursing Student Loan is available to students who are enrolled or admitted as students in a course of study leading to a baccalaureate or graduate degree in nursing and who show need of assistance in order to pursue their course of study. The program provides a long-term, low-interest loan with repayment beginning nine months following termination of half-time study at an accredited school of nursing. Repayment may also be deferred for a period up to three years while the borrower is serving in the Armed Forces or Peace Corps or up to five years for a full-time course of study leading to advanced professional training. If upon graduation the student becomes employed full-time as a registered nurse in a public or non-profit private agency or institution, up to 65 percent of the principal may be cancelled at the rate of 15 percent of the loan that was unpaid on the first day of employment plus interest for the first three years of employment and 20 percent for the fourth and fifth year. A Nursing Student Loan or any other educational loan will be repaid by the U.S. Department of Health, Education and Welfare if the nursing graduate enters into an agreement to serve as a full-time registered nurse for a continuous period of at least two years in an area designated as having a shortage of nurses. Thirty percent of principal and interest will be cancelled for the first two years of service and 25 percent for the third year. The above regulations and provisions of the Nursing Loan Program are subject to change by legislative action.

Student Employment

Two employment programs are administered in the Financial Aid Office to help students find part-time employment.

The College Work-Study Program is a federal work program which provides jobs for students who have financial need and who must earn a part of their educational expenses. Eligible students are placed in jobs on- or off-campus where they work approximately 15 hours per week.

The Student Employment Service operates as a central referral agency. It coordinates listings of part-time employment from both University and private employers with the requests of students seeking part-time employment. Referrals are made in accordance with the student's skills and qualifications. Part-time jobs average from 15 to 20 hours per week.

Spouses of full-time students or students not enrolled full-time in the University are entitled to an Employment Certification from the Office of Career Counseling, 1900 Terrace Avenue, The University of Tennessee, Nashville, Tennessee 37206, concerning employment.

Other Assistance

Guaranteed Student Loans to help meet educational expenses may be available through the federal government or a state guaranteeing agency. Local banks or credit unions can determine participation in the program. To receive the loan, one must be admitted to or in regular full-time attendance in good standing at the University. Interest on such loans is paid by the federal government while the student is in school if the student is eligible for interest benefits. During the repayment period which begins no later than nine months after graduation or withdrawal from the University, the student pays up to 7 percent simple interest.

Total loans outstanding may not exceed $10,000 for the graduate student.

Complete information is available at most banks and credit unions. In the state of Tennessee, write the Tennessee Student Assistance Corporation, 707 Main Street, Nashville, Tennessee 37206.

Application Procedures

Because a student's resources can decrease and increase significantly during an academic year, the University requires each student to apply annually for renewal of financial aid.

(1) Complete and submit the Application for Student Financial Aid on or before April 1.

(2) Complete and submit a Financial Aid Form to the College Scholarship Service approximately three weeks prior to the priority deadlines.

Financial aid programs, policies, and procedures are subject to annual change. Therefore, those interested in applying for financial aid should refer to the current information brochure, “Financial Aid for Students,” distributed by the Financial Aid Office.

Applications for financial aid can be obtained by writing to The Financial Aid Office, 301 Student Services Building, The University of Tennessee, Knoxville, Tennessee 37916.

Veterans' Benefits

The Office of the Registrar administers the University's responsibility for programs of the Veterans Administration. Each veteran or eligible dependent should apply to the nearest Veterans Administration office for a certificate of eligibility. The application should be made before registration if possible.

Certificates of eligibility are sent directly to students who then bring them to the Office of the Registrar for University authentication and processing.

General Information

Housing

Single Men and Women: Single graduate students are provided excellent accommodations in both traditional and modern facilities which are conducive to academic achievement and personal development.

Single graduate students have the same priorities as other single students and may be assigned to any residence hall. Some
units of the residence halls and of the student apartment building have been designed specifically for single graduate students. In Melrose Hall the graduate section offers community living units for groups of six to ten students with personal responsibility emphasized. The Holt Avenue Apartment Residence Hall accommodates, on a graduate floor, students in groups of three. It is the responsibility of each resident to maintain the apartment by University standards. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

Assistant Head Resident positions are available for single graduate students. The Assistant Head Resident is responsible to and assists the Head Resident in coordinating and supervising assigned aspects of the operation of the hall to which the assignment is made. The position is a part-time live-in position, with appointment on a 9 1/2-month basis. Summer employment at the University must register in and around the University campus and in and around the University campus. Staff parking areas are necessarily limited. In an effort to provide parking and to reduce the traffic congestion within the campus area, large student parking areas are located on the perimeter of the campus. The University provides an intracampus bus system connecting these parking areas to the main campus at no cost to the student. Staff parking areas are located throughout the campus.

