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 to test hypotheses and theories not previously established. The augmentation of the intellectual heritage of the human race, particularly in basic research, is a major function of this and all other universities.

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.

Current research includes 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 through the Office of the Vice Chancellor for Graduate Studies and Research. The Center's main office is at UT, Knoxville with a satellite office in Nashville.

Transportation Center

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

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

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

The University of Tennessee Space Institute

C. H. Weaver, Dean, Ph.D. Wisconsin
R. L. Young, Associate Dean, Ph.D. Northwestern
A. A. 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

The Graduate School
programs with majors in Aerospace Engineering, Aviation Systems, Computer Science, Electrical Engineering, Engineering Administration, Engineering Science, Mathematics, Mechanical Engineering, Metallurgical 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 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, flow diagnostics including spectroscopic and electrooptic means, and systems management. Work is also in progress in remote sensing and magnetohydrodynamic power generation 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 UT-Oak Ridge may 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, Knoxville.

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

Water Resources Research Center
W. F. Brandes, Director, M.S. Illinois

The Water Resources Research Center is a federally-designated institute for the conduct of water research for the state. The purposes of the Center are: (1) to assist and support all the academic institutions of the state, public and private, in pursuing water resources research programs addressing problem areas of concern to the state; (2) to provide information dissemination and technology transfer services to state and local government bodies, academic institutions, professional groups, environmental organizations, and others, including the general public, who have an interest in water resources matters; (3) to promote education in fields relating to water resources and to encourage the entry of promising students into careers in these fields.

The Center also has a mission in graduate education through the M.S. degree program in Water Resources Development at UT-Oak Ridge.

The Center is operated through the office of the Vice Chancellor for Graduate Studies and Research.

Off-campus Graduate Centers

Kingsport University Center: The University of Tennessee offers a graduate program in Water Resources and Environmental Engineering at Kingsport.

Kingsport resident graduate programs in science, engineering, and business at both the Master’s and doctoral levels. 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 Marvin K. Goodman, 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’s degrees in Business Administration with a concentration in management, Industrial Education, and University of Tennessee, Knoxville. Information and appropriate application forms may be obtained from Marvin K. Goodman, Director, Kingsport University Center, The University of Tennessee, University Boulevard, Kingsport, Tennessee 37660.

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 sponsor ORAU, a nonprofit education and research management corporation.

Information concerning 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 graduate program in Water Resources and Environmental Engineering at Chattanooga.

The 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 sponsor ORAU, a nonprofit education and research management corporation.

Information concerning the Graduate School may be obtained from Lynn D. Russell, Director, Chattanooga Graduate Engineering Program, The University of Tennessee, Chattanooga, Chattanooga, Tennessee 37401.

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

Admission and Registration

Admission to the Graduate School requires a Bachelor’s degree 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 a 3.0 for the senior year, is considered a satisfactory grade point average. Meeting the minimum admission requirement does not insulate 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 will be automatically withdrawn if the Bachelor’s degree is not awarded before the date of registration.

The file is destroyed after one year if an applicant does not enter the Graduate School the quarter in which admission is requested, unless permission is requested and granted to enter in a future quarter. To reapply after a file is destroyed, applicants 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 the 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.)

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Students who enroll in these 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 at Nashville, 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 the Biology Division of the Oak Ridge National Laboratory.

For complete information concerning the program, see page 147.

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 154.
The University of Tennessee will not consider for admission any student who has entered the United States on an I-20 issued by another institution. No international student who satisfies this requirement may request admission as a post-baccalaureate or non-degree student.

All students whose native language is not English must pass an English proficiency examination upon arrival at the University. Students who cannot satisfy this requirement must 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 (max. 15 hours) of advanced English. (Any student not passing this examination at a specified level will be sent to an intensive English program until English proficiency is gained.)

Post-baccalaureate: When an applicant who has a Bachelor's degree from an accredited institution is ineligible for regular admission to the Graduate School, but believes that eligibility can be shown given the opportunity, the student may request admission as a post-baccalaureate student. A student and the proposed major department must outline a course of study, and the student must register for 12 to 15 quarter hours of graduate courses each quarter. A student who does not complete all the requirements for a degree in three semesters will be denied further registration and must withdraw from the University of Tennessee, Knoxville.

