The Graduate School

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The University of Tennessee, Knoxville is the official land-grant institution for the State of Tennessee. It is a comprehensive institution offering a wide range of graduate programs leading to the Master's and doctoral degrees. The University offers Master’s programs in 119 fields of specialization and doctoral work in 49. Approximately 6,500 graduate students are enrolled both on and off campus. Administration of graduate student policies and procedures, and associated record keeping, is the responsibility of the Dean for Graduate Studies. Much of the day-to-day administration of graduate study is conducted by department heads or faculty advisors and committees responsible for particular programs. In addition to departmental units, numerous interdisciplinary programs, institutes and centers have been developed on campus and in locations around the state. The Graduate School brings together faculty and graduate students as a community of scholars with a common interest in creative work and advanced study. Graduate programs are available to students desiring full-time work toward the Master’s and doctoral degrees or professional certification, those interested in continuing education for updating and broadening knowledge, and those pursuing postdoctoral research. Traditionally, universities have provided graduate programs primarily for full-time, degree-oriented students. Serving the needs of students engaged full-time in intensive study and pursuit of a degree continues to be a major emphasis of UTK’s graduate effort. At the same time, the University employs a variety of modes, traditional and non-traditional, in offering quality programs designed to serve students.

The policies of The Graduate School are made by the Graduate Council, a body composed of elected representatives from each college, the School of Social Work, the Space Institute, the Graduate Student Council, and five members appointed by the Vice Chancellor for Graduate Studies and Research. Ex-officio members include the Vice Chancellor, the Dean for Graduate Studies, the Assistant Deans for Graduate Studies, and the Chair of the Research Council. The Graduate Office develops procedures to carry out the policies made by the Council, and has primary responsibility for Graduate School admissions and records.

A graduate student must assume full responsibility for knowledge of rules and regulations of The Graduate School and departmental requirements for the chosen degree program. Individual colleges and departments may have requirements beyond the minimum established by The Graduate School. The Graduate School News, published quarterly, includes a calendar of deadlines, new policies and procedures of The Graduate School, and changes in degree programs. The News contains the latest information on Graduate School matters, some of which may supersede this catalog. Copies of the News are available at the Graduate Office during the registration period at the beginning of each quarter. A statement on graduate students’ rights and responsibilities is printed on the back of the student’s admission status form. Additional copies are available at the Graduate Office.

Admission and Registration

Admission to The Graduate School requires a Bachelor's degree with a satisfactory grade point average from a college or university accredited by the appropriate regional accrediting agency. Admission to The Graduate School does not insure acceptance into a specific degree program nor admission to candidacy for the degree desired. When a student is admitted to The Graduate School prior to having received the baccalaureate degree, that degree must be awarded prior to the date of first registration in The Graduate School. If a student does not enroll within one year after the requested admission, he/she must repeat the application process.

Types of Admissions

Admission to a Graduate Degree Program:
Admission to a degree program requires a minimum grade point average of 2.5 out of a possible 4.0, or a 3.0 during the senior year. However, many departments require a higher average. A minimum B average is required for international students.

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 graduate studies, achievement on admission tests for graduate studies, letters of recommendation from professors familiar with the applicant’s capabilities, and similar evidences of scholarly achievement.

Refer to pages 8-9 and to description of programs for specific requirements for admission.

Non-Degree Admission: Applicants may apply for non-degree status who, for example:
1. do not desire to pursue a degree program;
2. have received an advanced degree;
3. need additional time to fulfill application requirements for a degree program.

There is no specific limit on the number of courses that a student may take in non-degree status. However, within 18 hours of graduate course work in this status, the student must either:
1. apply and be admitted to a specific degree program (see Change of Program, p. 15, for instructions); or
2. file a Plan of Study form with the Graduate Office for approval to continue taking courses in non-degree status. The plan of study must include a stated educational objective and a list of courses proposed to achieve that objective.

A maximum of 18 graduate hours taken before acceptance into a degree program may...
be applied toward a graduate degree, if approved by the student's committee. Courses applied toward any graduate degree must fall within the time limit specified for the degree.

The graduate application, $10 application fee, and two (2) official transcripts from each institution previously attended are required for consideration as a non-degree student. The minimum requirements are a Bachelor's degree with a 2.5 grade point average on a 4.0 scale (or a 3.0 the senior year) from a college or university accredited by the appropriate regional accrediting agency.

A major area does not have to be declared, but some departments will not permit non-degree students to register for graduate courses. (See pages 8-9 for information on restricted programs.) Applicants should contact the Graduate Office or the department concerning registration for specific courses. Permission for registration in courses allowed may be obtained from the department or from The Graduate School.

Admission to The Graduate School does not assure admission to a degree program. The student who hopes to enter a degree program will be directed to the appropriate department. Students must maintain a 3.0 grade point average in order to remain in this status.

An international student on a non-immigrant visa may not enroll in the non-degree status. An international student may apply only for the summer or fall quarters. If a student is transferring to UTK directly after receiving a degree from a U.S. or Canadian institution, an exception may be made to enter the winter or spring quarters. Requests must be in writing by the student and endorsed by the UTK advisor (or, if applicable, the student. The Graduate Office must be notified if a change in the admission date occurs.

An applicant must present: (1) official school or university records, with certified translations if the records are not in English. (Notarized copies are not acceptable.; (2) documented evidence of financial resources sufficient to support the student with at least U.S. $8,800 per calendar year during the period of registration as a student; and (3) certification of English proficiency. Every student whose native language is not English 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 degree from an accredited U.S. institution in order to gain admission.