Each person who operates a motor vehicle in connection with attendance or employment at the University must register that vehicle with the traffic section of the Security Department. A University Traffic and Parking Authority determines the parking policy, traffic regulations, and fees, and this information is published each year in the "University Traffic and Parking Regulations."

The large volume of vehicles operated in and around the University campus necessitates strict adherence to the "University Traffic and Parking Regulations;" consequently, a system of fees for violations of these regulations is established by the University. The importance of compliance with these parking and traffic regulations is indicated by the following policy of the UTK Traffic and Parking Authority.

Any staff member or student who has failed to pay traffic citations is subject to disciplinary action up to and including termination or dismissal from the University.

Students with unpaid traffic citations will not be permitted to register at the beginning of the quarter until indebtedness is cleared.

A staff member with unpaid traffic citations will not be allowed to register the vehicle or purchase a parking permit. If a traffic citation is appealed or appealed within 5 days after issuance, a penalty of 50 percent of fee will be assessed. A different penalty applies to fire lane violations.

### Computing Center

The University of Tennessee Computing Center (UTCC), the largest computing facility in the University of Tennessee System, provides computing facilities and services for the needs of the University's teaching, research, public service, and administrative activities. In particular, UTCC maintains close contact with the UT academic units, supporting research and instructional users with professional computer staff.

UTCC is principally located in the Stokely Management Center and in Andy Holt Tower. From the Stokely location, UTCC supplies computing services to all campuses in the UT System through job entry facilities located on each campus. At UTK, UTCC maintains five job entry stations for batch work and six sites for interactive computer work.

UTCC's equipment consists of an IBM 360/65 and a DEC system-10 which are used for research, instruction and administrative computing work. UTCC also maintains an IBM 360/40 which is used exclusively for administrative work.

UTCC publishes a User's Guide which describes the use of the IBM 360/65 and policies and procedures and the DEC system-10 Programmer's Guide, which is a general reference on the use of the DEC system-10. The two guides are available at the UT Book and Supply Store. UTCC also publishes a monthly Newsletter which announces systems, equipment and procedural changes and contains other items of interest to the user community. Program writeups and special user's guides are also published.

UTCC periodically offers intensive training seminars of several days duration in computer utilization on the IBM 360/65 and the DEC system-10. These seminars are planned primarily for faculty, staff and graduate students who use or plan to use UTCC facilities. UTCC offers non-credit short courses each quarter in topics such as programming languages and special purpose programs. These courses are announced in the Newsletter and in the "UT Notes" section of the UT Daily Beacon.

Computing services can be requested via the Request for Services form available from the business office in Stokely Management Center. All users of UTCC facilities are assigned a consultant to provide user assistance.
terials, Tennesseana, and other specialties, including the legislative papers and mem-
ments of many Tennessee political figures, and the Radiation Biology Archives
which houses the files of a group of
internationally renowned scientists. Its
materials are of particular interest to
scholars in the fields of history, political
science, social sciences, biological
sciences, and the arts.

The libraries located on the statewide
campuses in Chattanooga, Martin, Mem-
phis, Nashville, and Tullahoma are indi-
vidually administered; all libraries of The University of Tennessee are accessible to
all students and faculty in the system.

General Regulations of
the Graduate School
Responsibility
A graduate student must assume full
responsibility for knowledge of rules and
regulations of the Graduate School and
departmental requirements concerning the
individual degree program. A statement
on Graduate Students' Rights and Re-
 sponsibilities is printed on the back of the
Graduate Credit Program and requirements.

Requirements
The Graduate School requirements are
minimal, and, in many cases, they are
exceeded by those of the individual de-
partments. In some cases, departments
have brochures describing in detail their
programs and requirements.

Correspondence Study
No graduate credit is allowed for work
done by correspondence study with this
school or any other university.

