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 104 fields of specialization and doctoral work in 51. Approximately 5,600 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-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 Space Institute, and the Graduate Student Council. Ex-officio members include the Dean, Assistant Deans of The Graduate School, the Chair of the Research Council, the Director of Libraries, and the Dean of Continuing Education. The Graduate Office develops procedures to carry out the policies formulated by the Council, and has primary responsibility for Graduate School 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 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 of undergraduate study. However, many departments require a higher average. The equivalent of a minimum B average is required for international students.

The graduate application, $15 fee, and one (1) official transcript from each institution previously attended are required for consideration as a degree student.

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, 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. 21, 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, $15 application 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 8-9 for, for example 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 meet with an advisor from the academic unit. 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 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 as provisional students for one quarter (or, for one course in each of two quarters) only:
1. desire graduate credit for a limited number of courses;
2. do not meet the minimum grade point average requirements;
3. wish to enroll in graduate courses while meeting any additional 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 8-9 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. 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 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.

Provisional admission does not assure admission to a non-degree or degree program. A student who wishes 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 of International Students: The Graduate School accepts only students who have superlative academic 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 above 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 or 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 for admission any quarter, but normally enters the summer or fall quarter. Deadlines for submission of applications are:

- Summer: Dec. 1
- Fall: March 15
- Winter: July 1
- Spring: Sept. 15

The Office of Graduate Admissions and Records must be notified of any change in entering date after admission has been granted. Individual departments and colleges may have further restrictions on admission dates. For this information, students should contact the department whose program they wish to enter.
The following items must be received before admission will be considered:

1. A completed application form with a $15 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. Documentation of financial resources sufficient to support the student with at least U.S. $11,300 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 certification must be received prior to issuance of an I-20 or IAP-66 form needed to obtain a visa. The Graduate School will not issue these forms after the following dates:

- Summer: April 1
- Fall: July 15
- Winter: Nov. 1
- Spring: Jan. 15

The University will not enroll any student who has not been approved initially or for transfer by the Immigration and Naturalization Services (INS) to attend UTK. An international student may not enroll as a provisional or non-degree student.

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 21.

Transient Graduate Students: A student who has been enrolled in a graduate degree program at another institution and who wishes to take courses for transfer to that institution may be admitted after submitting a completed Graduate Application for Admission, the $15 application fee, and a Transient Student Certification form to the Office of Graduate Admissions and Records. The application fee must be paid within seven weeks after submission of the application.

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 during registration. A maximum of 18 hours of graduate credit can be obtained in this status.

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
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 action 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. The completed Graduate Application for Admission (inside front cover of Graduate Catalog).
2. A $15 non-refundable 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 Princeton, NJ 08450

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 return date. 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 transcript 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/or faculty time. The minimum number of hours for registration is 3. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Dates of registration are listed in the University Calendar (front of Catalog). To register, students must:
1. Report to the Office of Graduate Admissions and Records to obtain registration materials (scan form and Timetable of Classes).
2. Confer with an advisor assigned by the department to obtain approval of a schedule of courses, 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 or alternate location designated in Timetable.
4. Consult Timetable to complete registration.

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

The Family Educational Rights and Privacy Act states that a student has the right to inspect and review the student record. A student must be notified of the categories to be contained in the record. Written notice will be given to the student in advance of any inspection. The student may request that such information not be released.

Student Identification Number

UTK requires assignment of an individual student number for internal identification of each student's record. The University began using the social security number as the student identification number prior to January 1, 1975; therefore, 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 prompt and accurate retrieval of records and for conducting business about their own records, students and alumni must give their student identification number. Student identification numbers, whether 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.

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 non-refundable 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): PER QUARTER $398

TUITION (additional for out-of-state students): PER QUARTER $718

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 charge (or credit) as follows:

In-State $58 per quarter hour or fraction thereof; minimum charge $174.
Out-of-State $129 per quarter hour or fraction thereof; minimum charge $387.

UNIVERSITY PROGRAMS AND SERVICES FEE: PER QUARTER $56

The fee for the summer quarter is $45. 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 students taking a course load of 6-8 hours may elect to pay the full programs and services fee.