Eligibility of Seniors: A senior in The University of Tennessee, Knoxville who wishes to take courses for transfer to that institution may be admitted on receipt of the Transient Form which may be obtained from the Head of the Department in which a major is planned. The registration will be completed prior to registration. A student may take no more than 16 total hours as a non-degree graduate student.

Non-degree Graduate Students: No more than 12 credit hours of courses may be taken by a student while in the non-degree status. The student's advisor must approve in writing the registration forms required as part of the registration process. Concerning registration for graduate study, letters of recommendation from professors familiar with the applicant's work and academic breadth are encouraged.

Eligibility requirements for admission include the following:

1. The student's advisor must approve in writing the registration forms required as part of the registration process. Concerning registration for graduate study, letters of recommendation from professors familiar with the applicant's work and academic breadth are encouraged.

Enrollment of Veterinary Students in Graduate Studies and Research: Such credit. No international student may enroll as a non-degree graduate student.

Eligibility requirements for admission include the following:

1. The student's advisor must approve in writing the registration forms required as part of the registration process. Concerning registration for graduate study, letters of recommendation from professors familiar with the applicant's work and academic breadth are encouraged.

Admission Procedures

Procedures for admission are as follows:

1. The student's advisor must approve in advance the student's enrollment in each such course.

2. The student may not enroll in a total of more than 15 quarter hours of graduate courses each quarter.

3. Approval of the Vice Chancellor for Graduate Studies and Research.

4. 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.

A post-baccalaureate student cannot receive graduate credit for any course work taken when or at a later date. No international applicant may enroll as a post-baccalaureate student.
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.) All students whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL) unless graduated from an accredited institution in the United States.

Each applicant is individually responsible for arrangements for the examination 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 UTK Graduate School Office.

The completed application form and examinations 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 all examinations.

Readmission

A student who has not attended the Graduate School at The University of Tennessee, Knoxville for more than five quarters must apply for readmission. Since readmission is not automatic, a readmissions application should be submitted at least two weeks prior to the desired reentry date. A student who has attended another accredited institution since enrollment at the University must submit two official transcripts showing all course work and any degrees earned at that institution. The student will be notified when the application is received and when action has been taken by the department and the Graduate School. If readmission is denied, the student may receive graduate credit for the work taken during the initial quarter; however, future registration will not be permitted until the student is fully readmitted to the Graduate School. Students are urged to reapply well in advance of planned registration.

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 plan a program and obtain a signature.

Registration requires two days. The University holds advanced registration at approximately the middle of a given quarter for the subsequent quarter. 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 Athletics 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

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

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 fee previously paid at another UT campus.) If a student applies but does not enter graduate school within twelve months after date of requested admission it will be necessary for him or her to resubmit the $10 application fee and application. This fee is not refundable.

MAINTENANCE FEE (all students): PER QUARTER $160

TUTION (additional for out-of-state students): PER QUARTER $312

GRADUATION FEE:

Master’s degree candidates $16
Doctoral degree candidates $41

There is no additional charge for diploma, binding, or microfilming. The graduation fee is non-refundable and is valid for three quarters after the quarter in which it is paid.

DEFERRED PAYMENT SERVICE FEE: $3

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.

It is the student’s responsibility to take the initiative to pay all University obligations promptly.

AUDITORS FEE:

Fees for courses being audited are the
same as courses taken for credit. For fee purposes, non-credit seminars are considered as one-hour courses.

REFUND OF FEES FOR WITHDRAWAL:
Withdrawal from school for the quarter after receiving a schedule must be by official notification to the Withdrawal Office, Student Counseling, and Services Center, 900 Volunteer Boulevard, whether or not fees have been paid, classes have been attended, or the schedule is incomplete. Failure to attend class does not automatically remove a student from school or class.

The effective date of withdrawal is the date the Withdrawal Office is notified by completion of the official withdrawal request form. The appropriate percentage of fees will be charged unless this action is completed by the close of the last day designated for regular registration and before the first official day of classes for the quarter. Failure to notify the Withdrawal Office promptly when withdrawing could result in a larger fee assessment. Withdrawal does not cancel fees and charges incurred. The drop/add procedure must not be used to withdraw from school for the quarter.

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. Refunds, in accordance with the withdrawal refund policy, will be made after the Centers' deadline.