Graduate Credit
No student may receive graduate credit
for a course unless properly admitted to
the Graduate School. It is expected that
students will be so admitted prior to
registration for courses carrying graduate
credit. In some instances, however, stu-
dents who appear to meet the criteria for
admission are allowed conditional registra-
tion for graduate credit after filing an
application for admission to the Graduate
School and paying the application fee.
Transcripts (two official copies) and addi-
tional materials required must then be
filed with the Graduate Office at once. If
the student is admitted within seven weeks
from the last day of registration, the
student may receive graduate credit for
the courses. Should the student not be so
admitted, whether because of lack of
qualifications or because of failure to
furnish the necessary materials in ample
time for a decision concerning admission,
the courses being taken will be changed
to undergraduate credit, and no future
registration will be permitted until the

student is properly admitted as a graduate
student.

Change of Registration
A student's permanent record card will
show all courses for which registration has
been completed except those from which
the student withdraws during the first 5
calendar days after the beginning of
classes.

Students who fail to attend the first
class meeting without prior arrangement
with the department may be dropped from
the course to make their spaces available
to other students. Students have the re-
sponsibility to assure that they have been
dropped; otherwise, they are liable
for a grade of F in the course.

The deadline for change of registration
(from credit to audit, audit to credit, gradu-
ate to undergraduate, undergraduate to
graduate, withdrawal, etc.) is set at mid-
quarter, approximately 35 calendar days
after the first day of classes each quarter.
A student may change registration from a
course at any time up to and including
date by executing a change of registration
slip and submitting this to the Graduate
Office. The advisor's signature is not required.
The instructor's signature is required to
add a course two weeks after classes begin
and/or to add a course that is closed. If withdrawal from a course or
from the University occurs after the first 5
days of classes and before the withdrawal
deadline, the grade of W will automatically
be entered on the student's record and on
the final class roll sent to the instructor
in the course.

A student withdrawing from a course,
or from the University, after the withdrawal
deadline will receive the grade of F
unless the student can clearly demonstrate
that the request for withdrawal is based
on circumstances beyond the student's
control.

Examples of circumstances beyond the
student's control are:

1. Illness or injury of the student
(verified by the Student Health Service
or private physician);
2. necessary change in work schedule
occurring after the drop deadline
(verified by the student's employer);
3. Examples of causes which are within
the student's control and which would not
be acceptable to granting withdrawal per-
mission are:

a. improper registration on the part of
the student;

b. failure to achieve academically.

A student wishing to withdraw from a
course, or from the University, after the withdrawal
deadline, or change his or her
registration shall present the request, to-
gather with evidence of extenuating cir-
cumstances, to the Graduate Office. If
the request is approved, the Graduate Office
will notify the Office of Admissions and
Records, which will enter the grade(s) of
W or the appropriate change on the stu-
dent's permanent record.

Maximum Load
All graduate students are urged to
register each quarter for only that number
of hours which they can successfully com-
plete. The maximum load for a graduate
student is 15 hours, and 9 to 12
hours is considered a full load. Registr-
tion for more than 15 hours during any
quarter including the summer quarter is
not permissible. A student seeking admis-
sion to the graduate school should not
go beyond the maximum load in 3
hours of courses each quarter.

Advisors
The Vice Chancellor for Graduate Studies
and Research is the general ad-
visor for all graduate students, but so far
as particular courses are concerned, a
student is counseled by an advisor from
the major department. A new student
seeking an advisor should go to the
department in which the student is
major. At the time of each registration,
the advisor must approve the program of
industry for a student. If the student is
pursuing a collateral area of study, the
advisor will discuss the student's pro-
gram, and the advisor will discuss the
collateral area.

Auditors
Persons who wish to attend certain
classes regularly, without taking exama-
inations or receiving grades or credit, may do
so by completing a graduate application,
handing in the application fee, registering as
auditors, and paying regular fees. Auditors
are not permitted to participate in class
discussions and recitations, or use
laboratory equipment and materials.

Grades
Grades in the Graduate School have the
following meanings:

A — (4 quality points per quarter hour);
B+ — (3.5 quality points per quarter hour);
B — (3 quality points per quarter hour);
B — (2 quality points per quarter hour);
C+ — (2.5 quality points per quarter hour);
C — (2 quality points per quarter hour);
C — (1 quality point per quarter hour);
F — (no quality point value); indicates
students who are permitted to participate in
class discussions and recitations, or use
laboratory equipment and materials.

