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 112 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 of The Graduate School. 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 throughout 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. 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 developed 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 appointed members. Ex-officio members include the Dean, Associate Dean, and Assistant Dean of The Graduate School, and the Chair of the Research Council. The Graduate Office develops procedures to carry out the policies formulated 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 Office of Graduate Admissions and Records 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 Office of Graduate Admissions and Records.

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 ensure 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, the application process must be repeated.

Types of Admissions

Admission to a Graduate Degree Program: To earn graduate credit, a student must be enrolled in one of the categories listed below. Course work taken in any other status is unacceptable for graduate credit.

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. The equivalent of 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 evidence of scholarly achievement.

Refer to pages 8-9 and to descriptions 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 already 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 16 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. 16, for instructions); or
2. file a Plan of Study form with the Office of Graduate Admissions and Records 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 graduate 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 non-degree students to register for graduate courses. (See pages 8-9 for information on restricted courses.) Students should contact the Office of Graduate Admissions and Records or the department concerning registration for specific courses. Permission to register in unrestricted courses 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 seeks 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 may not enroll in the 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 non-degree status. Applicants should contact the Office of Graduate Admissions and Records or the department concerning registration for specific courses. Permission to register in unrestricted courses may be obtained from the department or from the Office of Graduate Admissions and Records.

Any student admitted to the provisional status must receive permission from The Graduate School to register for a second or succeeding quarter if admission to the non-degree or degree status has not been obtained. To be admitted to the non-degree or degree status, the student must earn at least a 3.0 grade average in all course work (graduate and undergraduate) taken in provisional status, to include at least six hours of graduate work. The Office of Graduate Admissions and Records will process the revision to non-degree status if all requirements are met. To apply for a specific degree program, the student must submit the Request for Revision of Graduate Program form to the Office of Graduate Admissions and Records.

Provisional admission does not assure admission to a non-degree or degree program. A student who hopes to enter a degree program will be directed to the appropriate department.

The student who fails to complete provisional admission within seven weeks after registration will NOT be permitted to register again nor receive a copy of the transcripts showing the course work taken, until all admission requirements are met.

An international student on a non-immigrant visa may not enroll in the provisional status. Admission to non-degree or degree status must receive permission from The Graduate School and Records only if students who have outstanding records. An international student must have an equivalent 4-year Bachelor's degree with at least a B average on undergraduate course work and a B or on all previous graduate work. On various grading scales, this would indicate:

- a. 3.0 and 3.5 on 4.0 scale;
- b. 14 and 15 on 20 point scale;
- c. 80.0 from Chinese institutions;
- d. 1st Class Division from Indian institutions;
- e. Upper 2nd Class Honors on various British systems.

Other grading systems will be evaluated upon receipt of transcripts.

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 made in writing by the student and endorsed by the UTK department admitting the student. The Office of Graduate Admissions and Records must be notified if a change in the admission date occurs.

Dates for submission of applications are:

<table>
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<tr>
<th>Quarter</th>
<th>Submission Date</th>
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<tbody>
<tr>
<td>Summer</td>
<td>July 1</td>
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<tr>
<td>Fall</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Winter</td>
<td>Jan. 15</td>
</tr>
<tr>
<td>Spring</td>
<td>April 1</td>
</tr>
</tbody>
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The following items must be received before admission will be considered:

1. A completed application form with a $10 non-refundable processing fee.
2. Official or attested university records, with certified translations if the records are not in English. (Notarized copies are not acceptable.)
3. Certification of English proficiency. Every student whose native language is not English must either submit a score of 525 or above on the Test of English as a Foreign Language (TOEFL), taken within the past two years, or have received a degree from an accredited U.S. institution.
4. Documented evidence of financial resources sufficient to support the student with at least U.S. $10,200 per calendar year during the period of enrollment.
5. Results of the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), if required.
6. Letters of recommendation or rating forms, if required.

Admission must be granted and financial documentation and degree confirmation must be received prior to issuance of an I-20 or DS-2019 form required to obtain a visa. The Graduate School will not issue these forms after the following dates:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Spring</td>
<td>Jan. 15</td>
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The University will not enroll any student who has not been notified of acceptance by the Graduate School.