Part-time students may pay fees computed at the appropriate quarter-hour rate as indicated above. No charge is made for courses dropped after the first 5 calendar days following regular registration. A 40 percent charge is made for courses dropped between 6 and 21 calendar days following regular registration, and a 100 percent charge is made for courses dropped after 21 days. Students who drop courses are eligible for a refund only if the sum of the charges computed at the quarter-hour rate for the hours continued plus the percentage assessed for the hours dropped results in an amount less than that paid. A course on a student's schedule is not officially dropped until a drop/add slip has been processed and recorded by the Admissions and Records Office. Any refund due for 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 refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. Errors will be corrected by appropriate additional charges or refund. Other information on fees, expenses, refunds, and adjustments is given in the Timetable (schedule of classes) for each quarter.

The University is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges until student debts and obligations (other than Student Loan Fund notes) owed to the University are satisfied.

SUMMER QUARTER FEES AND EXPENSES:
Fees and expenses for the summer quarter are the same as for the other quarters during the academic year with the exception of the university programs and services fee as noted above.

Although the summer quarter is divided into terms of varying lengths, tuition and fees are assessed for the hours dropped results in a complete regular quarter.

The refund for non-attendance withdrawals and dropped courses for the summer quarter is based on the length of the term for the course(s) dropped. No refund is applicable to term courses dropped later than 14 calendar days after the regular registration day for the course(s) involved.

WAIVER OF FEES:
Graduate assistants, teaching assistants, and others whose fees are billed, prepaid, or waived must complete their registration with the Bursar's Office, where they should have their fee receipts validated and supply necessary details concerning fee payment waiver.

NOTE: All fees are subject to change.

Fee Classification for the Purpose of Paying University Fees
Shortly after a student applies to the Graduate School and receive the application, application fee, and residency classification for fee purposes is sent.

(1) If a student has any questions concerning the residency status, he/she should contact the Residency Clerk at the Graduate School Office.

(2) Any person who remains in this state for an in-state student so long as he/she is enrolled at a school or schools in this state shall be entitled to classification as an in-state student.

(3) Any unenrolled student who is a member of the armed forces and stationed in this state or at Fort Campbell, Kentucky, pursuant to military orders shall be classified out-of-state.

(4) The domicile of an unenrolled person is that of the parent.

(5) Upon moving to this state, an emancipated person who resides in Tennessee and is employed full-time in the state or at Fort Campbell, Kentucky, pursuant to military orders and who will be classified out-of-state in accordance with other provisions of these regulations, will be classified as an out-of-state student.

(6) The University is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges until student debts and obligations (other than Student Loan Fund notes) owed to the University are satisfied.

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 as out-of-state for in-state residency classification at the beginning of a quarter or semester and is subsequently classified as an in-state student, 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 Free Application for Federal Student Aid (FAF), 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 student loans and part-time employment. These may be awarded individually or in combination according to the needs of the student.

**Fellowships and Assistantships**

The Hilton A. Smith Graduate Fellowships for full-time studies at The University of Tennessee, Knoxville are awarded on the basis of ability and without regard to the field of study of the candidate. Monthly stipends are provided, and tuition and maintenance fee are paid by the University. Full fellowships include need better than an overall 3.0 grade point average and high scores from the Graduate Record Examination or the Graduate Management Admission Test. Application packets are available from the Graduate Office from November 1 through February 1. Completed applications, including all required supporting material, must be submitted to the Assistant Director of Graduate Admissions by February 15.

Graduate assistantships and additional fellowships are offered through many departments of the University. The stipends usually provide for payment of tuition and maintenance fee by the University. Information concerning these types of assistance 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 Program. 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 at least half-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 current minimum annual repayment of $360 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 to have a high enrollment of low-income families or becomes a teacher of the handicapped, 15 percent of the total principal plus interest is cancelled for the first year and two years of teaching. 15 percent of 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 one year, 15 percent of principal plus interest will be cancelled for each year of service. Cancellation for up to 50 percent of the loan is available if the borrower is a full-time teacher in a public school which is designated by the commissioner to have a high enrollment of low-income families or becomes an education loan in an area of hostility.