The application, $10 application fee, official transcripts, official advanced degree certificates, evidence of college level education, certification of English proficiency, and other documents required by the specific program (if any) must be submitted to the Graduate Office at least six months in advance of the quarter in which the applicant desires entrance. Admission must be granted and financial documentation must be received by August 1 for the fall quarter and May 1 for the summer quarter (in order to enable the Graduate Office to issue the 1-20 or IAP-66 needed to obtain a visa. The University will not enroll any student who has not been approved initially or for transfer by the Immigration and Naturalization Services (INS) to attend UTK. An international student may not enroll as a provisional or non-degree student.

Students whose native language is not English must take an English proficiency examination simultaneously with the entrance exam at UTK. Refer to the section on English Proficiency, page 15.

Transient Graduate Students: A student who has been enrolled in a graduate degree program at another institution and who wishes to take courses for transfer to that institution may be admitted after submitting a completed Application for Admission, the $10 application fee, and a Transient Student Certification 10 days prior to registration. Only one quarter, or a maximum of 12 hours, of course work can be taken in transient status. Necessary forms may be obtained from the Graduate Office.

Eligibility of Seniors: Subject to the approval of The Graduate School, a senior at UTK who needs fewer than 45 quarter hours to complete the requirements for a Bachelor's degree and has at least a B average (3.0) may enroll in graduate courses for graduate credit provided the combined total of undergraduate and graduate course work does not exceed 15 credit hours per quarter. Approval must be obtained each quarter at the Graduate Office during registration. A maximum of 18 hours of graduate credit will be accepted.

Enrollment of Veterinary Medicine Students in Graduate Courses: A student in good standing in the College of Veterinary Medicine may enroll in UTK graduate courses, without being admitted to The Graduate School, under the following conditions:

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

The student may take a maximum of 15 quarter hours of graduate courses during the D.V.M. program.

3. Approval must be obtained each quarter at registration through the Graduate Office. The student's progress is subject to review and approval each quarter by the Associate Dean, College of Veterinary Medicine.

Admission of Faculty Members: Faculty members of UTK, the Institute of Agriculture at the rank of assistant professor or above, and employees of the administrative staff at UTK, the UT Central Administration, and the Institute of Agriculture will not be admitted to candidacy for a doctoral degree at UTK. Exceptions may be granted on an individual basis. Further information is provided in the Faculty Handbook. Possible conflict of interest will be a major factor considered in the review of any request.

Admission Procedures

Anyone with a Bachelor's degree from a regionally accredited institution wishing to take courses for graduate credit, whether or not he/she desires to become a candidate for a degree, must make formal application for admission to The Graduate School or apply for transient status. No action will be taken until a file is completed. The applicant will be notified by mail of the action taken.

To apply for admission the following materials must be sent to The Graduate School:

1. The completed Graduate Application for Admission (inside front cover of Graduate Catalog).

2. A $10 application fee.

3. Two copies of official transcripts from all colleges and universities attended.

4. Reference letters or rating forms (pages 8-9). Forms obtained from the college or department should be returned to the same source.

5. Scores from examinations which may be required for admission.

Graduate programs which require scores from the Graduate Record Examination or the
Graduate Management Admission Test scores are shown on pages 8-9. The TOEFL is required of all students whose native language is not English, unless they have graduated from a regionally accredited U.S. institution.

Application forms for the above test can be obtained by writing:

Educational Testing Service
Princeton, NJ 08540

UTK is an approved testing center for all examinations. Examination results reach the University in approximately six weeks.

All of the above documents become the property of the University and will not be returned.

Readmission

A student who has not attended the Graduate School at UTK for more than five quarters (including Summer Quarter) must apply for readmission. A readmission application should be submitted to the Graduate Office at least two weeks prior to the desired reentry date. A student who has attended another institution since enrollment at UTK must submit two official transcripts showing all course work and any degrees earned at that institution. The student will be notified by the Graduate School after admission has been taken. A student who is permitted to enroll and is subsequently denied readmission will receive credit for courses completed successfully. Future registration will not be allowed until readmission is granted.

Registration Procedures

Dates of registration are listed in the University Calendar (front of Catalog). To register, students should:

1. Report to the Graduate Office to obtain registration materials (scan form and Timetable of Classes).
2. Confer with an advisor assigned by the department to obtain approval of a schedule of courses and to have the scan form signed.
3. Return scan form to the Graduate Office or alternate location designated in Timetable.
4. Consult Timetable to complete registration.

Non-degree or provisional students in unencumbered programs (see pages 8-9) may obtain permission to register from the Graduate Office.

A preregistration period is scheduled each quarter for a subsequent quarter (see University Calendar). Any graduate student who has applied for admission can preregister. Information can be obtained from the Graduate Office. A student who participates in preregistration should obtain the computerized class schedule and pay fees on the first day of registration.

Failure to pay tuition and fees before the deadline listed each quarter in the Timetable of Classes will result in the assessment of a late registration fee. Retroactive registration is not permitted.

Family Educational Rights and Privacy Act

This act provides for confidentiality of student records; however, it also provides for basic identification of all students at UTK. Release of information to third parties includes directory information such as contained in the campus telephone book and sports brochures. Such information may include name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, and weight and height (for special activities). Notice of the categories to be contained in a publication will be given in advance. A period of one week is provided during which a student may request that such information not be released.

Student Identification Number

UTK requires assignment of an individual student number for internal identification of each student's record. The University began using the social security number as the student identification number prior to January 1, 1975; therefore, the federal law allows continued use of this number. However, if a student does not desire the social security number to be used, notification to the University must be made at the time of application for admission; a student identification number will be assigned instead. For prompt and accurate retrieval of records and for conducting business about their own records, students and alumni must give their student identification number. Student identification numbers, whether a social security number or an assigned number, are used administratively within the University only and are not given to third parties without expressed consent of the student.

