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 or 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 before 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

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 and cannot be changed to graduate credit.

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. 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 study, letters of recommendation from professors familiar with the applicant's capabilities, and other 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, before accumulating 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. 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 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.

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 109 fields of specialization and doctoral work in 61. 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 the 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 UTK's graduate effort. At the same time, the University employs a variety of modes, traditional and non-
degree must fall within the time limit specified for the degree.

The graduate application, $15 fee, and one (1) official transcript 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 non-degree students to register for graduate courses. (See pages 9 for information on restricted programs.) Every graduate student must meet with an academic advisor at least once a quarter to discuss his/her program. If no advisor has been assigned, the department head or designee is the advisor. For a non-degree student who has no declared major, the Assistant Dean of The Graduate School or designee is the advisor if the program is unrestricted. For restricted programs, the student must have an advisor from the academic unit.

Admission to non-degree status does not assure admission to a degree program. The student who wishes 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 non-degree status. An international student on a non-immigrant visa may not enroll in the non-degree status.

Provisional Admission: Applicants may be admitted to provisional status, either 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 awaiting fulfillment of enrollment requirements for non-degree admission.

The graduate application, $15 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.

A major area need not be declared, but some departments do not permit provisional students to register for graduate courses. (See pages 9 for information on restricted programs.) Every graduate student must meet with an academic advisor at least once a quarter to discuss his/her program. If no advisor has been assigned, the department head or designee is the advisor. For a provisionally admitted student who has no declared major, the Assistant Dean of The Graduate School or designee is the advisor if the program is unrestricted. For restricted programs, the student must have an advisor from the academic unit.

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, students must maintain 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 change to non-degree status if all requirements are met. To apply for a specific degree program, the student must submit the Request for Change of Graduate Program form to the Office of Graduate Admissions and Records. The Office does not assure admission to a non-degree or degree program. If the student who wishes to enter a degree program is enrolled as provisional status.

The student who fails to complete provi- sional admission within seven weeks after registration will not be permitted to register again. NURC receives a copy of the transcripts showing the course work taken, until all administration requirements are met. An international student on a non-immigrant visa may not enroll in the provisional status.

Admission of International Students: The Graduate School accepts only students who have superior records. An international student must have an equivalent 4-year Bachelor's degree with at least a B average on graduate coursework and a B+ on all previous graduate work. On various grading scales, this would indicate:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Grade</th>
<th>Simultaneous with a foreign degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>yes</td>
</tr>
<tr>
<td>3.5</td>
<td>A-</td>
<td>yes</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>yes</td>
</tr>
<tr>
<td>2.5</td>
<td>C</td>
<td>yes</td>
</tr>
<tr>
<td>2.0</td>
<td>D</td>
<td>no</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
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</tr>
<tr>
<td>2.5</td>
<td>C</td>
<td>yes</td>
</tr>
<tr>
<td>2.0</td>
<td>D</td>
<td>no</td>
</tr>
</tbody>
</table>

Institutions; and employees of the administrative staff at UTK, the UT Central Administration, or the other member institutions. A student who has not been approved initially or for transfer by the Immigration and Naturaliza- tion Services (INS) to attend UTK. An international student may not enroll as a provisional or non-degree student. All students whose native language is not English must take an English proficiency examination before arrival at UTK. Refer to section on English Proficiency, page 17.

Graduation and Undergraduate) taken inprovi-
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 a degree, must make formal application for admission to The Graduate School or apply for transient status. No application for admission to The Graduate School is returned.

To apply for admission the following materials must be sent to The Graduate School:
1. The completed Graduate Application for Admission (inside front cover of Graduate Catalog). It is not permitted to submit a transcript from any college and universities attended.
2. A $15 application fee.
3. One official transcript 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 examinations. Examination results reach the University in approximately six weeks.

Examinations

Examinations are granted.

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 Graduates Admissions and Records at least two weeks prior to the first day of class.

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 Graduates Admissions and Records at least two weeks prior to the first day of class. A student who has attended another institution since enrollment at UTK must submit one official transcript 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.

Registration Procedures

Registration is required of all graduate students when using University facilities and for the purpose of enrolling. The maximum number of hours for registration is 12. Registration allows use of services such as library check-out, laboratories, and recreation facilities not open to the public.

