The Graduate School

C. W. Minkel, Vice Provost and Dean of The Graduate School
Wayne T. Davis, Assistant Dean of The Graduate School
Linda R. Painter, Assistant Dean of The Graduate School
Diana Lopez, Director, Graduate Admissions and Records
Rose Ann Trantham, Assistant Director, Graduate Admissions and Records
S. Kay Reed, Graduate Recruitment Coordinator
Ann L. Lacava, Thesis/Dissertation Coordinator

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 93 fields and doctoral work in 52. Approximately 5,700 graduate students are enrolled both on and off campus. Administration of graduate student policies and procedures, and associated record keeping, is the responsibility of the Dean of The Graduate School. Much of the day-to-day administration of graduate study is conducted by department heads or faculty advisors and committees responsible for particular programs. In addition to departmental units, numerous interdisciplinary programs, institutes, and centers have been developed on campus and in locations throughout the state.

The Graduate School brings together faculty and graduate students as a community of scholars with a common interest in creative work and advanced study. Programs are available to students desiring 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 Association. Ex-officio members include the Dean, Assistant Deans of The Graduate School, the Chair of the Research Council, the Director of Libraries, the Dean of Continuing Education, and the administrative officer having primary responsibility for graduate curriculum in each college or school. 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, a $15 fee, and one (1) official transcript from each institution previously attended are required for consideration as a potential degree candidate.

In addition to meeting the minimum requirements for admission to The Graduate School, applicants at the doctoral level must have demonstrated a potential for superior academic performance. To be considered are such criteria as performance in prior undergraduate and/or graduate studies, achievement on admission tests for graduate studies, letters of recommendation from professors familiar with the applicant's capabilities, and 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; or
2. 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 15 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. 20, for instructions); or
2. file a Plan of Study form with the Office

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Any student admitted to the provisional status who has exceeded six hours of graduate credit must receive permission from The Graduate School to register for a second or succeeding semester 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 a letter grade of at least B in all course work (graduate and undergraduate) taken in provisional status, to include at least six hours of graduate work. Provisional students failing to meet this requirement will be denied registration.

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 hopes to enter a degree program will be directed to the appropriate department.

The student who fails to complete provisional admission within seven weeks after receipt of transcripts is not 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 non-degree status.

PROVISIONAL ADMISSION

Applicants may be admitted as provisional students for one semester (or for one course in each of two semesters) who, for example, do not meet the minimum grade point average requirements; wish to register for graduate courses while meeting any additional requirements for non-degree admission; or desire graduate credit for a limited number of courses (one semester only).

The graduate application, a $15 application fee, and proof of a Bachelor’s grade point average 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 non-degree 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 semester to discuss his/her program. For students with a declared major, the advisor must be from the appropriate academic unit.

INTERNATIONAL STUDENT ADMISSION

The Graduate School accepts only students who have superior records. An international student must have an equivalent four-year Bachelor’s degree with at least a B average on undergraduate course work and a B+ or better on all previous graduate work. On various grading scales, this would indicate:

- 3.0 and 3.5 on 4.0 scale;
- 14 and 15 on 20 point scale;
- 80.0 from Chinese institutions;
- 1st Class or Division from Indian institutions;
- 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 semester, but normally enters the summer or fall semester. Deadlines for submission of applications are:

Fall: March 1
Spring: July 15
Summer: Nov. 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. Documented evidence of financial resources sufficient to support the student as stated on the financial statement form supplied to the applicant.
5. Results of the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), if required. (See pages 8-9.)

Letters of recommendation or rating forms, if required. (See pages 8-9.)

Admission must be granted and financial documentation and degree confirmation must be received prior to the beginning of an I-20 or IAP-60 form needed to obtain a visa. The Graduate School will not issue these forms after the following dates:

Fall: June 15
Spring: Nov. 15
Summer: March 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 19.

TRANSIENT GRADUATE STUDENT ADMISSION

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 10 days prior to registration. Only one semester, or a maximum of 12 hours, of course work can be taken in transient status. Necessary forms may be obtained from the Office of Graduate Admissions and Records.