Fees, Residency, Classification, and 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 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) previously paid to UTK Graduate School within past 12 months.) If a student applies but does not enter graduate school within twelve months after date of requested admission it will be necessary to resubmit the $10 application fee and application. This fee is not refundable.

**MAINTENANCE FEE (all students):**

- **PER QUARTER:** $263
- **TUTION (additional for Out-of-state students):**
  - **PER QUARTER:** $510

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:** $38 per quarter hour or fraction thereof; minimum charge $114.
- **Out-of-State:** $58 per quarter hour or fraction thereof; minimum charge $264.

**UNIVERSITY PROGRAMS AND SERVICES FEE:**

- **PER QUARTER:** $36

All graduate students taking more than 8 quarter hours per quarter will be assessed a University programs and services fee of $36 per quarter. Part-time students taking fewer than 9 quarter hours 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 $29. Part-time students taking fewer than 9 quarter hours 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 students who may have waiver of fees (tuition and/or maintenance), must pay the appropriate University Programs and Services Fee.

Students enrolled exclusively in Evening School or at off-campus centers will be exempt from the programs and services fee. Knoxville campus students taking a course load of 6-8 hours may elect to pay the full programs and services fee. Knoxville campus day students taking a course load of 3-8 hours may elect to pay the $11 student health fee plus the appropriate part-time programs and services fee. The student health fee is included in the full $36 programs and services fee. This fee is not refundable.

**LATE REGISTRATION FEE:**

All students are required to have a valid date 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 $55. See the University General Catalog for application of this fee. Doctoral students who must register retroactively for dissertation credit will be charged a late fee of $35 for each quarter of retroactive registration. The payment of fees with a check which is not honored by the bank will incur a service charge of $10 to $45, depending on the date the check is redeemed.

**MUSIC FEE:**

- One-half hour lesson per week, per quarter: $20
- One-hour lesson per week, per quarter: $40

Payable at registration by students receiving individual instruction in music.

**GRADUATION FEE:**

- Master's degree candidates: $16
- Doctoral degree candidates: $46

There is no additional charge for attendance, degree and/or maintenance fee, part-time students may elect to pay fees computed by the quarter hour credit (or audit) as follows:

- In-State: $38 per quarter hour or fraction thereof; minimum charge $114.
- Out-of-State: $58 per quarter hour or fraction thereof; minimum charge $264.

**DEFERRED PAYMENT SERVICE FEE:** $5

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 adjustment) 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.

FEES FOR COURSES NOT TAKEN FOR CREDIT:

Fees for courses audited are the same as for courses taken for credit. For fee purposes, courses listed for 0 credit hours 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 Services Center, 900 Volunteer Boulevard, whether or not fees have been paid, classes have been attended, or the student is on campus. A student may be considered as one-hour courses.

The effective date of withdrawal is the date the Withdrawal Office is notified by completion of the 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 already 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 a 90 percent fee refund. Withdrawal between 8 and 14 calendar days following regular registration permits a 70 percent fee refund. Withdrawal between 15 and 21 calendar days following regular registration permits a 50 percent fee refund. Withdrawal between 22 and 29 calendar days following regular registration permits a 30 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 drop deadline.

Part-time students may pay fees computed at the appropriate quarter-hour rate as indicated above. No charge is made for courses dropped during the first 5 calendar days following regular registration. A 40 percent charge is made for courses dropped between 6 and 14 calendar days following regular registration, and a 100 percent charge is made for courses dropped after 14 days. Students who drop courses are eligible for a waiver of fees and charges already incurred. Fees and charges are based on the length of the term for the course(s) dropped. The refund policy covering withdrawals and dropped courses for the summer quarter is based on the length of the term for the quarter. It is the student's responsibility to take the initiative to pay all University obligations promptly.

NOTE: All fees are subject to change. 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.

Residency Classification for Tuition Purposes

When a prospective student applies to The Graduate School, he/she is notified of residency classification in-state or out-of-state for tuition purposes. Classification is based on information supplied in the Graduate Application for Admission. A student does not acquire in-state residency status while enrolled full-time at a higher educational institution in Tennessee. Proof of in-state residence is the responsibility of the individual.

A student who is classified out-of-state and (1) resides in Tennessee, (2) works full-time in the state or at Fort Campbell, Kentucky, and (3) desires to attend UTK on a part-time basis (maximum 6 hours per week), for the Fall quarter, is eligible for a waiver of out-of-state tuition. The student must apply for the waiver prior to the date of registration each quarter. Forms are available from the Residency Clerk at the Graduate Office.

Assistantships and Fellowships: Graduate assistants, teaching assistants, and others whose fees are billed, prepaid, or waived must complete their registration with Student Financial Services before the first official day of classes for the quarter. Failure to notify the Student Financial Services Office promptly when withdrawing could result in a larger fee assessment. Withdrawal does not cancel fees and charges already incurred.

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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. Students who drop courses are eligible for a waiver of fees and charges already incurred. Fees and charges are based on the length of the term for the course(s) involved.

NOTE: All fees are subject to change. 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.

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A student who is classified out-of-state and (1) resides in Tennessee, (2) works full-time in the state or at Fort Campbell, Kentucky, and (3) desires to attend UTK on a part-time basis (maximum 6 hours per week), is eligible for a waiver of out-of-state tuition. The student must apply for the waiver prior to the date of registration each quarter. Forms are available from the Residency Clerk at the Graduate Office.