Dates of registration are listed in the University Calendar (front of Catalog). To register, students should:
1. Report to the Office of Graduate Admissions and Records to obtain registration materials (scan form and Timetable of Classes).
2. Center with an advisor assigned by the department to obtain approval of a schedule of courses, if not done previously.
3. Sign the scan form certifying approval of the advisor and return it to the Office of Graduate Admissions and Records.
4. Consult Timetable to complete registration.

No 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 pre-registration 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

The Family Educational Rights and Privacy 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 name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, the most recent previous educational agency or institution attended, and/or major field of study.

Any graduate student who has applied for admission can preregister. The student will be notified when action is taken.

Fees, Residency Classification, and Financial Aid

University Fees

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

APPLICATION FEE .................................................$15
Each graduate application for admission must be accompanied by a fee of $15 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 $15 application fee and application. This fee is not refundable.

MAINTENANCE FEE (all students):
1st QUARTER $346
2nd QUARTER $346
3rd QUARTER $346
4th QUARTER $346

TUTION (additional for out-of-state students):
PER QUARTER $658
Out-of-State $115 per quarter hour or fraction thereof; minimum charge $150.
In-State $50 per quarter hour or fraction thereof; minimum charge $345.

UNIVERSITY PROGRAMS AND SERVICES FEE:
PER QUARTER $56
The fee for the summer quarter is $43. Part-time students taking fewer than 8 quarter hours will be assessed at the rate of 1/3 per quarter hour or fraction thereof; minimum charge $9.

Graduate and teaching assistants, as well as fellowship students who may have waivers of fees (tuition and/or maintenance), must pay the appropriate University Programs and Services Fee.

Knoxville campus students taking a course load of 6-8 hours may elect to pay the full programs and services fee.

Knoxville campus day students taking a course load of 3-5 hours may elect to pay the $15 student health fee plus the appropriate part-time programs and services fee.

The student health fee is included in the full $56 programs and services fee.

This fee is not refundable.

LATE REGISTRATION FEE:
All students are required to have a valid fee receipt to complete the registration procedure. This includes students whose fees are billed, prepaid, or

withdrawal. Students who do not complete registration on the regular dates scheduled for this purpose will be charged a late registration fee of $2 to $80. See the University General Catalog for application of this fee. Doctoral students who must register retroactively for dissertation credit will be charged a late fee of $35 for each quarter of retroactive registration. The payment of fees with a check which is not honored by the bank will incur a service charge of $10 to $45, depending on the date the check is redeemed.

MUSIC FEE: One-half-hour lesson per week per quarter.............$30
One-hour lesson per week............................................$50
Payable at registration by students receiving individual instruction in music.

GRADUATION FEE: Master's degree candidates...............$30
Doctoral degree candidates...........................................$70
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.....$10
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 fees, room and board adjustment) is not paid by the Bursar's Office, where they should have been validated and supplied 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 exceptions. The appropriate additional charges or refunds are given in the GRADUATION FEE: Fee for courses not taken for credit.

REFUND OF FEES FOR WITHDRAWAL:
With the proper permission of the Withdrawal Office, Student Counseling Services, and departments, Information concerning these

FINANCIAL AID
For a regular academic quarter, withdrawal within 7 calendar days beginning with the first day following regular registration permits a 50 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 30 percent fee refund. Withdrawal between 22 and 28 calendar days following regular registration permits a 10 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 10 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.

Rental charges and adjustments will be determined by the Office of Residence Halls in accordance with the terms of the housing agreement or 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 fees as noted above.

Although the summer quarter is divided into terms of varying lengths, tuition and fees are assessed at the 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 courses dropped. The fee that is assessed for term courses dropped later than 14 calendar days after the regular registration day for the course(s) involved. The refund policy covering withdrawals and dropped courses for the summer quarter is based on the length of the term for the courses dropped. The fee that is assessed for term courses dropped after the drop deadline, 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.

WAVERS OR FEES:
Graduate assistants, teaching assistants, and others whose fees are billed, prepaid, or waived must continue to make regular payments to the Bursar's Office, where they should have their fee receipts validated and supplied necessary details concerning fee payment waiver. 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 exceptions. The appropriate additional charges or refunds are given in the Financial Aid section of the catalog.