Knoxville campus day students taking a course load of 3-8 hours may elect to pay the $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 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 $70. See the University Undergraduate 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, per quarter $60
- Payable at registration by students receiving individual instruction in music.

GRADUATION FEE:

- Master’s degree candidates $30
- Doctoral degree candidates $70
- Hood rental optional $5
- There are no additional charges for diploma, binding, or microfiling. 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 all or 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:

- On a drop/add terminal, any refund due for the change of registration form is processed on the 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 on a drop/add basis based on 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 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 on a term basis.
- 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.

Other information on fees, expenses, refunds, and adjustments is given in the Timetable (schedule of classes) for each quarter.

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

Residency Classification for Tuition Purposes

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

A student who is classified out-of-state and (1) resides in Tennessee, (2) works full-time in the state or at Fort Campbell, Kentucky, and (3) desires to attend UTK on a part-time basis (maximum 6 hours 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 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. Eighteen doctoral, one Specialist in Education, and eighteen 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, 606 Sixth Street, N.W., Atlanta, GA 30313.

Financial Aid

UTK offers several types of financial aid.
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 is coordinated by the department in which the student plans to study.

The Hilton A. Smith and The National Alumni Association Graduate Fellowships, financial aid programs, policies and services for which graduate students may apply include:

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Student Services

Housing

Single Men and Women: Single graduate students may choose 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 prefer accommodations offered in Melrose and the Apartment Residence Halls. Melrose Hall offers community living units for groups of six to ten students with personal responsibility emphasized. The Holt Avenue Apartment Residence Hall accommodates students in groups of four. It is the responsibility of each resident to maintain the apartment to University standards. Further information can be obtained from the Office of Residence Halls, 405 Student Services Building.

A limited number of assistant head resident positions are available for single graduate students. The assistant head resident 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 secured from the Office of University Housing, 405 Student Services Building.

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

Vehicle Operation And Parking

The University of Tennessee endeavors to provide adequate facilities for vehicles operated by students and staff. However, areas available for parking are necessarily limited to 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 regardless of financial need.

Students needing either part-time or summer employment are urged to contact the Office of Student Employment Service.

Loan: Types of loans are administered by the Financial Aid Office: (1) Federal Direct Student Loans (FAF) or Family Financial Statement (FFS); (2) Job Location and Development lists on-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 limited to U.S. citizens or permanent residents, (4) Guaranteed Student Loans, financed by certain lending institutions. The student should allow six to eight weeks total processing time when applying for a loan.

Students must apply through the Financial Aid Office for all loan programs. Loans are limited to U.S. citizens or permanent residents.

Financial aid programs, policies and procedures are subject to change. Students receiving financial aid are expected to maintain satisfactory financial aid progress standards. Information and applications can be obtained from Financial Aid Office, 115 Student Services Building.

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

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 assure that attendance at UTK 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, interpretation 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 office seeks to individualize assistance to accommodate them. Further information is available in the Handicapped Student Services brochure.

The University Library

The University of Tennessee, Knoxville Library owns approximately 1,500,000 volumes, more than 1,000,000 microfilm reels and 1,000,000 items of other microtext, plus recordings, tapes, United States and United Nations documents, and more than 16,000 periodicals and other serials. Library 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 on a permanent basis.

Library holdings in Knoxville are housed in the James D. Hoskins (Main) Library and its branch libraries for agriculture, veterinary medicine and music. Undergraduate library holdings are temporarily housed in Dunford Hall and Humanities & Social Sciences while the John C. Hedge Library undergoes extensive expansion. The Special Collections section in the Main Library is a repository of regional and local materials, Tennesseeana, and other specialties, including legislative papers and mementoes of many Tennessee political figures. The Radiation Biology Archives comprises the files of a group of internationally renowned scientists. Special Collections
materials are of particular interest to scholars in the fields of history, political science, social sciences, biological sciences, and the arts. Library research holdings for faculty and graduate students are augmented by the Reference Department and by Interlibrary Services. Reference provides access to bibliographic services offered by other institutions, such as computer-based data services and information retrieval, while Interlibrary Services borrows monographs and obtains copies of other material.