ELIGIBILITY OF SENIORS

Subject to approval by The Graduate School, a senior at UTK who needs fewer than 30 semester 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 semester. Approval must be obtained each semester at the Office of Graduate Admissions and Records during registration. A maximum of 15 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 10 semester hours of graduate courses during the D.V.M. program.
3. Approval must be obtained each
semester at registration through the Office of Graduate Admissions and Records. The student's progress is subject to review and approval each semester by the Associate Dean, College of Veterinary Medicine.

ADMISSION OF FACULTY MEMBERS
Faculty members of UTK or the Institute of Agriculture at the rank of assistant professor or above, and employees of the administrative staff at UTK, the UT Central Administration, and the Institute of Agriculture will not normally be admitted to candidacy for a doctoral degree at UTK. Exceptions may be granted on an individual basis. Further information is provided in the Faculty Handbook. Possible conflict of interest will be a major factor considered in the review of any application. Requests should be directed to the Dean of The Graduate School.

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, N.J. 08540

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

The student who fails to gain admission within seven weeks after registration will not be permitted to register again until all admission requirements are met.

All of the above documents become the property of the University and will not be returned. For international graduate student admission procedures, see International Student Admission (page 14).

Readmission
A student who has not attended The Graduate School at UTK for more than three semesters (including summer) must apply for readmission. A readmission application should be submitted to the Office of Graduate Admissions and Records at least two weeks prior to the desired reentry date. A student who has attended another institution since enrollment at UTK must submit 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 its 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 and 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. 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. Students in the semester for a subsequent semester (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 late fee of $10.00 is assessed to any student in attendance at the University who fails to preregister for the following semester(s). 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 semester 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 contained in the campus telephone book and sports brochures. Such information may include name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, and weight and height (for special activities).

Notice of the categories to be contained in a publication will be given in advance. A period of one week is provided during which a student may request that such information not be released.

Student Identification Number
UTK requires assignment of an individual student number for internal identification of each student's record. The University began using the social security number as the student identification number prior to January 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 prior to registration. 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, the file will be destroyed and it will be necessary to resubmit the $15 application fee and a new application. This fee is not refundable.

MAINTENANCE FEE (in-state students) ......... $755

TUITION (out-of-state students) ......... $2,057

NOTE: In lieu of the above charge for tuition...
UNIVERSITY PROGRAMS AND SERVICES FEE

PER SEMESTER $98

The fee for the summer semester is $78. Part-time students taking fewer than nine semester hours will be assessed at the rate of $6 per semester hour or fraction thereof; minimum charge $12.

GRADUATE STUDENTS: Part-time students, teaching associates, and 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 day students taking a course load of 3-8 hours may elect to pay the services fee. The student health fee is included in the full $98 programs and services fee.

The University programs and services fee is nonrefundable and is valid for the entire academic year with the exception of the University programs and services fees as noted above.

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 semester 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 full hour lesson per week per semester $45
One hour lesson per week per semester .................................. $90
Payable at registration by students receiving individual instruction in music.

GRADUATION FEE

Master degree candidates ................................................. $30
Doctoral degree candidates ............................................ $70
Doctoral hood rental (optional) ....................................... $5

There are no additional charges for diploma, binding, or microfilming. The graduation fee is nonrefundable and is valid for two semesters after the semester in which it is paid.

PROFICIENCY FEES

Fees for proficiency examinations are $22 per credit hour for graduate students. See page 19 for other information on proficiency examinations.

TUITION PAYMENT PLANS

All student fees are due in advance and should be paid in full at registration each semester.

Prepayment Plan

A prepayment plan has been developed to assist students with planning and budgeting their academic year expenses. Under the plan, students may choose the expenses they wish to prepay including room, board, tuition, and fees. Expenses can be prepaid over a period of eight months. Students and/or parents wishing to participate in the prepayment plan should contact the Bursar's Office for details.

Deferred Payment Policy

Although fees, rent, and University expenses are due and payable at the beginning of each semester, a full-time student in good financial standing with the University may request a deferment of up to 30% of the total charges for a period of up to four weeks from the first day of registration. All financial aid monies must be applied to fees before a deferment will be considered. For more details, contact the Bursar's Office.