All students whose native language is not English must take an English Proficiency examination after arrival at UTK. Refer to section on English Proficiency, page 15.

Eligibility of Seniors: Subject to approval by 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 Office of Graduate Admissions and Records.

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.
2. 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 Office of Graduate Admissions and Records. 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 or 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 normally be admitted to candidacy for a doctoral degree at UTK. Exception may be made 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 the person desires to become a candidate for
for a degree, must make formal application for admission to The Graduate School or apply for transfer status. Notice that is 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. 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 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 tests can be obtained by writing:

Educational Testing Service
Princeton, NJ 08540

UTK is an approved testing center for all tests.

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

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 Office of Graduate Admissions and Records. 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 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 will be given in advance. A period of one week is provided during which a student may request that such information not be released.

Registration Procedures

Registration is required of all graduate students when using University facilities and services. Failure to register results in the loss of 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 Office of Graduate Admissions and Records 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 when action has been taken by the department/program and The Graduate School. 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.

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, federal law allows continued use of this number. However, if a student does not desire to use the social security number, notification to the University must be made at the time of application for admission. A student identification number will then be assigned instead. For promotion 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 social security numbers or assigned numbers, are used administratively within the University only and are not given to third parties without expressed consent of the student.

Universities 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**: $303

**TUITION (all students)**

- **PER QUARTER $303**
- **PER QUARTER $587**

**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**
  - $44 per quarter hour or fraction thereof; minimum charge $132.
- **Out-of-State**
  - $100 per quarter hour or fraction thereof; minimum charge $306.

**UNIVERSITY PROGRAMS AND SERVICES FEE**: $46

The fee for the summer quarter is $35. Part-time students taking fewer than 9 quarter hours will be assessed at the rate of $3 per quarter hour or fraction thereof; minimum charge $9.

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.

Knoxville campus day 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 3-5 hours may elect to pay the $13 student health fee plus the appropriate part-time programs and services fee. The student health fee is included in the full $46 programs and services fee. This fee is not refundable.

**LATE REGISTRATION FEE**: $35

All students are required to have a validated fee receipt to complete the registration procedure. This includes students whose fees are billed, prepaid, or waived. Students who do not complete registration on the regular dates scheduled for this purpose will be charged a late registration fee of $2 up to $60. 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: $20
- One-hour lesson per week: $40

Payable at registration by students receiving individual instruction in music.

**GRADUATION FEE:**
- Master's degree candidates: $16
- Doctoral degree candidates: $51

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

**DEFERRED PAYMENT SERVICE FEE:**... $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:**
Once a schedule has been received by the student, withdrawal from school for the quarter 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 or drop a student from school or class.

The effective date of withdrawal is the date the Withdrawal Office is notified by completion of the official withdrawal request form. The appropriateness of the number 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 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 continued plus the percentage assessed for the hours dropped results in an amount less than that paid. A course on a student’s schedule is officially dropped, and the drop becomes effective, on the date that the change of registration form is processed on a drop/add terminal. Any refund due for dropped courses will be made after the final audit at the end of the quarter.

**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 complete their registration with the Bursar’s Office, where they should have their fee receipts validated and supply necessary details concerning fee payment waiver.

**NOTE:** All fees are subject to change. 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 until 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 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 in the Office of Graduate Admissions and Records.

A student wishing to appeal a residency classification should contact the Residency Clerk, who will provide an application for reclassification and a copy of the State regulations. The application must 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 are fully admitted to 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. Twenty doctoral, one Specialist in Education, and sixteen Master’s programs at UTK are approved by the Academic Common Market for residents of these states to enroll at in-state tuition rates.

Residents of one of the member states who seek further information should contact the Residency Clerk in the Office of Graduate Admissions and Records 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 may apply:

- **Assistantships and Fellowships:** Graduate assistantships, scholarships, and traineeships are offered through many departments. Information concerning these types of assistance can be obtained from the department in which the student plans to study.
The Hilton A. Smith Graduate Fellowships for full-time study at UT are awarded on the basis of scholarly performance as evidenced by grades and faculty recommendations. Candidates from any field of study are invited to apply if they have a 3.4 grade point average or above in all previous academic work. The fellowships include monthly stipends, tuition, and maintenance fees. Application packets are available from the Office of Graduate Admissions and Records after November. Completed applications, including all supporting materials, must be submitted to the Assistant Director of Graduate Admissions by January 15. Offers of awards are announced by March 15.