The Law Library on the Knoxville campus and the libraries located on the campuses in Chattanooga, Martin, Memphis, and Tullahoma are individually administered. Each library 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 Stokely Management Center (SMC) and on the P2 level and first floor of Andy Holt Tower.

Located at SMC are an IBM 3081-D and IBM 4381/3, 2 VAX-11/785, 2 VAX 8600, and a DEC PDP 11/55. A CalComp 1051 plotter is used to produce graphics output from jobs run on the IBM and VAX computers.

The IBM 3081-D and the IBM 4381/3 have 16 million bytes of memory each. The IBM 3081-D runs under MVS with JES2. The 2 VAX-11/785 and 2 VAX 8600 run VMS. Time-sharing features, in addition to the VAX cluster, include VM/CMS on the IBM 4381/3 and Coursewriter III on the IBM 3081-D. 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 work and fifteen 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 a graphics plotter, is located in Ferris Hall. Additional graphics equipment, including three terminals, a large digitizing tablet, and a plotter, is located in the user work area in the Art and Architecture Building. UTCC publishes these IBM User’s Guide, which describes the use of the IBM computers, and the VAX system User’s Guide, which describes the use of the VAX cluster. Both guides are available in the UT Book & Supply Store. The monthly UTCC Newsletter announces systems, equipment, and procedural changes and contains other items of interest to users. Program writeups and special user guides are also available. UTCC periodically offers intensive training seminars on the utilization of the IBM and VAX 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 Context, a publication announcing campus events.

Forms to request computing services are available from the receptionist, 200 Stokely Management Center. All users of UTCC facilities are assigned a consultant for assistance in the effective use of computing resources.

Center for International Education

The Center for International Education provides service both for international students enrolled at UTK and UTK 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 General International Education, located at 201 Alumni Hall, which maintains students’ official immigration records and handles questions regarding immigration regulations. The office staff serve as advisors on personal and related problems. Orientation programs are held at the beginning of each term to facilitate adjustment to the campus and the community.

The Division of International Education, located at 205 Alumni Hall, offers advice and counseling on fellowship, scholarships/travel and work abroad, including the DAAD (German Academic Exchange Service), Fulbright, Marshall, Rhodes, and Rotary programs. It has resources on most other grants and scholarships that are offered for U.S. students interested in study and/or research abroad.

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

International students applying for admission should write to The Office of Graduate Admissions and Records.

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. Colglazier, Jr., Ph.D. California Institute of Technology

Associate Directors:

Assistant Directors:

Research Associates:
M. English, M.S., Tennessee; R. Kraemer, M.S. Tennessee.

The Energy, Environment, and Resources Center was created to encourage interdisciplinary research at UTK, directed at solutions to problems related to energy and the environment. The Center provides assistance to faculty interested in developing research and public service projects, manages research and development projects that involve several disciplines, and assists Tennessee government and industry in specific problems related to energy and environment. The Center has a close working relationship with researchers at the Oak Ridge National Laboratory and the Tennessee Valley Authority.

Current research includes hazardous waste management policy, industrial fuel use trends, energy conservation in buildings and industry, electric utility modeling, environmental research needs, energy education and information, probabilistic risk assessment, and ethical and value issues in technology policy.

Transportation Center

Director:
M. S. Bronzini, Ph.D. Pennsylvania State, P.E.

Assistant Directors:

The Transportation Center was created in 1970 to foster and 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-level organization administratively positioned with the Office of the Vice Provost for Research at UTK. The Center’s staff is organized into five research divisions and two support divisions. The seven division managers provide the overall management needed to conduct transportation research, service, and training activities efficiently and effectively.

The Center has three goals. The first is to conduct a program of research and training in transportation that is recognized for its excellence, comprehensiveness, innovation,
The University of Tennessee Space Institute

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

The Space Institute is a graduate education and research institution established in 1964 on a 365 acre lakeshore campus in Middle Tennessee. UTSI has evolved into an international institution for graduate study and research in engineering, physics, mathematics, and computer science. The accredited academic programs and educational policies of the Space Institute have their origins in the departments of The University of Tennessee, Knoxville. The more than 40 faculty members of the Institute carry out these accredited academic programs through classroom teaching, informal seminars, active research, and directing the research of their students in an environment of creative work and advance study. Programs are available to students devoting full-time effort toward M.S. and Ph.D. degrees or those interested in continuing education for updating and broadening knowledge and those who wish to pursue post-doctoral research.