Graduate level students may be extended an annual maximum of $2,500 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 federal 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 the 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 Program 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 the course of study. The program is 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 7 percent interest on 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 3 years of employment and 20 percent for the fourth and fifth years of employment. 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 2 years in an area designated as having a shortage of nurses. Thirty percent of principal plus interest will be cancelled for the first 2 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 jobs for any student in 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 should contact the Personnel Office, 1900 Terrace Avenue, The University of Tennessee, Knoxville, 37916, concerning employment.

**Other Assistance**

**Guaranteed Student Loans** to help meet educational expenses may be available through the federal government or a state guaranteeing agency. Student loans from 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, the student pays interest on the loan amount no less 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 a 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...
Summer employment may be possible.

The position is a part-time live-in position, with assisting the Head Resident in coordinating and supervising assigned duties. The Assistant Head Resident is responsible to maintain the apartment by University standards. It is the responsibility of each resident to emphasize the importance of physical responsibility. In Melrose Hall the graduate section offers residence hall. Some units of the academic achievement and personal growth. The Holt Avenue Apartment provides an intracampus bus system connecting these parking areas with 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". 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 not paid or appealed within ten working days after issuance, a penalty of 50 percent of fee will be assessed. This penalty does not apply to fire lane violations.

**Computing Center**

The University of Tennessee Computing Center (UTCC) 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 UTK academic community by 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 UT campuses through job entry facilities located on each campus. At UTK, UTCC maintains five job entry stations for batch work and eight sites for interactive computer work.

UTCC's equipment consists of an IBM 370/148, an IBM 360/65 and a DECSYSTEM-10 which are used for research, instruction and administrative computing work. UTCC also maintains an IBM 360/64 which is used exclusively for administrative work. The IBM 370/148 has two million bytes of memory, and the IBM 360/65 has 2.75 million bytes of memory. The DECSYSTEM-10 is a 1050 configuration with 250K words of storage.

UTCC supports remote job entry stations (card reader/line printer) with the IBM 370/148/IBM 360/65 DECSYSTEM-10 combination and a CalComp plotter. The IBM 370/148 and 360/65 run under OS/360 MVT with HASP II. The DECSYSTEM-10 runs under the TOPS-10 Monitor. The time sharing system supported by the two machines includes AT&T/360, Courserwriter III, APL, FORTTRAN, BASIC, COBOL, Assembler language, and other special purpose applications.

UTCC publishes a User's Guide which describes the use of the IBM 370/148 and 360/65 and policies and procedures and the DECSYSTEM-10 Programmer's Guide, which is a general handbook for the use of the DECSYSTEM-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 information.

**Veterans' Benefits**

The Office of the Registrar administers the University's participation in the 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 priority 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 comfortable 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 four. 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 halls to which the assignment is made. The position is a part-time live-in position, with appointment on a 9½-month basis. Summer employment may be possible. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

**Married Students:** The University has provided excellent apartment facilities in several locations for married students. Information and application for these facilities may be secured from the Office of Rental Properties, Stadium Hall.

**Services to the Physically Disabled**

Services relating to academic programs for students with physical disabilities, whether permanent or temporary, are coordinated by the Office of the Dean of Admissions and Records, 305 Student Services Building. In conjunction with the Physical Plant Office, the UT Bookstore, the Student Activities Office, and the academic departments, efforts are made to insure that attendance at The University of Tennessee, Knoxville is as convenient as possible for students with physical disabilities.

These services include assistance during registration (preregistration, collection of class schedules, payment of fees, drop and add), the securing of special parking permits, elevator keys, tickets for special events; and similar efforts to relieve the special mobility problems of the students. The Physical Plant Office coordinates efforts to eliminate physical barriers to the degree possible, with priority being given to access and facilities for academic buildings.

The Office of the Dean of Admissions and Records assists students in the scheduling of special class sections in order to respond to the particular needs of the physically handicapped.

**Vehicle Operation and Parking**

The University of Tennessee endeavors to provide adequate facilities for the increasing number of vehicles being operated by students. However, the areas available for parking are necessarily limited. In an effort to provide parking facilities 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 with 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 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." Conversely, 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 not paid or appealed within ten working days after issuance, a penalty of 50 percent of fee will be assessed. This penalty does not apply to fire lane violations.

**Computing Center**

The University of Tennessee Computing Center (UTCC) 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 UTK academic community by 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 UT campuses through job entry facilities located on each campus. At UTK, UTCC maintains five job entry stations for batch work and eight sites for interactive computer work.

