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 118 fields of specialization and doctoral work in 52. Approximately 6,000 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 UT'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 Associate Dean for Graduate Studies, the Assistant Dean 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. Copies of the News are available at the Graduate Office during the registration period. The Graduate School News, the minimum established by 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, 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.

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 order to earn graduate credit, a student must be enrolled in one of the categories listed below. Course work taken in any other status is ineligible for graduate credit and cannot be changed to graduate credit.

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 need not be declared, but some departments do not permit provisional 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 to register in courses allowed may be obtained from the department or from The Graduate School.

Admission to non-degree status 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 to continue enrollment in this status.

An international student on a non-immigrant visa cannot be admitted to non-degree status.

Provisional Admission: Applicants may be admitted as provisional students for one quarter (or, for one course in each of two quarters) who, for example:

1. desire graduate credit for a limited number of courses;

2. do not meet the minimum grade point average requirements;

3. wish to register for graduate courses while meeting any additional requirements for the non-degree admission.

The graduate application, $10 application fee, and proof of a Bachelor's degree from a college or university accredited by the appropriate regional accrediting agency are required. Copies of official proof are acceptable.

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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 persons at UTK without the consent of the individual. 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, degree 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 directory. 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 showing all course work and any degrees earned at that institution. The student will be notified by The Graduate School when action 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 unrestricted 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.

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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Tuition</td>
<td>$40 per quarter</td>
</tr>
<tr>
<td>Maintenance Fee</td>
<td>$46</td>
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<tr>
<td>Late Registration Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Deferral Payment Service Fee</td>
<td>$5</td>
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</tbody>
</table>

NOTE: Tuition fees are determined by the Board of Trustees and are subject to change without notice.
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 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 schedule is incomplete. Failure to attend class does not automatically withdraw 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 until this 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 100 percent charge. 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 28 calendar days following regular registration permits a 30 percent fee refund. The above withdrawal refund policy does not apply to the off-campus Graduate Centers. 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 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 dropped plus the percentage assessed for the hours dropped results in an amount less than that paid. A course on a student's schedule is officially dropped and becomes effective on the date that the change of registration form is processed on a drop/add terminal from school of class. The student will be deleted from the class roster. Rental charges and adjustments will be determined by the Office of Residence Halls in accordance with the terms of the housing agreement contract.

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 at the regular quarter-hour rate up to the maximum charge for a complete regular quarter.

The refund policy covering 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 submit a request on a form available at the Bursar's Office, where they should have their fee receipt validated and supply necessary details concerning fee payment waiver.

NOTE: All fees are subject to change. All charges and refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. The University reserves the right to correct any errors in fee or rental payments 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.

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 enter a program on a part-time basis (maximum 6 hours of course work per 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.

A student wishing to appeal a residency classification should contact the Residency Clerk in the Graduate Office, who will provide an application for reclassification and 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.
full-time employment are urged to contact the Job Location and Development Office. The Office of Scholarships and Financial Aid will endeavor to obtain job opportunities for every interested student. Loans: Three types of loans are administered by the Office of Scholarships and Financial Aid: (1) National Direct Student Loans; (2) The University of Tennessee Student Loans; (3) Guaranteed Student Loans, financed by certain state and federal agencies. The student should allow for three months' total processing time when applying for a loan. Students must apply through the Office of Scholarships and Financial Aid for all loan programs. Financial aid programs, policies and procedures are subject to change. Students receiving financial aid are expected to maintain satisfactory financial aid progress standards. Information and applications can be obtained from the Office of Scholarships and Financial Aid. 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. The advisor must be acquainted with the institution and determining the focus of research interests, as well as aware of the student and the department's policies. Each department may form a permanent advisory committee for each student. In some departments, the advisor is the department head. The advisor must approve the student's request to change a course or to withdraw from the course or from the university. The advisor must be familiar with the student's progress and the student's expectations. The advisor must provide guidance and support to the student. The advisor must be able to meet regularly with the student. The advisor must be able to offer advice and guidance to the student. The advisor must be able to attend departmental meetings and activities. The advisor must be able to provide feedback to the student. The advisor must be able to serve as a liaison between the student and the department.