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student is counseled by an advisor from
the major department. A new student
seeking an advisor should go to the
department in which the student is
major. At the time of each registration,
the advisor must approve the program of
industry for a student. If the student is
pursuing a collateral area of study, the
advisor will discuss the student's pro-
gram, and the advisor will discuss the
collateral area.
Residence Requirements

There is no residence requirement for any Master's program.

The Specialist in Educational Leadership requires one quarter of full-time study if the student has a Master's degree. A student without a Master's degree is required to have two consecutive quarters of full-time residence.

The minimum residence for any Doctoral degree is one academic year or three consecutive quarters of full-time study (minimum of 9 hours) in the resident graduate program. A student in residence is devoting essentially all his/her energies to graduate work and enrollment does not count toward this requirement.

Consecutive quarters include the summer quarter.

Revision of Program

A student who wishes to revise a major program of study must complete a "Request for Revision of Graduate Program" form which can be obtained from the Graduate Office. It is necessary to obtain the signature of the head of the department in which admission was previously granted. No signature is needed if a student is requesting a change from one degree to another in the same department.

Time Limit

The time limit for the use of graduate credit toward a Master's degree is six years from the beginning date of the earliest course applied toward the degree. The last 45 hours of credit for an Educational Specialist Degree must also be earned within a period of six years prior to the award.

Normally, these time limits may not be extended. However, in exceptional cases, courses taken beyond these periods may be recognized after special examination or other satisfying test given by the department and given prior approval of the Vice Chancellor for Graduate Studies and Research.

The doctoral program must be completed within a period of five years after passage of preliminary examinations.

Graduate School News

The Graduate School News is published quarterly and is available to all graduate students. Calendars, schedules, and new requirements for degrees are published in order for students to have access to the latest information.

Proficiency Examination

A proficiency examination may be given in any academic course offered for graduate credit. To be eligible, a student must be regularly admitted to the Graduate School, and the examination must be recommended by the head of the department offering the course. Students applying for this privilege must present evidence that they have developed the knowledge and abilities expected of graduate students who have taken the same courses. Upon passing such an examination with a minimum grade of B, the student will receive regular graduate credit. A maximum of three graduate courses may be completed by this method. One must be paid before administration of each examination. Proficiency examinations may not be used to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated.

Law Courses

A graduate student may be allowed to take up to 9 quarter hours of law courses and receive credit toward a degree upon approval of the College of Law department committee chairman. DBA students may take a maximum of 12 hours.

Transfer Credits

A maximum of 9 quarter hours (6 semester hours) may be transferred into a student's Master's program from any work taken at accredited institutions. (Extension courses at other universities are not applicable.)

One-half of a student's program may be transferred from within The University of Tennessee System. Such work must have been taken for graduate credit and passed with a grade of B or better, be part of an otherwise satisfactory graduate program (B average) but not used toward another degree, and be listed on the Admission to Candidacy Form approved by the committee members and the Vice Chancellor for Graduate Studies and Research. Ordinarily, course work from foreign institutions is not transferred since these institutions have not been accredited. This course work must be completed within the six-year period prior to the receipt of the degree. The same rule applies also to the Specialist in Education Degree. Courses transferred into a student's Master's program may consist of a combination of University of Tennessee System courses and courses from other institutions so long as the total accepted does not exceed one-half the total program, and courses accepted from outside The University of Tennessee System do not exceed 9 quarter hours. Transfer credits will be placed on The University of Tennessee transcript record only after the student has been admitted to candidacy.

Courses taken for graduate credit at another institution and passed with a grade of B or better from a satisfactory graduate program (B average) may be accepted in a student's doctoral program. The number of hours a student may include will be determined by the doctoral committee. They must be listed on the Admission to Candidacy form and approved by the committee members. Although the hours may be used as part of the requirements for the degree, the courses will not appear on The University of Tennessee transcript record.

Official transcripts must be received by the Vice Chancellor for Graduate Studies and Research directly from appropriate
institutions before any transfer of credit will be approved.

Credits accepted in either the Master's or doctoral program will not affect the minimum residence requirements, nor will they be counted in determining the student's grade average. Neither will they count toward meeting 5000- or 6000-level requirements for an advanced degree. Special rules apply for courses completed within The University of Tennessee System.

Thesis Consultant

All theses and dissertations are submitted to the Graduate School Thesis Consultant for approval before they are officially accepted for the Graduate Council. A student may confer with the Thesis Consultant regarding any problems or questions encountered during the preparation of the final copy of the thesis or dissertation. Students should also consult the Graduate School Thesis and Dissertation Manual as a guide to the correct format for the thesis or dissertation.