Graduate degree programs are available with majors in Aerospace Engineering, Aviation Systems, Computer Science, Electrical Engineering, Engineering Science, Industrial Engineering (Engineering Management Concentration), Materials Science, Mechanical Engineering, and Physics. In addition to the fundamental studies characteristic of each discipline, research opportunities are available in many areas including aerodynamics, atmospheric science, fluid mechanics, computer graphics, knowledge engineering, energy conversion processes, thermal sciences, space systems, remote sensing, propulsion, computational fluid dynamics, and other aspects of atmospheric and space flight.

The Institute has recently established a Center of Excellence in Laser Applications and offers graduate studies and research opportunities in laser diagnostics, laser materials interactions, pico second processes, and coherent and non-linear optics. The Institute was established in part to increase the research and engineering resources of Tennessee through education and practice in relevant scientific and technical areas and in part to interface University faculty and student research with the Air Force Arnold Engineering Development Center. The faculty, research activities, and facilities of the Institute and those available at Arnold Center through appropriate contractual arrangements provide students an unusual opportunity for significant research in these areas. Students who enroll at UTSI are admitted to the Graduate School. The University of Tennessee, Knoxville, Graduate Research Assistantships are available for qualified students. Further information may be obtained from the Dean, The University of Tennessee Space Institute, Tullahoma, Tennessee 37388.

Water Resources Research Center

E. W. Colglazier, Acting Director, Ph.D. California Institute of Technology
T. R. Gangaware, Assistant Director, M.S. Tennessee.

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 related 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 and doctoral 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 late afternoons, evenings, and Saturdays, and in cooperation with the Oak Ridge Associated Universities (ORAU). This program is supported under a subcontract with ORAU with principal support coming from the Martin Marietta Corporation. UT is one of the forty-three colleges and universities which sponsor ORAU, a nonprofit education and research management corporation.

General Regulations/The Graduate School

Advisor/Major Professor

Every graduate student must have an advisor from the major department. This advisor 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 each term. 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, after which the department is forming a judgment concerning the candidate's prom-
Prerequisites
Graduate work in any program must be preceded by sufficient undergraduate work in the major and related areas to satisfy the department that the student can do graduate work successfully in the chosen field. Individual undergraduate records are examined and evaluated by the appropriate department before admission to a degree program. Questions about program prerequisites should be addressed to the advisor.

Course Listings
Each course listing in the Graduate Catalog contains information in abbreviated form. The course number indicates the level at which the course is taught. All 5000-6000 level courses are graduate courses. The 3000-4000 level courses are 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 official course title appears in bold-faced type following the course number. Numbers in parentheses following the course title indicate the quarter hours credit. If the credit is variable, to be determined in consultation with the instructor, the minimum and maximum are shown (e.g. 2-3). The credit hours are followed by a course description indicating the content to be covered.

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 are elected 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: (Same as Psychology 5432). The course description is given only under the primary department.

"S/NC only" indicates that the course must be elected for S or NC only. Grades of S are used for credit, and NC is used for noncredit. No student may graduate with more than 25 percent S and NC grades in courses taken toward the degree.

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), better than satisfactory performance.
A+ (4.5 quality points per quarter hour), superior performance.
B (3 quality points per quarter hour), satisfactory performance.
B+ (3.5 quality points per quarter hour), better than satisfactory performance.
P/NP (carries credit hours, but no quality points), indicates that the student did not meet academic standards for the course.
NP indicates no progress or inadequate performance.
S/NC (carries credit hours, but no quality points), S is equivalent to a grade of F, and NC is used for noncredit. No student may graduate with more than 25 percent S and NC grades in courses taken toward the degree.
W (carries no credit hours or quality points), indicates that the student withdrew from the course.
I (no quality points), extremely 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.
D (1 quality point per quarter hour), satisfactory performance.
F (1 quality point per quarter hour), unsatisfactory performance.
C (2 quality points per quarter hour), average performance.
C+ (2.5 quality points per quarter hour), better than average performance.
C- (2 quality points per quarter hour), less than average performance.
B (3 quality points per quarter hour), satisfactory performance.
B- (3.5 quality points per quarter hour), better than satisfactory performance.
A (4 quality points per quarter hour), superior performance.