A student wishing to appeal a residency classification should contact the Residency Clerk in the Graduate Office, who will provide an application for reconsideration, a copy of the State regulations. The application should be submitted on or before the last day of registration for a given quarter, if the student is to be considered for reclassification that quarter.

Academic Common Market

The Academic Common Market is an interstate agreement among Southern states for sharing unique programs. Participating states are able to make arrangements for their residents who qualify for admission to enroll in specific programs at UTK on an in-state tuition basis, where these programs are not available in the state of residence.

Cooperating states in the Academic Common Market are Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, South Carolina, Tennessee, Texas, Virginia and West Virginia. Sixteen doctoral and fifteen Master's programs at UTK are approved by the Academic Common Market. Residents of these various states to enroll in-state tuition rates.

Residents of one of the member states who would like further information should contact the Residency Clerk at the Graduate Office or the Southern Regional Educational Board, 130 Sixth Street, N.W., Atlanta, GA 30313.

Financial Aid

UTK offers several types of financial assistance for which graduate students can apply. In-state and part-time, and full-time job opportunities with agencies and companies throughout the Knoxville area. Job interviews and minimal processing are required. (3) On-campus, part-time job opportunities are listed by the Student Employment Service. This listing of part-time jobs is based upon requests from on-campus agencies. Referrals are made in accordance with a student's skills and interest.

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Job Location and Development Office. The Financial Aid Office will endeavor to obtain job opportunities for every interested student.

**Loans:** Three types of loans are administered by the Financial Aid Office: (1) National Direct Student Loans; (2) The University of Tennessee Student Loans; (3) Guaranteed Student Loans, financed by certain banks and credit unions. The student should allow for three months' lead processing time when applying for a loan.

Financial aid programs, policies and procedures are subject to change. Students interested in applying for employment or loans should refer to the current Student Financial Aid Handbook and A Student Consumer's Guide to Federal Financial Aid Programs. Information and applications can be obtained from the Financial Aid Office.

Veterans' Benefits: Veterans, and widows or children of certain deceased or disabled veterans, who have been admitted to a degree program, can apply for benefits by contacting the Veterans Affairs Office. Maximum benefits are paid by the Veterans Administration for course loads of 9 or more graduate hours each quarter.

**General Regulations of The Graduate School**

**Advisor/Major Professor**

Every graduate student must have an advisor from the major department. This professor advises the student about courses, supervises the student's research, and acts as a channel of communication within the major department, to other departments and to The Graduate School. The advisor must approve the student's program before each registration and also must approve any changes in it. Many departments assign a temporary advisor to direct the entering student's work during the period in which the student is becoming acquainted with the institution and determining his focus of interest and work. In the department is forming a judgment concerning the candidate's promise as a scholar. As early as appropriate the student requests a professor in the major department to serve as the major professor. The major professor and student together select a graduate committee.

**Prerequisites**

Graduate work in any program must be preceded by sufficient undergraduate work in the major and related areas to satisfy the department that the student can do graduate work successfully in the chosen field. Individual undergraduate records are examined and evaluated by the appropriate department before admission to a degree program. Questions about program prerequisites should be addressed to the advisor.
unsatisfactory performance and cannot be used to satisfy degree requirements. (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course, but due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable the student to do additional work to raise a deficient grade. All incompletes must be removed within two quarters, excluding the summer quarter. If a supplementary grade report has not been received in the Graduate Office at the end of the second quarter, the I will be changed to an F. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an I on the record.

S/NC (carries credit hours, but no quality points), S is equivalent to a grade of B or better, and NC means no credit earned. Courses where NC is received may be repeated for a grade of S. S/NC grading is allowed only where indicated in the course description in the Graduate Catalog. The number of S/NC courses in a student's program is limited to one-fourth of the total credit hours required.

P/NP (carries credit hours, but no quality points), P indicates progress toward completion of a thesis or dissertation. NP indicates no progress.

W (carries no credit hours or quality points), indicates that the student withdrew from the course. No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC.

Proficiency Examinations

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are available in the Office of the Registrar, 209 Student Services Building. To be eligible, a student must be admitted to The Graduate School. The request for examination must be approved by the head of the department offering the course. Students applying for this privilege must present evidence to the department head that they have the knowledge and abilities expected of graduate students who have taken the same course. Upon passing such an examination with a minimum grade of B, the students will receive graduate credit. A maximum of one-fourth of the total credit hours in a Master's degree program may be earned by this method, subject to approval of the student's graduate committee. A fee of $10 must be paid before 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. Proficiency examinations taken at other institutions are not transferrable.

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. Some departments will require a higher minimum TOEFL score. The student must also pass an English proficiency examination given by the University prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 1221—Written and Oral English for Foreign Students (or another course assigned by the English Department) for undergraduate credit and pass with a grade of C or better. A student may not take more than 6 additional hours of course work while enrolled in English 1221. Those students whose scores indicate that they are not prepared to enter English 1221 will be referred to a program of intensive English study prior to taking the course.

Law Courses

Law courses are not available for graduate credit. However, a graduate student may take up to 6 semester hours of law courses and apply them toward a degree, upon approval of the College of Law and the student's major professor. The graduate student must register for law courses during the registration period at the College of Law and request an S/NC grade. If the student earns a 2.0 or better, an S will be recorded on the transcript. Below a 2.0, an NC will be recorded and the course cannot be used toward meeting degree requirements. Grades for law courses will not be reflected in the cumulative grade-point average. Different rules apply to students enrolled in the Dual J.D.-MBA program. Grades must be earned according to the grading system of the respective colleges, e.g., numerical grades for law courses, letter grades for graduate courses. The admission committee will determine acceptable to meet degree requirements. Only one cumulative GPA (law or graduate) will be carried on the student's transcript until graduation, at which time both the graduate and law cumulative will be added to the permanent record.