UTCC's equipment consists of an IBM 370/148, an IBM 360/65 and a DECSYSTEM-10 which are used for research, instruction and administrative computing work. UTCC also maintains an IBM 360/64 which is used exclusively for administrative work. The IBM 370/148 has two million bytes of memory, and the IBM 360/65 has 2.75 million bytes of memory. The DECSYSTEM-10 is a 1050 configuration with 250K words of storage.

UTCC supports remote job entry stations (card reader/line printer) with the IBM 370/148/IBM 360/65 DECSYSTEM-10 combination and a CalComp plotter. The IBM 370/148 and 360/65 run under OS/360 MVT with HASP II. The DECSYSTEM-10 runs under the TOPS-10 Monitor. The time sharing system supported by the two machines includes AT&T/360, Courserwriter III, APL, FORTRAN, BASIC, COBOL, Assembler language, and other special purpose applications.

UTCC publishes a User's Guide which describes the use of the IBM 370/148 and 360/65 and policies and procedures and the DECSYSTEM-10 Programmer's Guide, which is a general handbook for the use of the DECSYSTEM-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 information.
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 370/148 and 360/65 and the DECsystem-10. These seminars are planned primarily for faculty, staff and graduate students who use or plan to use UTCC facilities. UTCC offers regularly scheduled 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 Daily Beacon.

Computing services can be requested via the Request for Services form available from the business office in the Stokely Management Center. All users of UTCC facilities are assigned a consultant to provide user assistance.

Office of International Student Affairs

This office, located at 201 Alumni Hall, assists students from other countries with the many matters that are of particular concern to them during their stay in the United States. International Student Affairs serves as the official University representative in all matters involving immigration authorities, international educational organizations, and foreign governments.

The office maintains the student's official immigration records and handles questions regarding immigration regulations. It coordinates such projects as a community volunteer program for international students and activities for student spouses. To aid the international student's understanding of American life, the Center's staff serves as advisors on personal and related problems.

Orientation programs are held at the beginning of each term, and international students are urged to attend them.

International students applying for admission should write to: The Vice Representative in all matters involving the Graduate School, 100 Alumni Hall, Knoxville, Tennessee 37916.

University International House

The International House is located approximately two blocks from the heart of the campus, at 1601 West Clinch Avenue. Provided by The University of Tennessee and operated by the staff of the Office of International Student Affairs, the House provides an activity center where domestic and international students may meet to relax and discuss matters of mutual interest. The small library at "I" House contains books and periodicals from all over the world.

The University Library

The University of Tennessee, Knoxville Library owns approximately 1,390,000 volumes, 1,970,000 manuscripts, 50,000 microfilm reels and 1,100,000 items of other microtext, plus recordings, tapes, United States and United Nations documents, and more than 20,000 periodicals and other serial titles, which are received annually. The library's membership in the Association of Research Libraries indicates the University's emphasis on research and graduate instruction at the doctoral level and the support of large, comprehensive collections of library materials on a permanent basis.

Interlibrary loan service augments the UTK Library research holdings for faculty and graduate students and includes borrowing monographs, obtaining copies of needed materials, and providing access to bibliographic services offered by other institutions, such as computer-based data searches and information retrieval.


The Special Collections section, located in the Main Library, is a repository of regional and local materials, Tennessee, and other specialties, including the legislative papers and mementoes 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, Memphis, Nashville, and Tullahoma are individually 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 Credit and Responsibilities is printed on the back of the student's Admission Status Form. Additional copies are available at the Graduate Office.

Requirements

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

Academic Termination

Continuous registration is not automatic. Graduate registration (particularly at the doctoral level) requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluations such as satisfactory cumulative grade point average, satisfactory completion of the preliminary examination and approval of the dissertation or thesis but also the overall appraisal by the faculty of the student's progress and potential. The determination to dismiss a student for academic reasons requires written evaluation of both objective and subject.
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. The deadline for change of registration (from credit to audit, audit to credit, graduate to undergraduate, undergraduate to graduate, withdrawal, etc.) is set at midquarter, 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 this 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. Thereafter, a withdrawal request must be approved by 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:

a. Illness or injury of the student (verified by the Student Health Service or private physician).

b. Necessary change in work schedule occurring after the drop deadline (verified by the student’s employer).

c. Examples of causes which are within the student’s control and which would not be acceptable to grant withdrawal permission 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, together with evidence of extenuating circumstances 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 permanent record beside the hours already received. Transferred work will not be counted in computing the grade average on courses completed in the Graduate School.