ROOM AND BOARD PAYMENT PLAN

Semester room and board charges may be paid in monthly installments. The first month's rent plus a deposit of one month's rent is due at registration. The remaining installments are due every four weeks. For more information and an application, contact the Bursar's Office.

DEFERRED PAYMENT SERVICE FEE $10

(See Tuition Payment Plans)

This fee is applicable when the payment of any part of a student's account is deferred, including accounts which must be billed to outside agencies, organizations, and institutions. This fee is also applicable when any additional charge (out-of-state tuition, music fee, room and board adjustment) is not paid within five regular business days after the date it was incurred.

It is the student's responsibility to take the initiative to pay all University obligations promptly.

FEES FOR COURSES NOT TAKEN FOR CREDIT

Fees for courses audited are the same as for courses taken for credit. For fee purposes, courses listed for 0 credit hours are considered as one-hour courses.

REFUND OF FEES FOR WITHDRAWAL

Once a schedule has been received by the student, withdrawal for the semester must be by official notification to the Withdrawal Office, 212 Student Services Building, whether or not fees have been paid, classes have been attended, or the schedule is incomplete. Failure to attend class does not automatically withdraw or drop a student from college or class.

The effective date of withdrawal is the date the Withdrawal Office is notified by completion of the official withdrawal request form. The appropriate percentage of fees will be charged unless this action is completed by the close of the last day designated for regular registration and before the first official day of class for the summer semester. Failure to notify the Withdrawal Office promptly when withdrawing could result in a larger fee assessment. Withdrawal does not cancel fees and charges already incurred.
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 on the Graduate Application for Admission. A student cannot acquire in-state residency status on the basis of full-time enrollment 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) works full-time in the state or at Fort Campbell, Kentucky, and (2) desires to attend UTK on a part-time basis (maximum 6 hours of course work per semester), is eligible for a waiver of out-of-state tuition. The student must apply for a waiver prior to the date of registration each semester. 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 recategorization and a copy of the State regulations. The application must be submitted on or before the last day of registration for a given semester, if the student is to be considered for recategorization that semester.

Academic Common Market

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

Cooperating states in the Academic Common Market are Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, South Carolina, Tennessee, Texas, Virginia and West Virginia. Twenty-doctoral, one Specialist in Education, and twenty-five Master's programs at UTK are approved by the Academic Common Market for residents of these states to enroll in in-state tuition rates. Residents of member states who seek further information should contact the Residency Clerk in the Office of Graduate Admissions and Records or the Southern Regional Educational Board, 130 Sixth Street, N.W., Atlanta, GA 30313.

Financial Aid

UTK offers several types of financial assistance for which graduate students may apply.

ASSISTANTSHIPS AND FELLOWSHIPS
Graduate assistantships, scholarships, and traineeships are offered through many departments. Information concerning these types of assistance can be obtained from the department in which the student plans to study.

The Hilton A. Smith Graduate Fellowships and The National Alumni Association Graduate Fellowships for full-time study at UTK 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 3.6 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 in November. Completed applications, including all supporting materials, must be submitted to the Assistant, Office of Graduate Admissions and Records, by February 15. Offers of awards 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 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 Financial Aid Office.

LOANS

Four types of loan programs are administered by the Financial Aid office: 1) Perkins Loan, formerly National Direct Student Loan, (FAF or FFS must be on file); 2) Guaranteed Student Loan (FAF and FFS must be on file with appropriate Guaranteed Student Loan forms); 3) PLUS/SLP Loan (requires appropriate loan papers on file); and 4) The University of Tennessee Loan. Processing time varies from one loan program to another. Interested students should contact the Financial Aid Office for more information. Students must apply through the Financial Aid Office for all loan programs. Loans are limited to U.S. citizens or permanent residents.

Students who have attended any other post-secondary institution, other than UTK, must provide a Financial Aid Transcript to the Financial Aid Office even if no financial aid was received from the previous institution.

All students receiving financial aid are expected to maintain financial aid progress standards to remain eligible to receive aid. Information on these standards, applications, and additional information are available from the Financial Aid Office, 115 Student Services Building.

VETERANS' BENEFITS

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

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 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.