Employment: Three sources of student employment are coordinated by the Office of Scholarships and Financial Aid. (1) The federally-sponsored College Work-Study Program provides part-time jobs for U.S. citizens or permanent residents who have demonstrated financial need. The Financial Aid Form or Family Financial Statement is required. (2) Job Location and Development Office lists off-campus, part-time, and full-time job opportunities with agencies and companies throughout the Knoxville area. Job interviews and minimal processing are required. Off-campus jobs are limited to U.S. citizens or permanent residents. (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 interests.

Students needing either part-time or 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 all interested students.

Loans: Three types of loans are administered by the Office of Scholarships and Financial Aid: (1) National Direct Student Loans (FAF or FFS must be filed); (2) The University of Tennessee Student Loans; (3) Guaranteed Student Loans, financed by certain lending institutions.

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 students are examined and evaluated by the appropriate department before admission to a degree program. Questions about program prerequisites should be addressed to the advisor.

Course Listings

Each course listing in the Graduate Catalog contains information on course credits and fees. Course numbers indicate the level at which the course is taught. All 5000-6000 level courses are graduate courses. The 3000-4000 level courses are upper division courses 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 formal 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.

Prerequisite 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 indicated by a parenthetical statement: (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 end of most course descriptions is a symbol indicating the quarter or frequency that the course normally is offered: F-Fall, Su-Summer, W-Winter, D-Drop any quarter, Sp-Spring. These codes are indicated only for Knoxville campus classes and are subject to change without notice. The Timetable of Classes, published several weeks prior to each quarter, is the official notification of courses offered for a specific quarter. Students should contact the appropriate department/program head concerning courses to be offered in future quarters.

Change of Registration

The permanent record will show all courses for which the student has registered except those audited and those from which the student 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 appropriate department/program head may be cross-listed with two or more departments, an arrangement indicated by a parenthetical statement: (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.

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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 aid should consult with the department/program head concerning appropriate course loads. Courses audited do not count toward 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.

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 Office of Graduate Admissions and Records. The signature of the advisor or 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 W on the permanent record.

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 facilitates 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 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 the focus of research interests, and in which 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.
Course 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 it can be demonstrated 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 the extenuating circumstances, to the Office of Graduate Admissions and Records. In addition, the student must complete a change of registration form and questionnaire signed by the instructor(s) and a letter as evidence of their knowledge of the request. If the request is approved, the Office of Graduate Admissions and Records 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
- B (3 quality points per quarter hour), satisfactory performance
- C+ (2.5 quality points per quarter hour), less than satisfactory 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 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), 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 Office of Graduate Admissions and Records at the end of the second quarter, the I will be changed to an F.

The course will not be counted in the minimum hours required. S/NC (carries credit hours, but no 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. A graduate student may not do additional work to raise a final grade.

Proficiency Examinations
A proficiency examination may be given in academic examinations taken for graduate credit. Applications for proficiency examinations are available in the Office of the Registrar. 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 ability to 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 student taking one-fourth of the total credit hours in a Master's 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 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 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 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. If such a course has been completed, the student must present a grade of C or better. A student may not take more than 6 additional hours of course work while enrolled in English 1221. These students whose performance on the examination indicates 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
A graduate student may take up to 6 semester hours of law courses and apply them toward a graduate 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 degree requirements. Grades for law courses will not be reflected in the cumulative grade point average; law courses do not carry graduate credit.

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. 38 for grades 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. 37.

Auditors and Audited Courses
Persons who wish to attend certain classes regularly, without taking examinations or receiving grades or credit, may do so by completing a graduate application, paying the appropriate fees, registering as an auditor, and paying regular fees. Graduate students paying regular fees also are entitled to audit courses. The names of all auditors properly registered will appear on the permanent record. 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 Office of Graduate Admissions and Records from all institutions previously attended by 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 a part of a graduate program in which the student had a B or better;
4. have been used for a previous degree;
5. be approved by the student's graduate committee and The Graduate School on the Admission to Candidacy form.