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. The major professor and student together select a graduate committee.

Explanation of Course Listings

Each course listing in the Graduate Catalog contains information in an abbreviated form. The course number indicates the level at which the course is taught. All 5000-6000 level courses are graduate courses. The 3000-4000 level courses are open to undergraduate students and are available for graduate credit if listed in the Graduate Catalog, unless noted otherwise. To receive graduate credit for these, a student must so indicate on the registration material. The official course title appears in bold-faced type following the course number. Numbers in parentheses following the course title indicate the quarter hours credit. If the credit is variable, to be determined in consultation with the instructor, the minimum and maximum are shown (e.g. 2-3). The credit hours are followed by a course description indicating the content to be covered.

Pre-requisite courses must be taken prior to the course in question. Corequisite courses may be taken prior to or concurrently with the specific course. Recommended prerequisites should be taken previously but are not mandatory. Some courses may be repeated for a maximum number of hours allowable toward a degree program. This number is stated for each repeatable course with the exception of Thesis 5000 and Dissertation 6000. Courses may be cross-listed with two or more departments, an arrangement that is indicated by a parenthetical statement: (Same as Psychology 5432). The course description is given only under the primary department. "S/NC only" indicates that the course may be taken only for Satisfactory/No Credit grading. Refer to section on Grading System. At the discretion of the college, a corequisite course is offered for a specific quarter. Students should consult the appropriate department/program head concerning courses to be offered in future quarters.

Course Loads

The maximum load for a graduate student is 15 hours, and 9 to 12 hours is considered a full load. Students receiving financial assistance should consult with the department/program head concerning appropriate course loads. Courses audited do not count toward the minimum graduate hours required for financial assistance. Registration for more than 15 hours during any quarter is not permissible without prior approval of The Graduate School, which may allow registration of up to 18 hours if the student has achieved an average of 3.6 or better in at least 9 hours of graduate work. Students may enroll in only one course in a September or December mini-term.

Change of Registration

The permanent record will show all courses for which the student has registered except those audited and those from which he/she has withdrawn during the first 5 consecutive instructional days after the beginning of classes. Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make their spaces available to other students. Students have the responsibility to assure that they have been dropped. Otherwise they may receive a grade of F in the course.

The deadline for change of registration (e.g. from graduate to undergraduate, undergraduate to graduate, withdrawal) is set at mid-term, approximately 35 calendar days after the first day of classes each quarter. A student may change registration for a course at any time prior to and including this date by executing a change of registration form and submitting it to the Graduate Office. The signature of the appropriate department head is required on the form for all changes. The instructor's signature is required if the course is closed and/or after the first two weeks of classes. If the student withdraws from a course or from the University after the first 5 days of classes and before the change of registration deadline, he/she will receive a grade of F in the course. Change registration may not be changed from credit to audit after the first five days of classes. After the change of registration deadline, a student withdrawing from a course or from the University will receive a grade of F unless the student can demonstrate that the request for withdrawal is based on circumstances beyond the student's control. In the latter case, a grade of W will be entered on the permanent record.

To change registration in any way after the deadline, a student must present the request, together with documentary evidence of extenuating circumstances, to the Graduate Office. In addition, he/she must complete a change of registration form and questionnaire signed by the instructor(s) and advisor as evidence of their knowledge of the request. If the request is approved, the Graduate Office will notify the Office of Admissions and Records to enter the change on the student's permanent record.

Grading System

An average of B (3.0) on course work taken at UTK is required to receive any graduate degree from the University. Grades in The Graduate School have the following meanings:

A (4 quality points per quarter hour), superior performance.
B (3.5 quality points per quarter hour), better than satisfactory performance.
C (3 quality points per quarter hour), satisfactory performance.
G (2.5 quality points per quarter hour), better than unsatisfactory performance.
C+ (2 quality points per quarter hour), performance well below the standard expected of graduate students.
D (1 quality point per quarter hour), clearly unsatisfactory performance and

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cannot be used to satisfy degree requirements.
F (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I (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 a 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), W is given to students who withdraw 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 the approval of the student’s graduate committee. A fee of $10 must be paid before each examination. Proficiency examination results may 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 transferable.