Grades

Grades in the Graduate School have the following meanings:

A—(4 quality points per quarter hour); indicates superior work.

B+—(3.5 quality points per quarter hour); indicates above satisfactory work.

B—(3 quality points per quarter hour); indicates satisfactory work.

C+—(2.5 quality points per quarter hour); indicates performance less than expected.

C—(2 quality points per quarter hour); indicates work of borderline quality. This grade represents work below the standard expected of graduate students.

D—(1 quality point per quarter hour); indicates clearly unsatisfactory work and cannot be used in a graduate program.

F—(no quality point value); indicates extremely unsatisfactory work and cannot be used in a graduate program.

I—(no quality point value); indicates that the student has done satisfactory work in the course, but—because of circumstances beyond control—has been unable to finish all requirements. It is not to be given a student to do additional work to bring up a deficient grade. All incompletes must be removed within two quarters. If a supplementary grade report has not been received in the Graduate Office at the end of the second quarter, the I will be converted to an F. The incomplete will not be counted in the cumulative average until a grade is assigned. No student may graduate with an I on the record.*

S/NC—(carries credit hours, but no quality point value); S is equivalent to B or better, and NC means no credit earned. NC grades may be repeated for an S. S/NC grading is allowed only where indicated in the Graduate Catalog. The number of S/NC courses to be allowed in a student’s program of study shall be limited to one-fourth of the course work hours required (excluding thesis or dissertation) in a program. (This would be 9 hours in a 45-hour Master’s thesis program or 12 hours in a 48-hour nonthesis program or 18 hours in a doctoral program of 72 hours excluding dissertation hours.)

S/N is used for courses which culminate in a thesis, dissertation, or preliminary examination. The N grades take on the value of the S when the thesis or dissertation is accepted by the Graduate School.

Graduate students are required to make an overall minimum grade average of B in courses taken for graduate credit. No graduate student will be allowed to repeat a course for the purpose of raising a grade already received. The grade of D will not be counted in computing the grade average on courses completed in the Graduate School.

Course Numbers

All 5000- and 6000-level courses are graduate courses. Some 3000- and 4000-level courses, if listed in the Graduate Catalog, are available for graduate credit; however, a "C" must be indicated on the registration material at the time of registration. (A "G" will also be placed on the permanent record beside the hours credit.)

Prerequisites

Graduate work in any department must be preceded by sufficient undergraduate work in the major area and related ones to satisfy the department that the student can successfully do graduate work in the chosen field. All prerequisites are not listed in the Graduate Catalog since undergraduate records are examined and evaluated by the appropriate department before admission to a degree program.

Residence Requirements

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

The Specialist in Education Degree 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.

*If a student receives an "I" after finishing the course work, he/she may graduate with an I with the approval of the Vice Chancellor for Graduate Studies and Research.
The minimum residence for any doctoral degree is one academic year of three consecutive quarters of full-time study (minimum of 9 hours) in the resident graduate program. A student in residence is devoting essentially all energies to graduate study on campus. Part-time 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 Specialist in Education 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 means recommended 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, some of which may supersede this catalog.

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. A fee 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.

English Proficiency
Any student whose native language is not English must present a TOEFL score of at least 525 unless he/she has received a Bachelor's or Master's degree from an accredited institution in the United States. The student must also pass an English proficiency examination prior to initial registration. The regulations concerning this examination are described under Admission of International Students.

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 and 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 graduate program from work taken at accredited institutions. (Extension courses at other universities are not applicable.) One-half of a student's program must 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 must be 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. No transfer or credit will be approved.

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 9-9. See also chart, page 22 for a 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 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 (not officially dropped) before graduation. At least one half of these total hours in the graduate program must be at or above 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 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, and 5000 course registration (variable credit) in the major may be earned in the preparation of an acceptable thesis, subject to approval by the student's major professor. (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 re-examination of course work but is a test of the candidate's ability to integrate material in the major and related fields. It must be scheduled through the Graduate Office in accordance with the Graduate School News deadlines and will be conducted by a committee of not fewer than three faculty members, with the student's major professor as chairperson. (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.