Before a thesis is deposited in the Library, it is the responsibility of the Thesis Consultant to examine the materials and to make sure that the report is mechanically accurate and attractively presented, is free of technical errors in format, is suitable for binding and reflects credit upon the University and its graduate program. If the form of the thesis is not thus approved, the student must make whatever corrections are necessary and submit the materials again.

A one-hour Thesis Workshop is held each fall quarter and each summer quarter for all interested students. The date for the Workshop is announced in the Graduate School News.

Requirements for Advanced Degrees

Master's Degrees

Master's degree programs offered in the Graduate School are listed under "Majors and Degrees Available" on pages 8-9. See also chart, page 90 for summary of procedures for these degrees.

Non-Thesis Programs: Some departments offer optional non-thesis programs for the Master's degree. Departmental announcements indicate whether this option is available.

Course Requirements: A candidate for a Master's degree must present a total minimum credit of 45 quarter hours of approved graduate courses. These hours may be entirely in one major subject or may include one or two minors. If approved by the student's faculty advisory committee and the Vice Chancellor for Graduate Studies and Research, the major subject must include at least 18 quarter hours of credit of course work except in the MBA degree program. A minor shall consist of not less than 9 or more than 18 quarter hours of course work.

All courses for which a student registers must be completed (unless officially dropped) before graduation. At least one-half of these total hours in the graduate program must be at the 5000-level, of which no more than 9 may be thesis hours. These courses must be completed at The University of Tennessee. (5000- and 6000-numbered courses are open to graduate students only—3000- and 4000-numbered courses may be taken for graduate credit if listed in the Graduate School Catalog.)

The Master of Arts in College Teaching requires 60 quarter hours, 9 hours of which must be devoted to the preparation of a thesis on the departmental subject matter. The student to take additional courses in lieu of a thesis—see departmental requirements). In the two-year program, the candidate also spends six quarters as a part-time teaching intern. The emphasis in the program will be on training prospective teachers of undergraduate courses. Participating departments are indicated in the list of "Majors and Degrees Available" on pages 8-9.

Master's Committee: A committee for the Master's degree is formed at or before the time the student applies for admission to candidacy. The student should consult with the major professor concerning the composition of a committee. This committee consists of a minimum of three members, with the rank of assistant professor or above. If a student does not have a minor, all members may be from the major department. If a student does have a minor, one member of the committee must be from the minor department. A student should consult with the advisor or department head concerning the Master's committee after one quarter of graduate-level work.

Admission to Candidacy: Application for admission to candidacy for the Master's degree is made after the student completes any required prerequisite courses and at least 15 hours of graduate course work with a B average in all courses taken for graduate credit. Approval of the Vice Chancellor for Graduate Studies and Research is required. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Graduate Office no later than commencement day of the quarter preceding the quarter in which he/she plans to graduate. The deadline for submission of this form is given each quarter in the Graduate School News.

Thesis Registration: A minimum of 9 quarter hours and, in some approved programs, a maximum of 18 quarter hours of credit (course number 5000 which is variable credit) in the major may be earned in the preparation of an acceptable thesis, representing the final, independent work. A student must be registered for a thesis course each quarter work is being pursued on the thesis. If the thesis is not completed during the quarter in which the student registers for the last 3 hours of 5000, the candidate shall continue to register for a minimum of 3 hours of 5000 each quarter while actually working on the research and thesis through the quarter in which the thesis is accepted by the Graduate School. Similar rules apply when problems are used in lieu of the thesis.

Non-Thesis Registration: All non-thesis students using University facilities or faculty time must be registered for course 5002 if not registered for other courses. Students taking the final examination but not otherwise registered must pay a fee of $50. Final exams will not be scheduled until one of the above is met.

Final Examination for Thesis Students: A candidate presenting a thesis must pass a final oral (or oral and written) examination on all work offered for the degree.

The examination is not merely a re-examination over course work, but it is a test of the candidate's ability to integrate material in the major and related fields, including the work encountered in the thesis. This examination, which must be scheduled through the Graduate Office, shall be held at least ten days before the final date for submission of theses to the Graduate School. The candidate, in a form approved by the major professor, shall be distributed to all committee members at least one week before the date of the final oral examination. This examination will be conducted by a committee of no fewer than three faculty members, with the student's major professor as chairman. (Members of the University faculty may attend the examination.) In case of failure of the final examination, the candidate may not appear for reexamination until the following quarter. The result of the second examination is final.