Satisfactory performance is an average of B (3.0) on course work taken at UTK. A student must receive an average of B- (2.75) on all graduate work attempted. A student must receive an average of B (3.0) on all 2000-4999 level courses for which the student has registered. This includes courses for which the student has registered for S and NC grading.

Students may enroll in a full load. Students receiving financial aid are expected of graduate students. A student must carry a full load. A student enrolled at UTK is required to receive any graduate degree from the University. Grades in The Graduate School have the following meanings:

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W (carries no credit hours or quality points), indicates that the student withdrew from the course.
I (no quality points), extremely 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.
examination must be approved by the head of the department offering the course. A student applying for this privilege, must present evidence to the department head that they have the knowledge and abilities expected of graduate students who have taken the same course. Upon passing such an examination, the student will receive graduate credit. A maximum of one-fourth of the total credit hours in a Master's degree program may be earned by this method, subject to the approval of the student's graduate committee. A fee of $22 per credit hour 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 of Science 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. Grades for law courses will not be reflected in the cumulative grade-point average as law courses do not carry graduate credit.

Different rules apply to students enrolled in the J.D. and 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. 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 grades will be added to the permanent record. A student enrolled in the Ph.D. in Business Administration program may use 8 semester hours or more of law courses for the supporting area under the arrangement described on p. 41.

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 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 before any transfer of credit will be considered.

To be transferred into a graduate program at UTK, a course must:
1. be taken for graduate credit;
2. carry a grade of B or better;
3. be 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 Admissions to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements for the program, nor will they be counted in determining the student's grade-point average. Credits transferred cannot be used to meet the 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 9 quarter hours or 6 semester hours taken from institutions outside The University of Tennessee system 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 course work. Transferred courses must have been completed within the six-year period prior to receipt of the degree. They will be placed on the student's UTK transcript only after admission to candidacy.

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

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

Change of Program
A student who wishes to change a major program of study must complete a Request for Change of Graduate Program form which can be obtained from the 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 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 degree being 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.

Doctoral 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.

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

The student and major professor together share 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. Thesis Workshops are held periodically throughout the academic year. The date for each Workshop will be announced in the Graduate School News. The thesis should be written in English. Under exceptional circumstances, however,
the degree sought. The request should be
approved by the student's Master's committee. In thesis programs, a minimum of 9 quarter hours of credit in the major must be earned in course 5000 while the student is preparing the thesis. Hours applied to the Master's degree may be entirely from one major subject or may be distributed to include one or two minor areas. In a 45-hour program the major sub-
ject 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 minimally required hours in a Master's degree program must be taken from research courses numbered at or above the 5000 level. Only 9 thesis hours can be counted toward this requirement.

Master's Committee: A committee composed of the major professor and at least two faculty members at the rank of assistant professor or above should be formed as early as possible in a student's program, and must be formed by the time a student applies for admission to candidacy (refer to Advisor/Major Professor, page 19). The responsibility of this committee is to assist the student in planning a course of study and research, and to assure fulfillment of the degree require-
ments. 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 pre-
requisite courses and 15 hours of graduate course work with a 3.0 average not 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 mini-
um of 3 hours the quarter in which the thesis is accepted by The Graduate School. At least 9 hours 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 exami-
nation, 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 final date for approval and acceptance of the thesis by The Graduate School. Final examinations not properly scheduled must be repeated. The final draft of the thesis must be distributed to all com-
mitee members at least two weeks prior to the date of the final examination. In case of failure, the candidate may not apply for reexamination until the following quarter. The result of the second examination is final.

Thesis: The thesis represents the culma-
nation of an original research project
completed by the student. It must be pre-
pared in accordance with 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 minor the Graduate School. In any event, courses using University facilities or faculty time must be registered for course 5002 if not registered for other courses. This applies to students removing incompletes from their records.