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 who does not acquire in-state residency status while enrolled full-time at a higher education institution in Tennessee. Proof of in-state residency is the responsibility of the individual student.

A student who is classified out-of-state for the Graduate School, and (2) resides in Tennessee, (3) 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 a 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 reconsideration 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 reconsideration that quarter.
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 1. Completed applications, including all supporting materials, must be submitted to the Staff Assistant, Office of Graduate Admissions and Records, February 15. Awards of scholarships are announced by March 15.

Employment: Three sources of student employment are coordinated by the Financial Aid Office. (1) The federally-sponsored College Work-Study Program provides part-time jobs for U.S. citizens or permanent residents who have demonstrated financial need by the Financial Aid Form (FAF) or Family Financial Statement (FFS). (2) Job Location and Development 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 of 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. Referals are made in accordance with the student's skills and interests regardless of financial need.

Students wishing to change or了解一下part-time or summer employment are urged to contact the Financial Aid Office.

Veterans: Veterans and widows of deceased veterans are eligible for special benefits. Veterans, and widows of deceased or disabled veterans, who have been admitted to the University may qualify for benefits by contacting the Veterans Affairs Office, Main Floor, Student Services Building. Assistance for course loads of 9 or more graduate hours each quarter.

Student 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 often prefer accommodations offered in Mesaroe and the Apartment Residence Halls. Mesaroe Hall offers community living units for groups of six to ten students with personal responsibility emphasis. The Holt Avenue Apartment Residence Hall accommodates students in groups of four. It is the responsibility of each resident to maintain the semicommunity 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 aids 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 obtained from the Office of Rental Properties, Stadium Hall.

Off-Campus Housing: Information and assistance in locating off-campus housing are available in the Off-Campus Housing Office, 335 University Center.

Vehicle Operation And Parking

The University of Tennessee endeavors to provide adequate facilities for vehicles operated by students and off-campus areas available for parking are necessarily limited. Traffic congestion within the campus area, large student parking areas are located on the periphery 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 charge.

Each person who operates a motor vehicle in connection with attendance or employment at the University must register that vehicle with the traffic sections 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; online 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 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 UT is as convenient as possible for such students.

These services include assistance during registration (preregistration, collection of class schedules, payment of fees, drop and add); 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 access and facilities for 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 academic support services and functions in an advocacy capacity for disabled students. 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. The office also assists with ordering recorded textbooks. As the needs of disabled students vary, the program is designed to individualize assistance to accommodate these needs.

The University Library

The University of Tennessee, Knoxville Library owns approximately 1,500,000 volumes, more than 2,500,000 manuscripts, 62,000 microfilm reels and 1,400,000 items of other microtext, plus recordings, tapes, films, and more than 2,500,000 manuscripts, plus recordings, tapes, films, and other serial titles, which are received annually. The library's membership in the Association of Research Libraries reflects the University's emphasis on graduate instruction and research and the support of large, comprehensive collections of library materials.

Library holdings in Knoxville are housed in the James D. Hormel (Main) Library and its branch libraries for agriculture-veterinary medicine. Undergraduate library holdings are temporarily housed in Dunford Hall and Humanities & Social Sciences while the John C. Hodges Library undergoes extensive expansion.

The Special Collections section in the Main Library is a repository of regional and local materials, Tennessee and regional specialties, including large, comprehensive collections of library materials.

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 materials.

The Law Library on the Knoxville campus and the libraries located on the campuses in Chattanooga, Martin, Memphis, and Tul- lipan are individually administered; each library at 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 Stickley Management Center (SMC) and on the P2 level and first floor of Andy Holt Tower.

Located at SMC are an IBM 360/1, an IBM 4341/2, and a DECSystem-10 with dual KL10 processors in a symmetrical multi- processor (SMMP) configuration, a DEC VAX-11/785, and a DEC PDP 11/50. The PDP 11/ 55 is used to support the WREJET job submission and retrieval system. The installation of a second DEC VAX-11/785 is planned. A CalComp 1051 plotter is used to produce hard copy of output (plot runs on the IBM and DEC computers).