Credit for extension courses not transferable. Credit for extension courses taken from other institutions is not transferable, nor is credit for any course.
presented, free of technical errors in format, suitable for binding, and reflected upon the University and The Graduate School. If the thesis or dissertation is not accepted, the student must make corrections and submit the materials.

The student and major professor together share the responsibility for the accuracy and professional appearance of the thesis or dissertation. The thesis should be 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.

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 Office of Graduate Admissions and Records. The form requires the signature of the department in which admission was previously granted. No signature is required if the student changes from a 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 the 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 requirements.

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: the student must complete 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 to assure that they are mechanically accurate and attractively

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 subjective appraisal by the faculty of the student's progress and potential. Continuation in a program is determined by the consideration of all these factors by the faculty and the department head.

Departments and programs may have requirements for continuation or graduation in addition to the minimum requirements stated 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 of The Graduate School, 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 Office of Graduate Admissions and Records.

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 accommodations offered in

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 assure that attendance at UT is as convenient as possible for students with physical disabilities. These services include assistance during registration (preregistration, collection of class schedules, payment of fees, and acquisition 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 extent possible, with priority being given to academic buildings.

The Office of the Dean of Admissions and Records assists students in the scheduling of special class sections 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) offers a memnic support system in association with the University Center for the Physically Handicapped. The services include counseling for all disabled students, interpreters for hearing-impaired students, Braille or large print course materials and auditory aids for sight and other print-impaired students. Also, the office assists with ordering recorded textbooks. As the needs of disabled students vary, the office seeks to accommodate them. Further information is available in the Handicapped Student Services brochure.

The University Library

The University of Tennessee, Knoxville Library owns approximately 1,450,000 volumes, more than 2,200,000 manuscripts, 62,000 microfilm reels and 1,400,000 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 maintains a comprehensive collection 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 John C. Hodges Undergraduate 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 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 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, public service, and administrative activities.

UTCC offices and principal computing facilities are located on the first two floors of the Stokely Management Center (SMC) and on the P2 level and first floor of Andy Holt Tower. The computers at SMC include two IBM 370/3031's, an IBM 4341/2, a DECSystem-10 with dual KL10 processors in a symmetrical multi-processor (SMP) configuration, and a DEC PDP 11/55.

An IBM 360/40 located in Andy Holt Tower is used exclusively for administrative work. Data entry services are provided with two Nixdorf 600/55 key-to-disk systems also located in Andy Holt Tower.

A IBM 3031's operate under MVS/SP with JES2, the IBM 4341 operates under VM/SP, and the IBM 360/40 operates under DOS with POWER II. The DECSystem-10 operates under TOPS-10 with Galaxy.

Time sharing features on the IBM computers include Coursewriter III and VM/CMS, with FORTRAN, PROLOG, COBOL, PASCO, and SAS/GRAPH. The DECSystem-10 time sharing system provides APL, FORTRAN, BASIC, COBOL, MACRO, and other special purpose application programs, including extensive graphics software support. Each IBM 3031 has six million bytes of memory, the IBM 4341/2 has eight million bytes of memory, and the DECSystem-10 has 1.25 million words of memory.

UTCC maintains eight remote job entry stations for batch work and 15 sites for interactive computer work on the Knoxville campus and supplies computing services to the other campuses in the UT system through remote job entry facilities.

A graphics center with ten Tektronix graphics terminals, five storage and five refresh, two digitizing tablets, and one graphics plotter is located in Ferris Hall. Additional graphics equipment, including three terminals, a large digital tablet, and a plotter, is located in the user work area in the Art and Architecture Building. A Calcomp 1051 plotter is used to produce graphics output from jobs run on both the IBM and DECSystem-10 computers.

UTCC publishes a User's Guide which describes the use of the IBM computers 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 special items of interest to users. Program writeups and special user's guides are also available.

UTCC periodically offers intensive training seminars on the utilization of the IBM and DECSystem-10 computers for faculty, staff, and graduate students. UTCC also 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.

Center for International Education

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. The Center serves as the University's 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.

The International House is located on campus, at 1515 Cumberland Ave. Provided by UT and operated by the staff of the Center for International Education, 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 around the world. The University Center facility is open 365 days of the year. 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 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 ensure their responsiveness to student needs.