Final Examination for Non-Thesis Stud-
ents: With the exception of students pur-
suming the MBA, each non-thesis student must pass a final written examination. A department may require an additional oral examination. The examination is not merely a test over course work, but a measure of the student's ability to integrate material in the major and related fields. It must be scheduled through the Office of Graduate Admissions and Records in accordance with the deadlines specified in the Graduate School News and will be conducted by the Master's committee. Final examinations not properly scheduled must be repeated. Students taking the final examination but not otherwise using University facilities may pay a fee of $115 instead of registering. Students finishing incomplete courses, however, must register for a minimum of 3 quarter hours. In case of failure, the candidate may not apply for reexamination until the follow-
ing quarter. The result of the second examination is final.

Time Limit: Candidates have six calendar years from the time of enrollment in The Graduate School to complete the degree. Students who change degree programs during this six-year period may request 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 gradua-
tion.

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 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. have at least one year of related work experience. Additional information on admission requirements can be obtained from the departments offering the degree. Also see the chart, page 24, for a summary of procedures for this degree. All deadlines are published quarterly in the Graduate

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

Course Requirements: The student's program involves a minimum of six quarters 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 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 the minimum 9 graduate hours required outside the major. All prior coursework accepted toward the degree must be related to the student's program objectives. A minimum of individual departments for the Master's degree may be transferred from another institution to an Ed.D. program. See Transfer Credits, page 21.

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, exclusive of thesis courses, must be 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 before the student has completed 18 hours of coursework in the Ed.S. 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.

Research Requirements: See the program description and departmental requirements in listings of thesis, problems in lieu of thesis, or theses, and approved by the student's committee prior to submission to The Graduate School for final approval and acceptance.

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

Time Limit: Candidates have six calendar years from the time of entry into the last 45 hours of coursework to complete the Ed.S. degree.

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 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 25, 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 UTK. Normally a doctoral program includes a minimum of 36 hours of graduate course work beyond the Master's degree, graded A-F, plus the minimum 36 hours of dissertation work in course 6000. Additional work taken for S/N grading may comprise up to one-fourth of the student's total graduate hours.

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

Continuous Registration: The student must register continuously for course 6000 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course 6000 is begun, whichever comes first, including summer quarters and the quarter in which the dissertation is approved and accepted by The Graduate School. A minimum total of 36 hours of course 6000 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a semester may request leave of absence from dissertation research up to a maximum of eight quarters. The request will be considered by The Graduate School upon recommendation of the department head.

Doctoral Examinations: Departments may, at their option, administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of these examinations is required for all doctoral degrees. Registration is required in the term in which examinations are taken.

1. Diagnostic or placement examinations, which may be written and/or oral, may be given to students on admission to the doctoral program to determine the student's level of preparation, areas of strength and weakness, and 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.

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

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

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

4. A final examination (oral, or oral and written) on the student's dissertation, major field, and such other fields, areas, and weaknesses, as specified by 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 committee at least two weeks before the examination. The examination is announced publicly and is open to all faculty members.

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>Formations 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>
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</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>Payment of graduation fee</td>
<td>Bursar's Office</td>
<td>Deadline available at registration</td>
</tr>
<tr>
<td>Scheduling of final examination</td>
<td>Student and 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 OPTIONS

<table>
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<tr>
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<tr>
<td>Application for diploma</td>
<td>Office of Graduate Admissions and Records</td>
<td>Deadline available at registration*</td>
</tr>
<tr>
<td>Payment of graduation fee</td>
<td>Bursar's Office</td>
<td>Deadline available at registration</td>
</tr>
<tr>
<td>Submission of thesis/problems to Master’s/Ed.S. committee</td>
<td>Student</td>
<td>At least two weeks prior to final oral examination</td>
</tr>
<tr>
<td>Scheduling of final oral examination</td>
<td>Student and Office of Graduate Admissions and Records</td>
<td>Not later than one week prior to final oral 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.
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 form, 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 within eight years, from the time of a student's first enrollment in a doctoral degree program.

### Summary of Procedures for Doctoral Degrees

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

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

**Not required in some programs.

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