The Center has 16 million bytes of memory, the IBM 4341 has 1.25 megabytes of memory, and the DECSystem-10 has 1.25 megabytes of memory. The IBM 360/1 runs under MVS with JES2. The DECSystem-10 runs under TDS-P10 and the VAX-11/785 runs VMVS. Time-sharing features are available in addition to the batch facility. The IBM 360/1 and the VAX-11/785 include VMS/CMS on the IBM and DECSystem-10. Software includes most of the commonly used compilers and interpreters, as well as a large number of programs for statistical, mathematical, engineering operations research, and graphics applications.

UTCC maintains eight remote job entry stations for batch and fifteen sites for interactive use. The computing center is located in the Stickley Management Center on je Knoxville campus and supplies computing services to the other campuses of 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 a graphics plotter, is located in the user work area in the Art and Architecture building.

UTCC publishes the IBM User’s Guide, which describes the use of the IBM comput- ers, and the DECSystem-10 User’s Guide, which describes the use of the DECSystem- 10. Both guides are available at the UT Book & Supply Store. The monthly UTCC Newsletter announces equipment, software, and procedural changes and contains other items of interest to users. Program guides and special user’s guides are also available.

UTCC periodically offers intensive training seminars on the utilization of the IBM and DEC computers for faculty, staff and gradu- ate students. UTCC offers many 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 Cap- sule” section of the UT Daily Beacon, and “this week on campus,” a publication announcing campus events.

Forms to request computing services are available from the receptionist; 200 Stickley Management Center. All users of UTCC facilities are encouraged to contact the office in the effective use of computing resources.

Center for International Education

The Center for International Education provides services both for international students enrolled at UT and UK students planning study, work, or travel abroad. The Center for International Education serves as the official University representative in all matters involving immigration authorities, international educational organizations, and foreign governments.

The Center is composed of three units: The Office of International Student Affairs, located at 201 Alumni Hall, maintains stu- dents’ official immigration records and handles questions regarding immigration regulations. The office staff serve as advisors on personal and related problems. Operation programs are held at the beginning of each term to facilitate adjustment to campus and community activities.

The Division of International Education, located at 205 Alumni Hall, offers advice and counseling on fellowships/scholarships/ travel and work abroad, including the OAA; U.S. National Academic Exchange Programs, Fulbright, Marshall, Rhodes, and Rotary. It also administers the OAA grants and scholarships that are offered for U.S. students interested in study and research abroad.

The International House, located on campus at 1515 Cumberland Ave., serves as a social recreational, and programming center where domestic and international stu- dents, faculty and staff meet. It is open 365 days a year, 100 hours a week.

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

Ombudsman Office

The Ombudsman Office in the University Center assist students in the reso- lution 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 Ombudsman does not replace existing structures but helps to enhance their responsiveness to student needs.

The Graduate School/Transportation Center

Energy, Environment, and Resources Center

Director: E. M. Bronson, Ph. D. Pennsylvania, P.E.

Graduate Centers and Institutes

Energy, Environment, and Resources Center

Director: E. M. Bronson, Ph. D. Pennsylvania, P.E.

Associate Directors: D. P. Middledorf, Ph.D. Tennessee

Assistant Directors: J . F. W. Mackie, B.S. Emporia; D. H. Jones, M.S. Tennessee; P.E.

Transportation Center

Director: M. S. Bronson, Ph.D. Pennsylvania, P.E.

Graduate Centers and Institutes

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Director: D. P. Middledorf, Ph.D. Tennessee

Assistant Directors: J . F. W. Mackie, B.S. Emporia; D. H. Jones, M.S. Tennessee; P.E.

The Transportation Center was created in 1970 to facilitate interdisciplinary research and public service in the field of transportation at the University of Tennessee. It began operating full-time in 1972 and since then has contributed greatly to the overall research program of the University. The Center is a University-Law school joint venture administratively positioned with the College of Architecture.