Graduate Research Centers and Institutes

Energy, Environment, and Resources Center

Director: E. W. Cogdazian, Jr., Ph.D. California Institute of Technology

Associate Directors:
R. A. Bonn, Ph.D. Washington;
L. A. Cima, 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 universities 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: M. S. Bronzin, Ph.D. Pennsylvania State, P.E.
Associate Director: D. P. Middendorf, Ph.D. Tennessee.
Assistant Directors: J. D. Beeson, B.S. Emporia; D. H. Jones, M.S. Tennessee, P.E.

The Transportation Center, utilizing an interdisciplinary approach to transportation research, brings together 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 contributes to the solution of the nation's transportation problems.

The Center's contributions to the field and its success in meeting the challenges of contemporary transportation research are 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 concerning such topics as rail and inland waterway operations, planning, engineering, and management; transportation safety, noise assessment, remote sensing, transportation planning and management; ridesharing, transportation brokerage, traffic engineering, and operations, and other areas.

Water Resources Research Center

W. F. Brandes, Director, M.S. Illinois, P.E.

The Water Resources Research Center is a federally-designated institute for the conduct of water research for the state. The purposes of the Center are: (1) to assist and support all the academic institutions of the state, public and private, in pursuing water resources research programs 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 education 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 formulated 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 Marvin K. Goodman, Director, 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 work leading to 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 Union Carbide Nuclear Division. 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 Education 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 Engineering Program, Ninth 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. Graduate students have the opportunity to study and do research in conjunction with the Biology Division of the Oak Ridge National Laboratory.

For complete information concerning the program see page 146.

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 Knoxville, Nashville, and Memphis.

For complete information concerning the program see page 158.
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 "Major Areas 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 admission to candidacy for the Master's degree programs available.

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. 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 department or area, 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 minor must include not fewer than 9 nor more than 18 hours of graduate credit.

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. 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 assure 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 3.0 average or higher in all graduate work. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Office of Graduate Admissions and Records 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, which 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, scheduled through the Office of Graduate Admissions and Records, must be held at least three weeks before the 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.

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 for the Ed.S. have at least one year of full-time 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. Committees: A committee of at least three faculty members, the degree advisor and at least two faculty members, is required for 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 course work, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

Course Requirements: The student's program involves a minimum of 45 hours of study totaling no fewer than 90 quarter hours of graduate credit beyond the baccalaureate degree. A minimum of 9 hours is required outside the major department or area. A student must complete 30 of these hours in 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 modifications will be permitted in examination and research requirements, nor in the minimum 9 graduate hours required outside the major. All prior course work accepted for degree credit must be related to the student's program objectives. A maximum of 9 hours beyond the Master's degree may be transferred from another institution to an Ed.S. program. See Transfer Credits, page 15.

Courses numbered at the 3000 and 4000 levels required for certification through UTK may not be taken for graduate credit and used as part of the course work in the major. At least one-half of the last 45 quarter hours of work included in the degree must be taken in 5000- or 6000-level courses.

Admission to Candidacy: The Admission to Candidacy form, signed by the student's committee, is submitted to the Office of Graduate Admissions and Records no later than commencement day of the quarter preceding the quarter in which the student is accepted by The Graduate School.

Time Limit: Candidates have six calendar years from the time of enrollment in The Graduate School to complete the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by The Graduate School. In any event, courses used toward the Master's degree must have been taken within six calendar years of graduation.

Specialist in Education Degree

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

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 for the Ed.S. program have at least one year of full-time 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. Committees: A committee of at least three faculty members, the degree advisor and at least two faculty members, is required for 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, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

Course Requirements: The student's program involves a minimum of 45 hours of study totaling no fewer than 90 quarter hours of graduate credit beyond the baccalaureate degree. A minimum of 9 hours is required outside the major department or area. A student must complete 30 of these hours in 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 modifications will be permitted in examination and research requirements, nor in the minimum 9 graduate hours required outside the major. All prior course work accepted for degree credit must be related to the student's program objectives. A maximum of 9 hours beyond the Master's degree may be transferred from another institution to an Ed.S. program. See Transfer Credits, page 15.