Final Examination for Non-Thesis Students: A non-thesis student must pass a final written examination on all work offered for the degree. The department may or may not follow this examination with an oral examination.

The examination is not merely a reexamination of course work, but it is a test of the candidate's ability to integrate material in the major and related fields. This examination must be scheduled through the Graduate Office in accordance with the Graduate School News deadlines. This examination will be conducted by a committee of no fewer than three faculty members, with the student's major professor as chairman. In case of failure of the final examination, the candidate may not appear for reexamination until the following quarter. The result of the second examination is final.

Thesis: The thesis represents a culmination of an original research project completed by the student. The organization, method of presentation, and subject matter of the thesis are important in conveying to others the results of such research. Two copies of the thesis must be submitted to and approved by the Graduate School on or before the dates specified by the Graduate School. If a student is unable to meet this deadline, the thesis is approved prior to the first day of registration for the next quarter, the candidate may then graduate.
the next quarter (or later) without being registered if properly registered for three hours of 5000 the quarter the thesis was accepted. Each copy of the thesis must include an approval sheet, signed by the members of the committee, which certifies to the Vice Chancellor for Graduate Studies and Research that the committee has examined the final copy of the thesis and found its contents to be satisfactory. The student should check with the department head concerning additional required copies of the thesis. The thesis must be prepared according to the Graduate School Thesis and Dissertation Manual.

Specialist In Education Degree

The Specialist in Education (Ed.S.) degree is offered in Curriculum and Instruction, Educational Administration and Supervision, Educational Psychology and Guidance, Safety Education and Service, and Vocational-Technical Education. Students in the Graduate School who become candidates for the Ed.S. must have a minimum of one year of teaching experience or its equivalent. Admission to the Specialist in Education program requires formal application for admission to Graduate School, followed by processing and recommendation by the department or area in which the student is majoring, and is dependent upon final approval by the Vice Chancellor for Graduate Studies and Research.

The formulation of the student's program, supervision of program development, recommendation for admission to degree candidacy, direction of research, and qualifying and terminal examinations are executed by a committee of not fewer than three faculty members. This committee is appointed upon request from the department head by the Vice Chancellor for Graduate Studies and Research.

Course Requirements: Each student's program involves a minimum of six quarters of study totaling not less than 90 quarter hours. A student with a Master's degree is required to have at least one quarter of full-time residence. A student without a Master's degree is required to have two consecutive quarters of full-time residence.

A minimum of 12 quarter hours from collateral fields in professional education (outside the major department or area) and 12 quarter hours from fields outside of the College of Education is required for each individual program.

Credits earned in a Master's degree may meet course requirements in the student's Specialist in Education program to which they are specifically comparable. Nine hours of work beyond the Master's degree

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Summary of Procedures for Master's Degrees

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<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Admission as a potential candidate (if previously admitted non-degree)</td>
<td>Major departmental advisor and Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to completing 18 hours of course work</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy (forms at Graduate Office)</td>
<td>Major professor and student's committee</td>
<td>B average, completed prerequisites, at least one quarter prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to Commencement</td>
</tr>
</tbody>
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GRADUATION REQUIREMENTS

<table>
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<tr>
<th>PROCEDURE</th>
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<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Indicate on registration material</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>See deadline notice available at registration*</td>
</tr>
<tr>
<td>Scheduling of oral or written examination</td>
<td>Major professor, student, and Vice Chancellor for Graduate Studies and Research</td>
<td>Not later than one week prior to oral or written examination*</td>
</tr>
<tr>
<td>Submission of thesis to faculty committee</td>
<td>Faculty committee</td>
<td>At least one week prior to oral or written examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Major professor and committee</td>
<td>Not later than ten days before thesis deadline*</td>
</tr>
<tr>
<td>Removal of Incompletes</td>
<td>Instructor of course</td>
<td>Not later than one week before Commencement*</td>
</tr>
<tr>
<td>Submission of final copy of thesis and thesis card</td>
<td>Major professor, candidate's committee, and Vice Chancellor for Graduate Studies and Research</td>
<td>After oral examination and no later than two weeks before Commencement*</td>
</tr>
</tbody>
</table>

* Dates are printed in Graduate School News quarterly.
may be transferred from approved institutions and may be used to meet the student's course requirements. (See Transfer Credits, page 18.)