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The University of Tennessee Space Institute

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

The Space Institute is an interdisciplinary institute of graduate study and research offering academic programs leading to M.S. and Ph.D. degrees in selected areas of engineering and the aerospace and physical sciences. The Institute occupies a 365-acre lake shore 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, Electrical Engineering, Engineering Science, Industrial Engineering (engineering management option), Mathematics, Mechanical Engineering, and Physics. In addition to the fundamental studies characteristic of all disciplines, research opportunities are available in many areas of atmospheric and space flight such as aerodynamics, atmospheric engineering, propulsion, production of 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 has been selected as a Center of Excellence in laser applications and offers graduate study and research opportunities in this area to qualified doctoral and post-doctoral scientists. The Institute was established in part to increase the research and engineering resources of Tennessee through education and research 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 unequaled opportunity for significant research in these areas. Students who enroll at UT-SI are admitted to The Graduate School of The University of Tennessee, University Boulevard, Kingsport, Tennessee 37660.

Students who enroll in this program must be admitted to The Graduate School of UT-K. Information and application forms may be obtained from Marvin K. Goodman, Director, UT-SI, Post Office Box 117, Oak Ridge, Tennessee 37830.

Water Resources Research Center

W. F. Brandes, Director, M.S. Illinois, Ph.D.

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

Kingston 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, Kingston 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 degree programs are available in engineering, mathematics, and physical and biological sciences. Courses are given in late afternoons, evenings, and Saturdays, with research facilities provided by and used in cooperation with the Oak Ridge Associated Universities (ORAU).

This program is supported under a sub-contract with ORAU with principal support coming from the Martin Marietta Corporation. UT-K is one of the forty-three colleges and universities which sponsor ORAU, a nonprofit education and research management corporation.

Information and application forms may be obtained by writing to Director, UT-Oak Ridge Graduate School, Building 54, 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 UT-K.

Students who enroll in these programs must be admitted to The Graduate School of UTK. Information and application forms may be obtained from Jerry Westbrook, Director, Nashville Graduate Engineering Program, Teninth 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 major in Educational Administration and Supervision and Vocational-Technical Education. 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 clinical studies characteristic of each discipline.

The UT-K Graduate School of Biomedical Sciences may be obtained by writing to Marvin K. Goodman, Director, UT-Oak Ridge Graduate School, PO Box 117, Oak Ridge, Tennessee 37830.

For complete information concerning the programs, see page 161.

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 the student's major and minor fields of study, and facilities communication within the major department and the The Graduate School. The advisor must approve the student's program and make appropriate assignments.

For complete information concerning the programs, see page 161.

Prerequisites

Graduate work in any program must be preceded by sufficient undergraduate work as recommended by the student's major department so that the student can do gradu-
ate work successfully in the chosen field. Individual undergraduate records are exam-
ined and evaluated by the appropriate
department before admission to a degree
degree. Questions about program prereq-
usities should be addressed to the advisor.

Course Listings
Each course listing in the Graduate
catalog contains information in abbreviated
text. 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 upper division
courses available for graduate credit if listed
in the Graduate Catalog, unless noted other-
wise. To receive graduate credit for these,
the student must go on the registration
material.

The official course title appears in bold-
faced type following the course number.

Numbers in parentheses following the
title indicate the quarter hours credit.
If the credit is variable, to be determined in
consultation with the instructor, the mini-
imum and maximum are shown (e.g. 2-3).

The credit hours are followed by a course
description indicating the content to be cov-
ered.

Prerequisite courses must be taken prior
to the course in question. Corequisite
courses may be taken prior to or concur-
rently 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
degree programs. 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 indi-
cated by a parenthetical statement: (Same
Psychology 5432). The course descrip-
tion 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
Systems.

At the end of most course descriptions is
a symbol indicating the quarter or frequency
that the course normally is offered:
• F= Fall
• W=Winter
• S = Spring
• Su= Summer
• A = Alternate years
• E = Every quarter

These codes are indicated only for Knoxville
campus classes and are subject to change within
notice. The timetable, publication; published several weeks prior to each quar-
ter, 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.

Course Loads
The average of a graduate student is
15 hours, and 9 to 12 hours is considered
a full load. Students receiving financial aid
should consult with the appropriate
department head concerning appropriate course loads.
Courses audited are not for credit.

Graduate loads required for financial aid.
Registration in a course does not mean
minimum 9 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 3.0 or better in at least 9 hours
of graduate work. Students may enroll in
only one course in a September or Decem-
ber 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
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
department may be dropped from the course
without the department to make space 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, under-
graduate to graduate, withdrawal) is set at
mid-term, approximately 35 calendar days
after the first day of each class of course.
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 Grad-
uate Admissions and Records. The student
must sign the form certifying approval of the
advisor. 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 Univer-
sity, the student must withdraw from all
courses of classes required before the change of registration deadline. If the student
receives a grade of W on the per-
manent record.