**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 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. Refer to p. 35 for the grades acceptable to meet degree requirements. Only one cumulative GPA (law or graduate) will be calculated on the student's transcript until graduation, at which time both the graduate and law cumulatives 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. 35.

**Auditors and Audited Courses**

Persons who wish to attend certain classes regularly, without taking examinations or receiving grades or credit, may do so by enrolling as auditors, paying regular fees also are entitled to audit courses. The names of all auditors properly registered will appear on the intermediate class rolls, but will be removed from the final grade report. No record of audited coursework will appear on the permanent record.

**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. To be transferred into a graduate program at UTK, a course must:
1. be taken for graduate credit;
2. carry a grade of B or better;
3. be part of a graduate program in which the student had a B average;
4. not have been used for a previous degree; and
5. be approved by the student’s graduate committee and the Vice Chancellor for Graduate Studies and Research on the Admission to Candidacy form.

Courses transferred into any graduate program will not affect the minimum residence requirements for the program, nor will they be counted in determining the student’s grade point average. Credits transferred cannot be used to meet the above or 6000-level course work requirements. Credit for extension courses taken from other institutions is not transferable, nor is credit for any course taken at an unaccredited and/or foreign institution.

**Master’s degree**: A maximum of 9 quarter hours (or 6 semester hours) from institutions outside The University of Tennessee system may be transferred into a student’s Master’s program. In addition, the student may transfer courses taken at other campuses of The University of Tennessee. The total transfer work accepted may not exceed one-half of the student’s full program of course work. Transferred courses must have been completed within the six-year period prior to receipt of the degree. They will be placed on the student’s UTK transcript only after admission to candidacy.

**Ed.S. degree**: A maximum of 9 quarter hours of course work beyond the Master's degree may be transferred into an Ed.S. program. Transferred courses in the last 45 hours taken for the degree must have been completed within the six-year period prior to the receipt of the degree. They will be placed on the student’s UTK transcript only after admission to candidacy.

**Doctoral degree**: The number of hours the student may transfer into a doctoral program will be determined by the student’s doctoral committee. Although the courses transferred may be used as part of the requirements toward the degree, they will not be placed on the student’s UTK transcript.

**Change of Program**

A student who wishes to change a major program of study must complete a Request for Change of Graduate Program form which can be obtained from the Graduate Office. The form requires the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree or provisional status to a degree program, or from one degree to another within the same department. Acceptance into a new degree program is contingent upon review and approval by that department. If the student is not accepted into the program requested, he/she remains in the former department/program. The results of each
request for program change are communicated to the student by mail.

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.

Admission to a program requires a 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 advance of preparing the thesis or dissertation. 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 periodic 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 and programs 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 an appeal ultimately made may be considered by 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. Graduate students have tended to prefer the accommodations offered in Melrose and the Apex Apartment Residence Halls. Melrose Hall offers community living units for groups of six to ten students with personal responsibility emphasized. The Holt Avenue Apartment Residence Hall accommodates 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 provides excellent apartment facilities in several locations for married students. Information and application for these facilities may be secured from the Office of Residential Property, 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 operated by students and staff. However, areas available for parking are necessarily limited. To reduce 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, at the Security Building, 1115 UT Drive, and at the Campus Information Center at Circle Park.

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 alleviate the special mobility problems of the students. The Physical Plant Office coordinates efforts to eliminate physical barriers to the extent 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 Counseling Center Building) or the Office of the Dean of Admissions and Records, or the Office of the Vice Chancellor for Academic Affairs. 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 1,200,000 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 Undergraduate Library.

The Special Collections section in the Main Library is a repository of regional and local materials, Tennessee, and other specialties, including legislative papers and mementoes of many Tennessee political
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 computer-based data services and information retrieval, while Interlibrary Services borrows monographs and obtains copies of other material.