A student enrolled in the DBA program may use 8 semester hours or more of law courses for the supporting area under the arrangement described on p. 36.

Auditors

Persons who wish to attend certain classes regularly, without taking examinations or receiving grades or credit, may do so by completing a audit application, paying the application fee, registering as auditors, and paying regular fees.

Correspondence Study

No graduate credit is accepted at UTK for work done by correspondence study at any university.

Transfer Credits

Official transcripts must be sent directly to the Graduate Office from all institutions previously attended before any transfer of credit will be considered. In order to be transferred into a graduate program at UTK, the student must have:

1. taken professional credit;
2. taken a course that is equivalent to a required course in the student's degree plan;
3. not have been used for a previous degree;
4. been approved by the student's major professor;
5. be a part of a graduate program in which the student had a B average;
6. be a part of the student's program in which the student had a B average;
7. been accepted into the student's graduate program.

Residence Requirements

Residence is defined as full-time registration for a given quarter on the campus where the program is located. The summer quarter is included in this period.
Master's degree: no general Graduate School residence requirement.
Ed.S. degree: one quarter of residence if the student has a Master's degree; two consecutive quarters of residence if the student lacks a Master's degree.
Doctoral degree: minimum of three consecutive quarters of residence. Individual doctoral programs may have additional residence requirements.

Theses and Dissertations
All theses and dissertations are submitted to The Graduate School Thesis Consultant for examination. The Thesis Consultant will review the materials and assure that they are mechanically accurate and attractively presented, free of technical errors in format, suitable for binding, and reflect credit upon the University and The Graduate School. If the thesis or dissertation is not accepted, the student must make corrections and resubmit the materials.

The student and major professor together share the responsibility for the accuracy and professionalism of the final product of the student's research. The student should confer with the Thesis Consultant regarding problems and questions in the process of preparing the final copy. The UT Thesis and Dissertation Manual is the guide to correct format for the thesis or dissertation. A Thesis Workshop is held each fall and summer quarter for all students who will be writing theses and dissertations. The date for each Workshop is announced in the Graduate School News.

Academic Termination
Graduate education requires continuous evaluation of the student. This evaluation includes not only grade-point average but also subjective and objective evaluations such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also the subjective appraisal by the faculty of the student's progress and potential. Continuation in a program is determined by the consideration of all these points by the faculty and the department head.

Departments may have requirements for continuation or graduation in addition to the minimum requirements set forth in this Catalog. It is the student's responsibility to be familiar with the special requirements of her/his department or program.

Appeals Procedure
The student handbook, Hill Topics, published and distributed annually, contains statements of UTK standards of conduct and of all disciplinary regulations and procedures. Normally grievances should be handled at the departmental level through the student's advisor or the department or program head. Further appeal may be made to the Dean for Graduate Studies, the Vice Chancellor for Graduate Studies and Research, the Graduate Council, and the Chancellor. The By-Laws of the University (Article V, section 7) provide that any individual may ultimately appeal to the Board of Trustees, through the President. A copy of the Appeals Procedure is available in the Graduate Office.

Facilities and Services

Housing
Single Men and Women: Single graduate students are provided accommodations in facilities 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 community living units for groups of six to ten students with personal responsibility emphasized. The Holf 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 to University standards. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

A limited number of assistant head resident positions are available for single graduate students. The assistant head resident assists the head resident in coordinating and supervising operation of the hall. This is a live-in position with part-time responsibilities on a nine- and-a-half month appointment. 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 on or off-campus. Information and application for these facilities may be secured from the Office of Rental Properties, Stadium Hall.

Off-Campus Housing: Information and assistance in locating off-campus housing are available in the Off-Campus Housing Office, 336 University Center.

Vehicle Operation

And Parking
The University of Tennessee endeavors to provide adequate facilities for vehicles being operated by students and staff. However, areas available for parking are necessarily limited. To reduce the traffic congestion within the campus area, large student parking areas are located on the perimeter of the campus. Presently, FREE bus service is provided from the Main Campus to the Agricultural Campus. Also, bus service is provided to Married Student Housing Units at a nominal fee. 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. This information is published each year in the "University Traffic and Parking Regulations" and is available at registration or at the Security Building, 1115 UT Drive.

Services to the Physically Disabled
Services 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 academic departments, the office seeks to ensure that attendance at UTK 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.

The Office of Handicapped Student Services, 900 Volunteer Boulevard (Ground Floor—Student Counselling Building) offers academic support services and functions in an advocacy capacity for disabled students. The services include interpreters for hearing impaired students and readers for sight and other impaired persons. Also, the office assists with ordering recorded or Braille textbooks. As the needs of disabled students vary, the office seeks to individualize assistance to accommodate them. Further information is available in the Handicapped Student Services brochure and directory.

The University Library
The University of Tennessee, Knoxville Library owns approximately 1,400,000 volumes, more than 2,000,000 manuscripts, 58,000 microfilm reels and 1,150,000 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 reflects 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.

Library holdings in Knoxville are housed in the James D. Hoskins (Main) Library and its three branches: Agriculture-Veterinary Medicine, Music, and the John C. Hodges Lawgraduate Library. The Special Collections section in the Main Library is a repository of regional and local materials, Tennesseana, and other specialties, including legislative papers and memorabilia of many prominent people, figures. The Radiation Biology Archives comprises the files of a group of internationally renowned scientists. Special Collections materials are of particular interest to scholars in the fields of history, political science, social sciences, biological sciences, and the arts.