Course registration may not be changed
from credit to audit after the first five days
of classes.

After the change of registration deadline,
the student withdrawing from a course or from
the University will receive a grade of F
unless it can be demonstrated that the
registration for withdrawal is based on circum-
stances beyond the student's control. In the
latter event, a grade of W or If will be entered
on the permanent record.

To request a registration in any way after
the deadline, a student must present the
request, together with documentary evi-
dence of extenuating circumstances, to the
Office of Graduate Admissions and Records.
In addition, the student must complete
the change of registration form and question-
naire signed by the instructor(s) and advisor
or evidence as their knowledge of the request. If the request is approved, an
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 1.00 on course work
taken at UT is required to receive any
graduate degree from the University. Grades
in Graduate School are given the following
meanings:
• A = (3 quality points per quarter hour),
satisfactory performance.
• B = (3.5 quality points per quarter hour),
superior performance.
• C+ (2.5 quality points per quarter hour),
less than satisfactory performance.
• C (2 quality points per quarter hour),
performance will be below the standard expected of graduate students.
• D (1 quality point per quarter hour),
clearly unsatisfactory performance and
cannot be used to satisfy degree require-
ments.
• F (no quality points), extremely unsatis-
factory performance and cannot be
used to satisfy degree requirements.
• W (no quality points), a temporary grade
indicating that the student has per-
formed satisfactorily in the course
but, due to unforeseen circumstances,
has been unable to finish all require-
ments. An I is not to enable a graduate
to do additional work to raise a
deficient grade. All incomplete
requests for withdrawal is based on circum-
stances beyond the student's control. In the
latter event, a grade of D or F will be entered
on the permanent record.

Graduate credit is not to be counted in the
cumulative grade point average. Students
may change registration for a
within or including this
date by executing a change of registration
form and submitting it to the Office of Grad-
uate Admissions and Records. The student
must sign the form certifying approval of the
advisor. 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 Univer-
sity, the student must withdraw from all
courses of classes required before the change of registration deadline. If the student
receives a grade of W on the per-
manent record.

Course registration may not be changed
from credit to audit after the first five days
of classes.

After the change of registration deadline,
the student withdrawing from a course or from
the University will receive a grade of F
unless it can be demonstrated that the
registration for withdrawal is based on circum-
stances beyond the student's control. In the
latter event, a grade of W or If will be entered
on the permanent record.

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the deadline, a student must present the
request, together with documentary evi-
dence of extenuating circumstances, to the
Office of Graduate Admissions and Records.
In addition, the student must complete
the change of registration form and question-
naire signed by the instructor(s) and advisor
or evidence as their knowledge of the request. If the request is approved, an
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• C+ (2.5 quality points per quarter hour),
less than satisfactory performance.
• C (2 quality points per quarter hour),
performance will be below the standard expected of graduate students.
• D (1 quality point per quarter hour),
clearly unsatisfactory performance and
cannot be used to satisfy degree require-
ments.
• F (no quality points), extremely unsatis-
factory performance and cannot be
used to satisfy degree requirements.
• W (no quality points), a temporary grade
indicating that the student has per-
formed satisfactorily in the course
but, due to unforeseen circumstances,
has been unable to finish all require-
ments. An I is not to enable a graduate
to do additional work to raise a
deficient grade. All incomplete
requests for withdrawal is based on circum-
stances beyond the student's control. In the
latter event, a grade of D or F will be entered
on the permanent record.

Graduate credit is not to be counted in the
cumulative grade point average. Students
may change registration for a
within or including this
date by executing a change of registration
form and submitting it to the Office of Grad-
uate Admissions and Records. The student
must sign the form certifying approval of the
advisor. 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 Univer-
sity, the student must withdraw from all
courses of classes required before the change of registration deadline. If the student
receives a grade of W on the per-
manent record.

Course registration may not be changed
from credit to audit after the first five days
of classes.