The Law Library on the Knoxville campus and the libraries located on the campuses in Chattanooga, Martin, Memphis, and Tullahoma are individually administered; each library of The University of Tennessee is 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, publishing, service, and administrative activities. UTCC maintains close contact with the UT 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 campuses in the UT System through its remote facilities located on each campus. At UTK, UTCC maintains seven job entry stations for batch work and nine sites for interactive computer work. UTCC maintains a graphics center with ten Tektronix graphics terminals, five storage and five refresh, two digitizing tablets, and a graphics plotter. Another digitizing tablet, plotter, and storage terminal are available at SMC M-1.

UTCC also provides data entry services with two Entrex 600/50 key-to-disk systems.

UTCC’s computers at Stokely Management Center which include two IBM 370/3031s, an IBM 4341/2, a DECSystem-10 with dual KL10 processors and a symmetrical multi-processor (SMP) configuration, and a DEC PDP 11/55 are used in research, instruction, and administrative work. UTCC also has an IBM 360/40 used exclusively for administrative work. A Celcomp 1051 plotter is used to produce graphics output from jobs run on the IBM and DEC computers at SMC. Each IBM 370/3031 has six million bytes of memory, the IBM 4341/2 has eight million bytes of memory, and the DECSystem-10 has 1024K words of memory. The DEC PDP 11/55 is used to support the WIDJET job submission and retrieval system.

The IBM 370/3031s run under SVS with HASP 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 including extensive graphics software support, 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 writers 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 UTK. 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, 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 1801 West Clinic Avenue. Provided by UTK 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 the "I" House contains books and periodicals from all over the world. This 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 with any aspect of the University. The office is open during the regular working hours 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 ensure their responsiveness to student needs.

Graduate Research Centers and Institutes

Energy, Environment, and Resources Center

Director: E. Lumadina, Sc.D. New Mexico State.
Associate Directors: R. A. Bohn, Ph.D. Washington; L. A. Chinard, Ph.D. Tennessee.

The Energy, Environment, and Resources Center was created to encourage interdisciplinary studies at UTK, 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 Directors: M. S. Bronzini, Ph.D. Pennsylvania State, P.E.; D. P. Middendorf, The Center, Tennessee.
Assistant Director: D. H. Jones, M.S. Tennessee.

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 undergraduate and graduate students, as well as faculty, 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 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 go hand-in-hand. In addition to education and research, the Transportation Center has played a leadership role in workshops, seminars, and short courses covering such topics as rail operations, planning, engineering, and management; transportation safety, noise assessment, remote sensing, transportation planning and management; ridesharing, transportation brokerages, traffic engineering and operations, and other areas of transportation interests.

The University of Tennessee Space Institute

Kenneth E. Harwell, Dean, Ph.D. California Institute of Technology
A. A. Mason, Associate Dean, Ph.D. Tennessee

The Space Institute is an interdisciplinary institute of graduate study and research offering the academic program leading to the Master's and Ph.D. degrees in selected areas of engineering and the aerospace and physical sciences.

The Institute occupies a 365-acre lakeshore campus near Tullahoma, Tennessee, conducive to the concentrated effort needed in advanced studies. Graduate degree programs are available with majors in Aerospace Engineering, Aviation Systems, Computer Science, Mathematics, Mechanical Engineering, Metallurgical Engineering, and Physics. In addition to the fundamental studies characteristic of each discipline, research opportunities are available in many aspects of atmospheric and space flight such as aerodynamics, atmospheric engineering, propulsion, flight performance, materials and structures, gas diagnostics including spectroscopic and electro-optic techniques, thermal sciences, energy conversion, remote sensing, computational fluid dynamics, microprocessors, and computer graphics.

The Institute was established in part to increase the research capacity and engineering resources of Tennessee through education and practice in relevant scientific and technical areas and in part to interface University faculty and student research with the Air Force Arnold Engineering Development Center.

The faculty, research activities, and facilities of the Institute and those available at Arnold Center through appropriate contractual arrangements provide students an unusual opportunity for significant research in these areas. Students who enroll at UT Knoxville must complete a minimum of 45 hours of graduate credit. The academic institutions of the state, public and private, in pursuing water resources research programs needed by 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 educational programs in fields relating to water resources and to encourage the entry of promising students into careers in these fields.