RENTAL PROPERTIES

The University provides excellent apartment facilities in several locations for married students and single graduate students. Information and application for these facilities may be secured from the Office of Rental Properties, Stadium Hall.

OFF-CAMPUS HOUSING

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

Vehicle Operation and Parking

The University of Tennessee endeavors to provide adequate facilities for vehicles operated by students and staff. However, areas available for parking are necessarily limited. To reduce traffic congestion within the

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are welcome to drop in at their convenience. Problems are treated confidentially and are dealt with expeditiously. The office does not replace an instructor of a specific course to make space available to other students.

General Regulations of The Graduate School

Advisor/Major Professor

Every graduate student must have an advisor from the major department. This professor advises the student about courses, supports 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 semester. Many departments assign a temporary advisor to direct the entering student's work during the period in which the student is becoming acquainted with the institution and determining the focus of research interests, and in which the department is forming a judgment concerning the candidate's promise as a scholar. As early as appropriate the student requests a professor in the major department to serve as the advisor. The major professor and student together select a graduate committee.

Prerequisites

Graduate work in any program must be preceded by sufficient undergraduate work in the major and related areas to satisfy the department, support 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 number appearing indicates the level at which the course is taught. All 500-600 level courses are graduate courses. The 400 level courses are upper division courses available for graduate credit only if listed in the Graduate Catalog. To receive graduate credit for these, a student must so indicate on the registration material.

The official course title appears following the course number. Numbers in parentheses following the course title indicate the semester 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 concurrent with the specific course. Recommended prerequisites should be taken previously but are not mandatory.

Some courses may be repeated for a maximum number of hours allowable toward a degree program. This number is stated for each repeatable course with the exception of Thesis 500, Dissertation 600, and Registration for Use of Facilities 502. Courses may be cross-listed with two or more departments, an arrangement indicated by a parenthetical statement (Same as Psychology 543). The course description is given only under the primary department.

A symbol indicating the semester or frequency that the course is normally offered is included at the end of many course descriptions.

F—Fall

Sp—Spring

E—Every semester

A—Alternate years

Su—Summer

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 ten consecutive instructional days after the beginning of classes.

Students who fail to attend the first class meeting without prior arrangement with the department MAY BE DROPPED from the course to make 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, undergraduate to graduate, withdrawal) is approximately 35 calendar days after the first day of classes each semester. (See Graduate School News each term for exact date) A student may change registration for
a course at any time prior to and including this date by executing a change of registration form and submitting it to the Office of Graduate Admissions and Records. The 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 University after the first ten instructional days of classes and before the change of registration deadline, he/she will receive a grade of W on the permanent record.

Course registration may not be changed from credit to audit after the first ten consecutive instructional days after the beginning of classes.

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

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

Grading System

A cumulative grade point average of 3.0 is required on all graduate course work taken at UTK to receive any graduate degree from the University. Grades in The Graduate School have the following meanings:

- A: (4 quality points per semester hour), superior performance.
- B+: (3.5 quality points per semester hour), better than satisfactory performance.
- B: (3 quality points per semester hour), satisfactory performance.
- C+: (2.5 quality points per semester hour), less than satisfactory performance.
- C: (2 quality points per semester hour), performance well below the standard expected of graduate students.
- D: (1 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
- F: (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
- I: (no quality points), a temporary grade or change the credit in a course previously completed, nor may such an examination be repeated. Proficiency examinations taken at other institutions are not transferable.

English Proficiency

Any student whose native language is not English must present a TOEFL score of at least 525 unless he/she has received a Bachelor's or Master's degree from an accredited institution in the United States. Students who have taken the SPEAK Test) before they can be assigned to classroom duties in connection with their assistantships. The SPEAK Test is administered on campus by the Learning Research Center. Scores from the Test of Spoken English (TSE) are also accepted in place of the SPEAK Test.

Law Courses

A graduate student may take up to 6 semester hours of law courses and apply them toward a graduate degree upon approval of the College of Law and the student's major professor. The graduate student must register for law courses during the registration period at the College of Law and request an S/NC grade. If the student earns a 2.0 or better, an S will be recorded on the transcript. Below 2.0, an NC will be recorded and the course cannot be used toward meeting degree requirements.