After the change of registration deadline,
the student withdrawing from a course or from
the University will receive a grade of F
unless it can be demonstrated that the
registration for withdrawal is based on circum-
stances beyond the student's control. In the
latter event, a grade of W or If will be entered
on the permanent record.

To request a registration in any way after
the deadline, a student must present the
request, together with documentary evi-
dence of extenuating circumstances, to the
Office of Graduate Admissions and Records.
In addition, the student must complete
the change of registration form and question-
naire signed by the instructor(s) and advisor
or evidence as their knowledge of the request. If the request is approved, an
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 1.00 on course work
taken at UT is required to receive any
graduate degree from the University. Grades
in Graduate School are given the following
meanings:
• A = (3 quality points per quarter hour),
satisfactory performance.
• B = (3.5 quality points per quarter hour),
superior performance.
• C+ (2.5 quality points per quarter hour),
less than satisfactory performance.
A fee of $22 per credit hour must be transferrable. Credits received at other institutions are not examinable. Proficiency examinations may not be used to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated. Proficiency examinations taken at other institutions are not transferrable.

English Proficiency

Any student whose native language is not English must pass the TOEFL. A 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) 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

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 B or better, an S will be recorded on the transcript. Below a B, 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 as law courses do not carry graduate credit.

A student enrolled in the Dual J.D.-MBA program. Grades must be earned according to the grading system of the respective college. Undergraduate grades for law courses, letter grades for graduate courses, and numerical 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 until graduation, at which time both the graduate and law cumulative will be added.

A student enrolled in the DBA program may use up to 6 semester hours of law courses toward the support area under the arrangement described on p. 38.

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 application fee, 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 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 UT 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 before any transfer of credit will be considered.

To be transferred into a graduate program at UT, 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 average;
4. not have been used for a previous degree; and
5. be approved by the student's graduate committee and The Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum degree requirements for the program, nor will they be used in determining whether the student meets the graduate grade point average. Credits transferred cannot be used to bring the student over the 5000- 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 8 quarter hours (or 6 semester hours) taken from institutions outside The University of Tennessee may be transferred to 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 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 UT transcript only after admission to candidacy.

Doctoral degree: A maximum of 4 quarter hours (or 6 semester hours) of course work beyond the Master's degree may be transferred to an Ed.S. program. Courses transferred into the last 45 hours of course work beyond the Master's degree must be transferred to an Ed.S. program. Courses transferred into the last 45 hours of course work must have been completed within the six-year period prior to the receipt of the degree. They will be placed on the student's UT transcript only after admission to candidacy.

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

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 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 a 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.

Doctoral degree: minimum of three consecutive quarters of residence. Individual doctoral programs may have additional residence requirements.

Theses and Dissertations

All theses and dissertations are submitted to The Graduate School Thesis Consultant for examination. The Thesis Consultant will review the materials and assure that they are mechanically accurate and attractively presented, free of technical errors in format,符合学术规范 and are consistent with 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 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 final copy. The UT Guide to the Preparation of Theses and Dissertations provides the correct format for theses or dissertations. 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 Newsletter.

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
required hours in a Master's degree program.

4. Hours of graduate credit exclusive of course 5000, and a minor must be formed as early as possible in a student's assistant professor or above should be least two faculty members at the rank of assistant professor or above should form 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 16). 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.

5. 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 two weeks prior to the beginning of the quarter in which the thesis is expected to be completed. The student must be registered for course 5000 each quarter during the thesis work, including a minimum of 3 hours in the quarter in which the thesis is accepted by The Graduate School. At least 18 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.

6. Final Examination for Thesis Students: A candidate presenting a thesis must pass a final oral (or written and oral 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 student's 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 beginning of the quarter 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 approved by all members of the committee at least two weeks prior to the date of the final examination. In case of failure, the candidate must not apply for reexamination until the following quarter. The result of the second examination is final.

7. Thesis: The thesis represents the culmination of an original research project completed by the student. It is prepared according to the UTK Guide to the Preparation of Theses and Dissertations. Two copies of the thesis must be approved and accepted by The Graduate School on or before the deadline specified each quarter in the Graduate School News. Each copy must include an abstract approved by the members of the Master's committee, certifying that they have examined the final copy of the thesis and judged it to be satisfactory.