For a student admitted to the program with a Master's degree or appropriate work beyond the Master's degree, program requirements may be modified upon recommendation of the student's committee and approval of the Vice Chancellor for Graduate Studies and Research, except that no modifications shall be permitted with respect to the following: (1) examination requirements, research requirements, and the minimum of 24 quarter hours of course credit outside the department or area in which the student is doing the work are met; and (2) all graduate course work completed prior to admission accepted as part of the student's program must be appropriately related to the student's objectives.

Undergraduate courses required for certification at The University of Tennessee in the student's field of specialization may not be taken for graduate credit as part of the program. At least 22½ of the last 45 hours of course work, exclusive of the thesis or problems, must be in 5000- or 6000-level courses. The last 45 hours of a student's program (including thesis or problems) must be completed within six years.

**Admission to Candidacy:** Admission to candidacy is established by formal application to the Vice Chancellor for Graduate Studies and Research, normally during or immediately following the quarter in which the student's course credit totals or exceeds 45 hours and upon the recommendation of the student's committee. Approval of the Vice Chancellor for Graduate Studies and Research is required. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Graduate Office no later than commencement day of the quarter preceding the quarter in which the student plans to graduate. A qualifying examination is required if the student's Master's degree was earned six or more years prior to admission to the program. The qualifying examination may be written, oral, or both written and oral.

**Thesis:** The thesis represents a culmination of an original research project completed by the student. The organization, method of presentation, and subject matter of the thesis are important in conveying to others the results of such research.

A minimum of 9 hours of research credit (5180, 5190, and 5200) is required. If the student does not complete the research during the first quarter registered for 5200, the student must continue to register for this course (minimum of 3 hours) each quarter as long as active work on the thesis continues or until the thesis is accepted by the Graduate School. The thesis is to be prepared according to the instructions in the Graduate School Thesis and Dissertation Manual. It should be approved by the committee prior to submission and must be submitted by the appropriate date the quarter the student wishes to graduate.

**Final Examination:** The final step in the program is an oral examination covering the student's research and course of study. This examination must be scheduled through the Graduate Office in accordance with the dates given in the Graduate School News. In case of failure, the student may not appear for reexamination until the following quarter. The result of the second examination is final.

### Summary of Procedures for Specialist in Education Degrees

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<tr>
<td>Admission as a potential candidate (if previously admitted non-degree)</td>
<td>Major departmental advisor and Vice Chancellor for Graduate Studies and Research</td>
<td>After submission of Revision Form</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy (obtain forms from the Graduate Office)</td>
<td>Major professor and Vice Chancellor for Graduate Studies and Research</td>
<td>At least one quarter prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>Vice Chancellor for Graduate Studies and Research</td>
<td>Prior to Commencement</td>
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<td>Not later than one week prior to oral examination*</td>
</tr>
<tr>
<td>Submission of thesis or problems to faculty committee</td>
<td>Faculty committee</td>
<td>At least one week prior to oral examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Major professor and committee</td>
<td>Not later than ten days prior to thesis/problems deadline*</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Instructor of course</td>
<td>Not later than one week before Commencement*</td>
</tr>
<tr>
<td>Submission of final copy of thesis and thesis card</td>
<td>Major professor, candidate's committee, and Vice Chancellor for Graduate Studies and Research</td>
<td>After oral examination and no later than two weeks before Commencement*</td>
</tr>
</tbody>
</table>

* Dates are printed in Graduate School News quarterly.
Doctoral Degrees

Three Doctoral degree programs are available: Doctor of Philosophy, Doctor of Education, and Doctor of Business Administration. Doctoral programs are listed under “Majors and Degrees Available” (see pages 8-9). The Doctoral degree, the highest in-course degree, is awarded in recognition of distinctive scholarship and the completion of a research project which is a significant contribution to knowledge.

Doctoral programs include a field of specialization and often study in one or more collateral fields. The selection of specific courses will be determined by each student's faculty committee, subject to regulations of the Graduate School and approved by the Vice Chancellor for Graduate Studies and Research, usually at the beginning of the second year of graduate study. This committee shall consist of at least four members, with at least one member from outside the major department. Three of the four members, including the chairman, must be approved by the Graduate Council to direct doctoral research.