Grades for law courses will not be reflected in the cumulative grade point average as law courses do not carry graduate credit.

Proficiency Examinations

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are available in the Office of the Registrar, 209 Student Services Building. To be eligible, a student must be admitted to The Graduate School. The request for examination must be approved by the head of the department offering the course. 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 the examination with a minimum grade of B, 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 a credit hour, which has been received in the Office of Graduate Admissions and Records at the end of the semester, the I will be changed to an F. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an I on the record.

S/NC (carries credit hours, but no quality points), a temporary grade given to enable a student to receive any graduate degree from The University prior to initial registration. Students paying regular fees also are entitled to audit courses.

A proficiency examination may be given in English (the SPEAK Test) before they can be assigned to classroom duties in connection with their assistantships. The SPEAK Test is administered on campus by the Learning Research Center. Scores from the Test of Spoken English (TSE) are also accepted in place of the SPEAK Test.

Law Courses

A graduate student may take up to 6 semester hours of law courses and apply them toward a graduate degree upon approval of the College of Law and the student's major professor. The graduate student must register for law courses during the registration period at the College of Law and request an S/NC grade. If the student earns a 2.0 or better, an S will be recorded on the transcript. Below 2.0, an NC will be recorded and the course cannot be used toward meeting degree requirements.

Grades for law courses will not be reflected in the cumulative grade point average as law courses do not carry graduate credit.

Different rules apply to students enrolled in the Dual J.D.-MBA program. Grades must be earned according to the grading system of the respective colleges, e.g. numerical grades for law courses, letter grades for graduate courses. Refer to page 55 for grades acceptable to meet degree requirements. Only one cumulative GPA (law or graduate) will be carried on the student's transcript until graduation, at which time both the graduate and law cumulative will be added to the permanent record.

A student enrolled in the 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 page 55.

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 course work 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 Admission 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 from universities outside The University of Tennessee system cannot be used to meet the 500- or 600-level course work requirements. Credits 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 minimum of one-half of the total hours required for a Master's degree must be taken at UTK. A maximum of one-third of the total hours may be transferred from institutions outside The University of Tennessee system upon request by the academic unit. In addition, the student may transfer courses taken at other campuses of The University of Tennessee. Transferred courses must have been completed within the six-year period prior to receipt of the degree. The courses will be placed on the student's UTK transcript only after admission to candidacy.

ED.S. DEGREE

A maximum of six semester (nine quarter) hours of course work beyond the Master's degree may be transferred to an Ed.S. program. Transferred courses in the last 30 hours taken for the degree must have been completed within the six-year period prior to the receipt of the degree. The courses 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. 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 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 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 semester on the campus where the program is located. The summer semester is included in this period.

Master's degree: no general Graduate School residence requirement.

Ed.S. degree: one semester of residence if the student has a Master's degree; two consecutive semesters of residence if the student lacks a Master's degree.

Doctoral degree: minimum of two consecutive semesters of residence. Individual doctoral programs may have additional residence requirements.

Theses and Dissertations

All theses and dissertations are submitted to The Graduate School Thesis/Dissertation Consultant for examination. The Thesis/Dissertation Consultant will review the material and assure that it is attractively presented, free of technical errors in format, suitable for binding, and reflects 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/Dissertation Consultant regarding problems and questions in advance of preparing the final copy. The UTK Guide to the Preparation of Theses and Dissertations is the correct format for theses or dissertations. Workshops are held periodically throughout the academic year. The date for each workshop is announced in the Graduate School News.

The thesis should be written in English. Under exceptional circumstances, however, another language may be used if prior approval is obtained from The Graduate School. A request to write in a language other than English should be submitted to The Graduate School by the student's thesis committee, with endorsement of the Department Head and the Dean of the College, prior to Admission to Candidacy for the degree sought. The request should include a proposal and justification for the exception. In all cases, one thesis abstract must be written in English.

Academic Standards

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

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation. These policies do not apply to provisional students (see section on provisional admission).