Library research holdings for faculty and
graduate students are augmented by the Reference Department and by Interlibrary Services. Reference provides access to bibliographic services offered by other institutions, such as current updates on new books. The Law Library on the Knoxville campus and the libraries located on the campuses in Chattanooga, Martin, Memphis, and Tullahoma are individually administered; all libraries of The University of Tennessee are accessible to all students and faculty in the system.

Computing Center

The University of Tennessee Computing Center (UTCC) provides computing facilities and services for the University's teaching, research, public service, and administrative activities. UTCC maintains close contact with the Knoxville 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 campuses in the UT System through job entry facilities located on each campus. At UTK, UTCC maintains a job entry station for each computer on the campus. UTCC also maintains a graphics center with two digitizing tablets, a graphics plotter and nine terminals, four storage and five refreshers. Another digitizing tablet, plotter, and storage terminal are available at SMC M-1.

UTCC's computers at Stokely Management Center are IBM 370/3031s and a DECsystem-10, which are used in research, instruction, and administrative work. UTCC also has an IBM 360/40 used exclusively for administrative work. Each IBM 370/3031 has four million bytes of memory. The DECsystem-10 has a 6909 configuration with 256K words of memory.

UTCC supports remote job entry stations with the IBM 370/3031-DECsystem-10 combination, and CalComp plotter. The IBM 370/3031s run under SVS with L/MOS II. The DECsystem-10 runs under TOPS-10. Time sharing features include VM/CMS and Coursewriter III on the 370/3031s, and APL, FORTRAN, BASIC, COBOL, MACRO, and other special purpose application programs on the DECsystem-10.

UTCC publishes a User's Guide, which describes the use of the IBM 370/3031s and the DECsystem-10 User's Guide, which describes the use of the DECsystem-10. The 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 users. Program writeups and special user's guides are also available.

UTCC periodically offers intensive training seminars of several days duration in computer utilization on the IBM 370/3031s and the DECsystem-10. These seminars are 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 UTCC Newsletter, the "Campus Capsule" section of the UT Daily Beacon, and "this week on campus", a publication announcing campus events.

Computing services can be requested via the request for services form available from the receptionist, 200 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 during their stay at UT. International Student Affairs serves as the official University representative in all matters involving immigration regulations. It coordinates such projects as a community volunteer program for international students, a Friendship Family program, and activities for student spouses. To aid the international student's understanding of American life, the office 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.

The International House is located near the campus, at 1601 West Clinch Avenue. Provided by UT and operated by the staff of the Office of International Student Affairs, the House is a social and recreational center where domestic and international students meet to relax and discuss matters of mutual interest. The small library at "I" House contains books and periodicals from all over the world. University facility is open during vacation periods.

International students applying for admission should write to The Graduate School.

Ombudsman Office

Personnel of the Ombudsman Office in the University Center assist students in the resolution of problems encountered by any aspect of the University. The office is open during the regular working day and students are welcome to drop in at their convenience. Problems are treated confidentially and are dealt with expeditiously. The Office does not replace existing structures but helps to insure their responsiveness to student needs.

Graduate Research Centers and Institutes

The University of Tennessee Space Institute

Energy, Environment, and Resources Center
E. Lumsdaine, Director, Ph.D. New Mexico State

The Energy, Environment, and Resources Center was created to encourage interdisciplinary studies at UT, directed at 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 materials for the program.

Current research includes environmental and human costs of coal production, utilization of energy, solar energy, energy conservation in buildings and industry, regional solid waste management, resource recovery, and energy education and information.

Transportation Center

Director: K. W. Heathington, Ph.D., Northwestern, P.E.
Associate Director: M. S. Bronzini, Ph.D., Pennsylvania State, P.E.
Assistant Directors: D. H. Jones, M.S., Tennessee, P. R. Tutt, M.S., Texas A&M

The Transportation Center, utilizing an interdisciplinary approach to transportation research, brings together both University faculty and students in a setting conducive to the solution of problems associated with the transportation of goods and people. The Center provides support for both undergraduate and graduate students in projects associated with research in the field of transportation. Such support, while providing needed financial assistance to students, enables the Transportation Center to undertake the research that ultimately leads to the solution of the nation's transportation problems.

The Center's contribution to the field and its success in meeting the challenges of contemporary transportation research is predicated on the philosophy that education and research, being equal members of a partnership, go hand-in-hand. In addition to education and research, the Transportation Center has played a leadership role in workshops, seminars, and short courses concerned with such diverse but related topics as benefit/cost analysis in state rail planning, highway rail grade crossing safety, noise assessment, remote sensing, urban public transportation management, ridesharing, transportation brokerage, intermodal transportation planning, child passenger safety, traffic engineering, transportation safety, urban transportation modeling, research management, and other areas of transportation interests.

The University of Tennessee Space Institute

C. H. Weaver, Dean, Ph.D., Wisconsin
A. A. Mason, Associate 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
through the School of Social Work, with programs in Nashville, Knoxville, and Memphis. For complete information concerning the program see page 155.

Requirements for Advanced Degrees

Master's Degrees

Master's degree programs are available with thesis and non-thesis options. These programs require 45 or more graduate hours of course work. In addition to the M.A. and M.S. degrees, a number of other degrees are offered, including the M.A.C.T., the MBA, and the M.S.S.W. A complete listing is found under "Majors and Degrees Available," on pages 8-9. For specific degree requirements, consult individual program descriptions listed by college and department in this Catalog. See also the chart, page 21, for a summary of procedures for the degree.