Continuous Registration: Registration for course 6000 is necessary whenever a student is working on the dissertation. A minimum registration of 36 quarter hours of course 6000 is required of all doctoral candidates before the dissertation will be accepted. The student will continuously register for course 6000 (minimum of 3 hours) from the time that the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course 6000 is necessary whenever a student feels adequately prepared to take a language examination, or she should notify the language representative in the department. The appropriate forms to schedule the examination may be obtained from the Graduate Office. The dates and times of the examinations are printed in the Graduate School News.

Satisfactory completion of an appropriate 3030 course in a language department may be substituted for the actual language examination. The student cannot repeat this course if a grade of C or below is received when used in lieu of language examination.

Admission to Candidacy: A student may be admitted to candidacy after passage of the preliminary examinations, fulfillment of the language requirements (for Ph.D.), and maintenance of at least a B average in the courses. Each doctoral student must plan to take an appropriate number of 6000-level courses, usually a minimum of 9 quarter hours, which are designed expressly for doctoral students at The University of Tennessee, during the program of study. These courses cannot be transferred from another institution. Admission to candidacy must be secured at least three quarters prior to the date the degree is to be conferred. Each student is responsible for filing a letter of application for admission to candidacy, which must be signed by the committee members and approved by the Vice Chancellor for Graduate Studies and Research. The student will be notified when admission to candidacy has been approved.

Research Requirements: Research is an essential part of the program of every candidate for the Doctoral degree. For the Doctor of Philosophy and Doctor of Business Administration degrees, original research forms the basis of the dissertation. The program for the Doctor of Education degree requires demonstration of proficiency in at least two types of research techniques. These techniques may include foreign languages, historical research methods, statistics, experimental design, sociological research methods, survey design and analysis, philosophical research methods, or machine data processing. The candidate's faculty committee shall determine the research techniques to be included in the candidate's program.

Final Examination: A final examination (oral, or oral and written) on the student's dissertation, special field, and such other fields as the student's faculty committee may specify, will be administered by the full, approved committee after completion of the dissertation and all course requirements. This examination must be passed at least ten days before the date for submission of the dissertation to the Graduate Office. The examination must be scheduled through the Graduate Office and oral examinations not properly scheduled must be repeated. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The date of the examination is announced publicly and the examination is open to all faculty members.

Dissertation: The dissertation represents a culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such major research.

A student should be registered for the number of dissertation hours representing the appropriate fraction of effort devoted to the phase of the candidate's program. A minimum registration of 36 quarter hours of course 6000 is required of all doctoral candidates before the dissertation will be accepted. The student shall continue to register for course 6000 (minimum of 3 hours) for the entire period during which the person is actually working on research and dissertation, including the quarter in which the dissertation is accepted by the Graduate School. Two copies of the dissertation (prepared according to the regulations given in the Graduate School Thesis and Dissertation Manual) must be submitted to and approved by the Graduate School. These copies must include an approval sheet, signed by all members of the faculty committee, which certifies to the Vice Chancellor for Graduate Studies and Research that they have examined the final copy and found its contents to be satisfactory. Doctoral forms and a thesis card are also submitted at this time. The student should check with the department head concerning additional required copies of the dissertation.
### Summary of Procedures for Doctoral Degrees

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Preliminary examination</em></td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Foreign language examination(s)</em>**</td>
<td>Major department and language department jointly</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Appointment of faculty committee</em></td>
<td>Vice Chancellor for Graduate Studies and Research on recommendation of major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Approval of admission to candidacy (obtain blanks from Graduate Office)</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</td>
<td>At least three quarters prior to graduation</td>
</tr>
</tbody>
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### GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Indicate on registration material</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>See deadline notice available at registration**</td>
</tr>
<tr>
<td>Scheduling of oral examination</td>
<td>When approved by faculty committee and at least one week prior to oral examination**</td>
</tr>
<tr>
<td>Submission of dissertation to faculty committee</td>
<td>At least two weeks prior to oral examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Not later than ten days before dissertation deadline**</td>
</tr>
<tr>
<td>Removal of incompletes</td>
<td>Not later than one week before Commencement**</td>
</tr>
<tr>
<td>Submission of final copy of dissertation, doctoral forms, and thesis card</td>
<td>After oral examination and at least two weeks before Commencement**</td>
</tr>
</tbody>
</table>

* The order of these items varies with individual programs.
** Dates are printed in Graduate School News quarterly.
*** Not required in some programs.