Courses numbered at the 3000 and 4000 levels required for certification through UTK may not be taken for graduate credit and used as part of the course work in the major. At least one-half of the last 45 quarter hours of work included in the degree must be taken in 5000- or 6000-level courses.

Admission to Candidacy: The Admission to Candidacy form, signed by the student's committee, is submitted to the Office of Graduate Admissions and Records no later than commencement day of the quarter preceding the quarter in which the student is accepted by The Graduate School.

Time Limit: Candidates have six calendar years from the time of enrollment in The Graduate School to complete the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by The Graduate School. In any event, courses used toward the Master's degree must have been taken within six calendar years of graduation.
Degree, certify the student's mastery of the dean, and approved by The Graduate School.

Continuous Registration: The student must register continuously for course 6000.

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," 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 a summary of procedures for doctoral degrees.

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 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 UT Knoxville. A doctoral program includes a minimum of 36 hours of graduate course work. Admission to doctoral study at UTK is normally taken at 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 familiarity with the more specialized aspects of the doctoral program.

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 tenure of the degree. When the examination is required and oral examination is encouraged. Students should review carefully the written statement from each doctoral degree program which details the timing, format, resources and procedures, and provisions for repeating a failed examination.

A final examination (oral, or oral and written) on the 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 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 dissertation 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 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 fields within the Catalog to determine the specific language (or languages) required. Language requirements must be met at UT Knoxville and cannot be transferred from another institution. When the student is prepared to take the language examination, he/she should complete an Application for Doctoral Language Examination at the office of Graduate Admissions and Records 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 2030 course in a language department may be substituted for a language examination.

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. The student responsible for filing the admission to candidacy, which must be signed by the doctoral committee and approved by The Graduate School.

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 UTK Guide to the Preparation of Theses and Dissertations) 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 Graduate School that they have examined the final copy and found that its form and content demonstrate scholarly excellence. Doctoral forms and a thesis abstract are also submitted. The student should check with the department head concerning additional required copies of the dissertation.

Tima Law: Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of the student's first enrollment in a doctoral degree program.
## Summary of Procedures for Master's and Specialist in Education Degrees

### PROCEDURES UNDER DIRECTION OF DATE

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Office/Committee</th>
<th>Date/Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
<td>Office of Graduate Admissions and Records 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>The Graduate School</td>
<td>Prior to graduation</td>
</tr>
</tbody>
</table>

### GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Office/Committee</th>
<th>Deadline/Timeframe</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>Office of Graduate Admissions and Records</td>
<td>Deadline available at registration*</td>
</tr>
<tr>
<td>Scheduling of final examination</td>
<td>Office of Graduate Admissions and Records</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>
<thead>
<tr>
<th>Requirement</th>
<th>Office/Committee</th>
<th>Deadline/Timeframe</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>Office of Graduate Admissions and Records</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>Office of Graduate Admissions and Records</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>
</tr>
</tbody>
</table>

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

### PROCEDURES

<table>
<thead>
<tr>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
<td>Prior to completing 16 hours of graduate courses</td>
</tr>
<tr>
<td><em>Appointment of doctoral committee</em></td>
<td>Preferably during the first year of graduate study but, at the latest, prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Comprehensive examination</em></td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Foreign language examination(s)</em>*</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Submission and approval of application for admission to candidacy</td>
<td>At least three quarters prior to graduation***</td>
</tr>
</tbody>
</table>

### GRADUATION REQUIREMENTS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Indicate on registration materials</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Deadline available at registration***</td>
</tr>
<tr>
<td>Submission of dissertation to doctoral committee</td>
<td>At least two weeks prior to final examination</td>
</tr>
<tr>
<td>Scheduling of final examination</td>
<td>Not later than one week prior to final examination***</td>
</tr>
<tr>
<td>Final examination(s)</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>After final examination and not later than two weeks prior to Commencement***</td>
</tr>
<tr>
<td>Removal of incomplete(s)</td>
<td>Not later than one week prior to Commencement***</td>
</tr>
</tbody>
</table>

*The order of these items varies with individual programs.

**Not required in some programs.

***Deadlines are printed in the Graduate School News quarterly.