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. 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 head or the student's major professor, 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 and include a minimum of two members from the department or area of specialization. See chart, page 23 for summary of procedures.

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 may be transferred from approved institutions and may be used to meet the student's course requirements. (See Transfer Credits, page 19.)

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 if the student's program involves the following: (1) examination requirements, research requirements, and the minimum of 24 quarter hours of course credit.
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. Collateral study is defined as a minimum of 9 quarter hours of graduate courses in a given area outside of the department of the student’s major field. The selection of specific courses will be determined by each student’s faculty committee, subject to regulations of the Graduate School and approval by the Vice Chancellor for Graduate Studies and Research. See chart, page 24, for summary of procedures for this degree.

Doctoral Committee: The student’s major professor who serves as the chairman of the committee, and department head and approved by the Vice Chancellor for Graduate Studies and Research, preferably before beginning the second year of graduate study. The committee shall consist of at least one member from outside the major department. Three of the four members, including the chairperson, must be approved by the Graduate Council to direct doctoral research. This committee has the primary responsibility, subject to Graduate Council policies and special requirements adopted by the faculties of individual areas of study, for the degree work of the student. The committee should plan and must approve all course work, certify the student’s mastery of the subject matter of the field of study, direct the research, and recommend the dissertation for approval.

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 begun, whichever comes first, including the quarter in which the dissertation is accepted by the Graduate Council and Doctor of Business Administration. Continuous registration is interpreted to include the summer quarter.) If a student must be away from the University during the doctoral study the student may, upon recommendation of the department head and approval of the Vice Chancellor for Graduate Studies and Research, be granted a leave of absence from the requirement for periods not exceeding eight quarters.

Preliminary Examination: A comprehensive preliminary examination which is an indication of the student’s fitness for completing the program is required of each person working toward the doctorate. This examination may be written but may also include an oral examination by the student’s committee. The nature and time of the examination will be determined by the student’s major department or faculty committee. The preliminary examination must be passed prior to admission to candidacy and at least three quarters in advance of conferral of the degree.

Language Requirements: Usually candidates for the Ph.D. degree must possess a reading knowledge of at least one foreign language in which there exists a significant body of literature relevant to their major field of study. Some programs require two languages and some none.

Admission to Candidacy: A student may be admitted to candidacy after completion 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 the 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.

**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 this 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. The number of hours registered each quarter should be at full-time levels (12 hours) if the facilities and faculty are being utilized at full-time levels. 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 that its contents demonstrate scholarly achievement. 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.

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**Summary of Procedures for Master’s Degrees**

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<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
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</thead>
<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>Formation of faculty committee</td>
<td>Major departmental advisor</td>
<td>Prior to application for admission to candidacy</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>
</table>

**GRADUATION REQUIREMENTS**

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<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</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>
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* Dates are printed in *Graduate School News* quarterly.
### Summary of Procedures for Specialist in Education Degrees

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<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>After submission of Revision Form</td>
</tr>
<tr>
<td>Formation of faculty committee</td>
<td>Major departmental advisor</td>
<td>Prior to application for admission to candidacy</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>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>PLACEMENT OF NAME ON GRADUATION LIST</th>
<th>REQUIREMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Indicate on registration material</td>
<td></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, 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 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.
# 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>*Appointment of faculty committee</td>
<td>Vice Chancellor for Graduate Studies and Research on recommendation of major department</td>
<td>Preferably before the second year of graduate study, but at the latest, prior to admission to candidacy</td>
</tr>
<tr>
<td>*Preliminary examination</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>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>
</table>

### GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>PLACEMENT OF NAME ON GRADUATION LIST</th>
<th>STUDENT</th>
<th>Indicate on registration material</th>
</tr>
</thead>
<tbody>
<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 examination</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</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>Faculty committee</td>
<td>At least two weeks prior to oral examination</td>
</tr>
<tr>
<td>Oral examination</td>
<td>Faculty committee</td>
<td>Not later than ten days before dissertation 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 dissertation, doctoral forms, and thesis card</td>
<td>Faculty committee and Vice Chancellor for Graduate Studies and Research</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.