Course Requirements: A candidate for a Master's degree must complete a minimum of 45 hours of graduate credit in courses approved by the student's Master's committee. In thesis programs, a minimum of 9 quarter hours of credit in the major must be earned in course 5000 while the student is preparing the thesis. Hours applied to the Master's degree may be entirely from one major subject or may be distributed to include one or two minor areas. In a 45-hour program the major subject must include at least 18 hours of graduate course work, exclusive of course 5000, and a program that include fewer than 9 nor more than 18 hours of graduate credit.

At least one-half of the total hours in a Master's degree program must be taken at UTK in courses numbered at or above the 5000 level. Only 9 thesis hours can be counted toward this requirement.

Master's Committee: A committee composed of the major professor and at least two faculty members at the rank of assistant professor or above should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy (refer to Advisor/Major Professor, page 14). The responsibility of this committee is to assist the student in planning a course of study and carrying out research, and to ensure fulfillment of the degree requirements. If the student has a minor, one member of the committee must be from the minor department.

Admission to Candidacy: Application for admission to candidacy for the Master's degree is made as soon as possible after the student has completed any required prerequisites and 15 hours of graduate course work with a 3.0 average or higher in all graduate work. 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.

Thesis Registration: A student must be registered for course 5000 each quarter during work on the thesis, including a minimum of 3 hours the quarter in which the thesis is
accepted by The Graduate School. At least 9 hours of 5000 are required for the thesis option. After receiving the Master's degree, a student is no longer permitted to register for Thesis 5000.

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 concerned with course work and the thesis, measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. This examination, which must be scheduled through the Graduate Office, shall be held at least three weeks before the final date for approval and acceptance of theses by The Graduate School. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. In case of failure, the candidate may not apply for reexamination until the following quarter. The result of the second examination is final.

Thesis: The thesis represents the culmination of an original research project completed by the student. It must be prepared according to the UT Thesis and Dissertation Manual. Two copies of the thesis must be approved and accepted by The Graduate School. At least 9 hours of 5000 are required for the degree. A minimum of 9 hours is required to be taken outside the major department or area. A student accepted into a program with a Master's degree, or with acceptable work beyond the Master's degree, may have program requirements modified upon recommendation of the student's committee. However, no course work accepted for program requirements related to the student's program objectives. A maximum of 9 hours beyond the Master's degree may be transferred from another institution into an Ed.S. program. See Transfer Credits, page 15.

Courses numbered at the 3000 and 4000 levels from the time of enrollment in the graduate program are considered course work in a given area outside the student's major field. This committee is responsible for the selection of courses not taken for graduate credit and used in the student's program. Research and program of study. A non-thesis candidate must take an appropriate number of graduate hours. Additional work taken for S/NC grading may comprise the major field or area of specialization and, eventually, one or more collateral fields. The latter are defined as at least 9 hours of graduate course work beyond the Master's degree earned six years or more prior to admission to the program. Additional work taken for S/NC grading may comprise up to one-fourth of the student's total graduate hours.

Doctoral Degrees

Three doctoral degree programs are available: Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), and Doctor of Business Administration (DBA). Programs are listed under "Majors and Degrees Available," page 21. For additional information, consult individual program descriptions listed by college and department in this Catalog. See also the chart, page 22, for the summary of degree requirements.

Doctoral programs include a major field or area of specialization and, frequently, one or more collateral fields. The latter are defined as a minimum of 9 hours of course work in a given area outside the student's major field. Courses numbered at the 3000 and 4000 levels from the time of enrollment in the graduate program are considered course work in a given area outside the student's major field. This committee is responsible for the selection of courses not taken for graduate credit and used in the student's program. Research and program of study. A non-thesis candidate must take an appropriate number of graduate hours. Additional work taken for S/NC grading may comprise the major field or area of specialization and, eventually, one or more collateral fields. The latter are defined as at least 9 hours of graduate course work beyond the Master's degree earned six years or more prior to admission to the program. Additional work taken for S/NC grading may comprise up to one-fourth of the student's total graduate hours.

Doctoral Committee: The student and the major professor identify a doctoral committee, composed of at least four faculty members, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from a department other than that of the student's major field. The committee is nominated by the department head or college dean, and approved by The Graduate School. The committee should be formed during the student's first year of doctoral study. Subject to Graduate Council policies and individual program requirements, the committee must approve all course work applied toward the degree, certify the student's mastery of the major field and any collateral fields, direct the research, and recommend the dissertation for
approval and acceptance by The Graduate School.

Continuous Registration: The student must register continuously 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 summer quarters and the quarter in which the dissertation is approved. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of eight quarters. The request will be considered by The Graduate School upon recommendation of the department head.

Doctoral Examinations: Departments may, at their option, administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of a comprehensive examination and a final examination is required for all doctoral degrees.

1. Diagnostic or placement examinations, which can be written and/or oral, may be given to students on admission to the doctoral program to help determine the student's level of preparation, areas of strengths and weaknesses, and general background. Since courses bearing the same title may vary in content from institution to institution, the diagnostic or placement examinations are designed to aid in the selection of courses and to determine the student's preparation to continue doctoral work at UT.

2. Qualifying examinations, which may be written and/or oral, may be given to students near the end of their first year in the doctoral program. Qualifying examinations are designed to test the student's progress, general knowledge of fundamentals of the field, and fitness to continue with the more specialized aspects of the doctoral program.

3. The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the student has completed or nearly completed all prescribed courses. Thus, its successful completion indicates that, in the judgment of the faculty, the doctoral student can think analytically and creatively, has a comprehensive knowledge of the field and the specialty, knows how to use academic resources, and is deemed capable of completing the dissertation. The comprehensive examination must be passed prior to admission to candidacy.