Off-campus Graduate Centers

Kingsport University Center: UTK offers at Kingsport resident graduate programs in science and engineering at both the Master's and doctoral levels. The program is operated within the policies set by the Graduate Council of UTK and 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 UTK. Information and application forms may be obtained from Jerry Westbrook, Director, Kingsport University Center, The University of Tennessee, Kingsport University Center, The University of Tennessee, University Boulevard, Kingsport, Tennessee 37660.

Oak Ridge Resident Graduate Program: UTK offers graduate study programs at Oak Ridge, with Master's degrees in Business Administration with a concentration in management, Industrial Education, and Statistics; the Master's and doctoral degrees are available in engineering, mathematics, and physical and biological sciences. Courses are given in the late afternoons, evenings, and Saturdays, with research facilities provided by and used in cooperation with the Oak Ridge Associated Universities (ORAU) and the Union Carbide Corporation, Nuclear Division.

This program is supported under a subcontract with ORAU with principal support coming from the U.S. Department of Energy. UT is one of the forty-three colleges and universities which sponsor ORAU, a nonprofit education and research management corporation.

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

Nashville Graduate Engineering Program: Opportunities for graduate study leading to the degree of Master of Science in Industrial Engineering and other disciplines, as the need and resources permit, are offered by UTK.

Students who enroll in these programs must be admitted to The Graduate School of UTK. Information and appropriate forms may be obtained from Jerry Westbrook, Director, Nashville Graduate Program, Tenth and Charlotte, Nashville, Tennessee 37203.

Chattanooga Graduate Education Program: UTK offers a graduate program in education leading to the Specialist in Education and the Doctor of Education degrees with a major in Educational Administration and Supervision. Students who enroll in this program must be admitted to The Graduate School of UTK.

Information and appropriate forms may be obtained from the Director, c/o Dean, College of Education, UTC, Chattanooga, Tennessee 37403.

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. Students have the opportunity to study and to do research in conjunction with the Biology Division of the Oak Ridge National Laboratory.

For complete information concerning the program see page 153.

School of Social Work: UTK 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 153.

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 degrees.

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.

At least two-thirds 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 prerequisite courses and 15 hours of graduate course work with a grade no lower than a C. All non-thesis students must submit the Admission to Candidacy form, with appropriate signatures, to the Graduate Office no later than commencement day of the quarter preceding the quarter in which the student plans to graduate.

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 until 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, scheduled 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. Final examinations not properly scheduled must be repeated. 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. After receiving the Master's degree, a student is no longer permitted to register for Thesis 5000.

Final Examination for Non-Thesis Students: A non-thesis student must pass a final oral examination on all work offered for the degree. A department may require an additional examination. The examination is not merely a test of work completed, but a measure of the student's ability to integrate material in the major and related fields. It must be scheduled through the Graduate Office in accordance with the deadlines specified in the Graduate School News and will be conducted by the Master's committee. Final examinations not properly scheduled must be repeated. Students taking the final examination but not otherwise using University facilities may pay a fee of $50 instead of registering. Students finishing incomplete courses, however, must register for a minimum of 3 quarter hours. In case of failure, the candidate may not apply for reexamination until the following quarter. The result of the second examination is final.

Time Limit: Candidates have six calendar years from the time of enrollment in The Graduate School to complete the degree. Students planning on completing their programs during this six-year period may be granted an extension after review and approval by The Graduate School. The candidate must have completed all course work within six calendar years of graduation.

Specialist in Education Degree

The Specialist in Education (Ed.S.) degree is offered in Supervision and Instruction, Educational Administration and Supervision, Educational Psychology and Guidance, Safety Education and Service, and Vocational-Technical Education.

Admission to Candidacy: Application for admission to the Ed.S. program requires acceptance by The Graduate School, and review and acceptance by the department or area in which the student is majoring. It is recommended that students who apply to the Ed.S. have at least one year of related work experience. Additional information on admission requirements can be obtained from the departments offering the degree. Also see the chart, page 21, for a summary of procedures for this degree. All deadlines are published quarterly in the Graduate School News.