8. Non-Thesis Registration: All non-thesis students must register for course 5000 each quarter during the theses work, including a minimum of 3 hours in the quarter in which the thesis is accepted by The Graduate School. At least 18 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.

9. Time Limit: Candidates have no calendar years from the time of enrollment in The Graduate School to complete the degree.

10. Non-Thesis Registration: All non-thesis students must register for course 5000 each quarter during the theses work, including a minimum of 3 hours in the quarter in which the thesis is accepted by The Graduate School. At least 18 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.

11. Admissions and Records: Admission to The Graduate School is made when the application form and all required material have been filed at the Office of Admissions and Records, and the student has been accepted by The Graduate School. 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 a 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 with majors in Curriculum and Instruction, Educational Administration and Supervision, Educational Psychology and Quantitative Methods, 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 of specialization. It is recommended that students who apply for the Ed.S. degree should have at least one year of related work experience. Additional information on admissions and degree requirements can be obtained from the departments offering the degree. See also the chart, page 21, for a summary of procedures for this degree. All deadlines are published quarterly in the Graduate School Newsletter.

12. 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 course work, supervising progress, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

Course Requirements: The student's program involves a minimum of six quarters of study totaling not fewer than 30 quarter hours of graduate credit beyond the baccalaureate degree. A minimum of 9 hours is required outside the major department or area.

A student admitted to the program with a Master's degree, or with acceptable work beyond the Master's degree, may have program requirements modified upon recommendation of the student's committee. However, no modifications will be permitted in examination and research requirements, nor in the minimum 9 graduate hours
Doctoral Degrees
Three doctoral degrees are available: Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.), and Doctor of Business Administration (DBA). Programs are listed under "Majors and Degree Programs," pages 8-9. 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. Each examination must be scheduled through the Office of Graduate Admissions and Records before the student has completed 18 hours of course work in the Ed.D. program. A qualifying examination may be required for Admission to Candidacy if the student has a Master's degree earned six years or more prior to admission to the program. This examination may be written and/or oral.


1. In the non-thesis program, a candidate will study research methods and findings and will demonstrate skill in adapting them to professional needs as defined by the major department.

2. In the non-thesis program, or problems in lieu of thesis, 9 hours of research credit may be offered for the degree. The examination is given during the student's first year of doctoral study. Subject to Graduate Council policies and 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 field, direct the research, and recommend the dissertation for acceptance and approval by the Graduate School. Continuous Registration: The student must register continuously for course 6000 (minimum of 3 hours) from the time the doctoral research proposal is approved, and prior to candidacy, or registration for course 6000 is begun. A minimum total of 36 hours of course 6000 is required before the dissertation will be accepted. A student who is not 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. Examinations: Departments may, after consultation with the doctoral committee, administer diagnostic or placement examinations to help determine the student's level of preparation, areas of strength and weaknesses, and general background. Since courses bearing the same title may vary in content from institution to institution, the diagnostic or placement examinations are designed to aid in the selection of courses and to determine the student's preparation to continue doctoral studies at UTK.

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

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 dissertation and whether the dissertation is complete upon recommendation of the student's doctoral committee. This recommendation must be approved by the Graduate Council before the dissertation examination is considered completed. If the dissertation examination is not properly scheduled and is not completed, the dissertation is not considered complete, although the student will continue to be encouraged to complete the dissertation. The dissertation examination is open to students on admission to the doctoral program. The dissertation examination must be given in the presence of the student's doctoral committee. The dissertation examination is open to institution, the diagnostic or placement examinations are designed to aid in the selection of courses and to determine the student's preparation to continue doctoral studies at UTK.

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tion. When the student is prepared to take a 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 3030 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. Each student is 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 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 with eight years, from the time of a student's first enrollment in a doctoral degree program.

Summary of Procedures for Master's and Specialists 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>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

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

GRADUATION REQUIREMENTS FOR ThESIS/PROBLEMS OPTIONS

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

*Deadlines are printed in the Graduate School News quarterly.
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<td>The Graduate School 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>Office of Graduate Admissions and Records</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Submission and approval of application for admission to candidacy</td>
<td>Doctoral committee and The Graduate School</td>
<td>At least two full quarters prior to graduation***</td>
</tr>
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</table>

**GRADUATION REQUIREMENTS**

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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.