The faculty of the graduate program and/or the student's doctoral committee will determine the content, nature and timing of the comprehensive examination and certify its successful completion. The department or committee may, at its discretion, subdivide the examination, administering portions of the examination at several times during the student's course of study. A written examination is required and oral examination is encouraged. Students should review carefully the written statement from each doctoral degree program which details the timing, areas covered, grading procedures, and provisions for repeating a failed examination.

4. A final examination (oral, or oral and written) on the student's dissertation, major field, and such other fields as the student's doctoral committee may specify, will be administered by all members of the doctoral committee after completion of the dissertation and all course requirements. This examination must be passed at least three weeks before the date of acceptance and approval of the dissertation by The Graduate School. The examination is normally scheduled through the Graduate Office. Final 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 examination is announced publicly and is open to all faculty members.

Language Requirements: Candidates for the Ph.D. degree may be required to demonstrate 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. Refer to the descriptions of individual programs. The doctoral committee will determine the specific language (or languages) required. Language requirements must be met at UT and cannot be transferred from another institution. When the student is prepared to take a language examination, he/she should complete an Application for Doctoral Language Examination at the Graduate Office in accordance with the dates and times for the examinations printed in the Graduate School News.

Satisfactory completion (grade of B or better) of a 3030 course in a language department may be substituted for a language examination. This course cannot be repeated to satisfy the language requirement.

Admission to Candidacy: A student may be admitted to candidacy for the doctoral degree after passing the comprehensive examination, fulfilling any language requirements (for Ph.D.), and maintaining at least a B average in all graduate course work. Admission to candidacy must be applied for and approved at least two full quarters prior to the date the degree is to be conferred. Each student is responsible for filing the admission to candidacy, which must be signed by the doctoral committee and the department head, and approved by the Vice Chancellor for Graduate Studies and Research.

Dissertation: The dissertation represents the 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 research.

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate’s program. Thus, a student working full time on the dissertation should register for 12 hours of 6000 per quarter. Two copies of the dissertation (prepared according to the regulations in the UT Thesis and Dissertation Manual) must be submitted to and accepted by The Graduate School. Each copy must include an approval sheet, signed by all members of the doctoral committee, which certifies to the Vice Chancellor for Graduate Studies and Research that they have examined the final copy and found that its form and content 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.

Time Limit: Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral degree program.
## Summary of Procedures for Master's and Specialist in Education 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 degree candidate</td>
<td>Graduate Office and Major department</td>
<td>Prior to completing 18 hours of graduate courses</td>
</tr>
<tr>
<td>Formation of Master's/Ed.S. committee</td>
<td>Advisor/Major professor</td>
<td>Prior to application for admission to candidacy</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy</td>
<td>Master's/Ed.S. committee</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 graduation</td>
</tr>
</tbody>
</table>

### GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

| Placement of name on graduation list                                      | Student                                                 | Indicate on registration materials         |
| Application for diploma                                                  | Graduate Office                                         | Deadline available at registration*        |
| Scheduling of final examination                                          | Graduate Office                                         | Not later than one week prior to final examination* |
| Final examination(s)                                                    | Master's/Ed.S. committee                                | Not later than three weeks prior to Commencement* |
| Removal of incomplete(s)                                                | Instructor of course                                    | Not later than one week prior to Commencement* |

### GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTION

| Placement of name on graduation list                                      | Student                                                 | Indicate on registration materials         |
| Application for diploma                                                  | Graduate Office                                         | Deadline available at registration*        |
| Submission of thesis/problems to Master’s/Ed.S. committee                 | Student                                                 | At least two weeks prior to final examination |
| Scheduling of final examination                                          | Graduate Office                                         | Not later than one week prior to final examination* |
| Final examination(s)                                                    | Master’s/Ed.S. committee                                | Not later than three weeks prior to thesis deadline* |
| Approval and acceptance of final copy of thesis and thesis card          | Master’s/Ed.S. committee and The Graduate School         | After final examination and not later than two weeks prior to Commencement* |
| Removal of incomplete(s)                                                | Instructor of course                                    | Not later than one week prior to Commencement* |

*Deadlines are printed in the Graduate School News quarterly.*
## Summary of Procedures for Doctoral Degrees

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<td>Graduate Office and Major department</td>
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</tr>
<tr>
<td>*Appointment of doctoral committee</td>
<td>Assistant Dean for Graduate Studies on recommendation of department head</td>
<td>Preferably during the first year of graduate study but, at the latest, prior to admission to candidacy</td>
</tr>
<tr>
<td>*Comprehensive examination</td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Foreign language examination(s)</em>*</td>
<td>Graduate Office</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Submission and approval of application for admission to candidacy (Forms at Graduate Office)</td>
<td>Doctoral committee and Vice Chancellor for Graduate Studies and Research</td>
<td>At least three quarters prior to graduation***</td>
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### GRADUATION REQUIREMENTS

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<tr>
<td>Submission of dissertation to doctoral committee</td>
<td>Student</td>
<td>At least two weeks prior to final examination</td>
</tr>
<tr>
<td>Scheduling of final examination</td>
<td>Graduate Office</td>
<td>Not later than one week prior to final examination***</td>
</tr>
<tr>
<td>Final examination(s)</td>
<td>Doctoral committee</td>
<td>Not later than three weeks prior to dissertation deadline***</td>
</tr>
<tr>
<td>Approval and acceptance of final copy of dissertation, doctoral forms, and thesis card</td>
<td>Doctoral committee and The Graduate School</td>
<td>After final examination and not later than two weeks prior to Commencement***</td>
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*The order of these items varies with individual programs.
**Not required in some programs.
***Deadlines are printed in the Graduate School News quarterly.