Ed.S. Committee: A committee of at least three faculty members is assigned to each student. A minimum of two members of this committee must represent the department or area of specialization. Its responsibilities include formulating the student's program of coursework, supervising progress, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

Course Requirements: The student's program must consist of six quarters of study totaling not fewer than 90 quarter hours of graduate credit beyond the baccalaureate degree, with 36 of these 90 hours in the major area of specialization, including the work in the major area. The student must complete at least 30 quarter hours of graduate work. The major area of specialization must be based on the student's major field.

Doctoral Degrees

Three doctoral degree programs are available: Doctor of Philosophy (Ph.D.), Doctor of Educational Leadership (Ed.L.), and Doctor of Business Administration (DBA). Programs are listed under "Majors and Degrees Available," pages 6-9. For specific degree requirements, consult individual program descriptions listed by college and department in this Catalog. See also the chart, page 22, for the summary of procedures for doctoral degrees.

Doctoral degrees include a major field or area of specialization and, frequently, one or more collateral fields. The latter are defined as a minimum of 9 quarter hours of graduate course work in a given area outside the student's major field.

Course Requirements: Each doctoral student must take an appropriate number of 6000-level courses, usually a minimum of 9 quarter hours, at UTK. Normally a doctoral program includes a minimum of 36 hours of graduate course work beyond the Master's degree, graded A-F, plus the minimum 36 hours of dissertation work in course 6000. Additional work taken for S/N grading may not be applied toward the degree earned six years or more prior to admission to the program. This examination may be written and/or oral.

Research Requirements: See the program descriptions of individual departments and programs for listings of thesis, problems in lieu of thesis, and non-thesis options. Some programs offer only a thesis option. a. In the non-thesis program, a candidate will study research methodology and will demonstrate skill in adapting them to professional needs as defined by the major department.

b. In the thesis program, or programs in lieu of the thesis, 9 hours of research credit (5180-90, and 5200) must be earned in the preparation of an acceptable piece of work. The student must continue to register for 5200 while working on the project. The thesis is accepted by The Graduate School. The thesis must be prepared according to the instructions in the Research Requirements Manual, and approved by the student's committee prior to submission to The Graduate School. The result of the second examination is final.

Final Examination: A candidate presenting a thesis, or problems in lieu of thesis, must pass an oral examination and, in some departments, a written examination. A non-thesis student must pass a final oral examination on all work offered for the degree. The examination is not merely a test of work completed, but a demonstration of the candidate's ability to integrate materials in the major and related fields. Each examination must be scheduled through the Graduate Office before the deadlines and will be conducted by the student's committee. Final examinations not properly scheduled must be repeated. In case of failure, the candidate may not be reexamined until the following quarter. The result of the second examination is final.

Time Limit: Candidates have six calendar years from the time of entry into the last 45 hours of their degree programs to complete the Ed.S. degree.
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. This 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 and accepted by The Graduate School. A minimum total of 36 hours of course 6000 is required before the dissertation will be accepted. 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 placement examinations to students on admission to the doctoral program. Qualifying examinations are designed to test the student’s progress, major field, and such other fields as the student’s doctoral committee may specify. A student must 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 must be 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 must 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 UTK 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 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 excellence. 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

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<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

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>RESPONSIBILITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Indicate on registration materials</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Graduate Office</td>
<td>Deadline available at registration*</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>Master’s/Ed.S. committee</td>
<td>Not later than three weeks prior to Commencement*</td>
</tr>
<tr>
<td>Removal of incomplete(s)</td>
<td>Instructor of course</td>
<td>Not later than one week prior to Commencement*</td>
</tr>
</tbody>
</table>

### GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTION

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

*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>
<td>Prior to completing 18 hours of graduate courses</td>
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<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>
</tr>
</tbody>
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### GRADUATION REQUIREMENTS

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<td>Graduate Office</td>
<td>Deadline available at registration***</td>
</tr>
<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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<td>Removal of incomplete(s)</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.