ACADEMIC PROBATION

Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue in graduate status in subsequent semesters if each semester's grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

DISMISSAL

If a student is on academic probation, the degree or non-degree status will be terminated by The Graduate School if the student's semester GPA falls below a 3.0 (required for graduation) in a subsequent semester. The particular circumstances may be deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of The Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to The Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis. Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to The Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis. Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to The Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis. Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to The Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

The student handbook, Hill Topics, published and distributed annually, contains academic requirements and policies.

Appeals Procedure

The student handbook, Hill Topics, published and distributed annually, contains academic requirements and policies.
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 18). The responsibility of this committee is to assist the student in planning a course of study and carrying out research, and to complete two of the degree requirements. If the student has a minor, one member of the committee must be from the minor department.

ADMISSION TO CANDIDACY

Application for admission to candidacy for the Master’s degree is made as soon as possible after the student has completed any required prerequisite courses and nine hours of graduate course work with a 3.0 average or higher in all graduate work. The student must submit the Admission to Candidacy form, with appropriate signatures, to the Office of Graduate Admissions and Records no later than commencement day of the semester preceding the semester in which he/she plans to graduate.

THESIS REGISTRATION

A student must be registered for course 500 each semester during work on the thesis, including a minimum of 3 hours the semester in which the thesis is accepted by The Graduate School. At least 6 hours of 500 are required for the thesis option. After receiving the Master’s degree, a student is no longer permitted to register for Thesis 500.

FINALEXAMINATION FOR THESIS AND PROBLEMS IN LIEU OF THESIS STUDENTS

A candidate presenting a thesis or problems must pass a final oral (or oral and written) examination on all work offered for the degree. The examination, which is concerned with course work and the thesis or problems, measures the candidate’s ability to integrate material in the major and related fields, including the work presented in the thesis or problems. 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 thesis by The Graduate School. Final examinations not properly scheduled must be repeated. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

THESIS

The thesis represents the culmination of an original research project completed by the student. It must be prepared according to the 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 semester in the Graduate School News. Each copy must include an approval sheet, signed 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.

REGISTRATION FOR USE OF FACILITIES

Students using University facilities or faculty time must be registered for course 502 if not registered for other courses.

FINALEXAMINATION FOR NON-THESIS STUDENTS

With the exception of students pursuing 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 $146 instead of registering. In case of failure, the candidate may not apply for reexamination until the following semester. 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 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 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 23, for a summary of procedures for this degree. All deadlines are published each semester in the Graduate School News.

ED.S. COMMITTEE

A committee of at least three faculty members is assigned to each student. A minimum of two members of this committee must represent the department or major area. Its responsibilities include recommending 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 four semesters of study totaling not fewer than 60 semester hours of graduate credit beyond the baccalaureate degree. A minimum of 6 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 or registration requirements, nor in the minimum 6 graduate hours required outside the major. All prior course work accepted toward the degree must be related to the student’s program objectives. A maximum of 6 hours beyond the Master’s degree may be transferred from another institution to an Ed.S. program. See Transfer Credits, page 20.
Courses numbered at the 400 level 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 30 semester hours of work, exclusive of thesis courses, must be in 500- or 600-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 15 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.

RESEARCH REQUIREMENTS

See the program descriptions of individual departments for listings of thesis, problems in lieu of thesis, and non-thesis options. Some departments offer only a thesis program.

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

2. In the thesis program, or problems in lieu of thesis, 6 hours of research credit (518 and 519) must be earned in the preparation of an acceptable piece of work. The student must continue to register for thesis or problems while working on the project, including the quarter it is accepted by The Graduate School. The thesis must be prepared according to instructions in the UT Guide to the Preparation of Theses and Dissertations, 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 Office of Graduate Admissions and Records before the deadline and will be conducted by the student's committee. Final examinations not properly scheduled must be repeated. In cases of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

TIME LIMIT

Candidates have six calendar years from the time of entry into the last 30 hours of their degree programs to complete the Ed.S. degree.

Doctoral Degrees

Two doctoral degree programs are available: Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.). Programs are listed under "Majors and Degree Programs," pages 8-9. For specific degree requirements, consult individual program descriptions listed by college and field of instruction in this Catalog. See also the chart, page 24, for a summary of procedures for doctoral degrees.

Doctoral programs include a major field or area of concentration and, frequently, one or more cognate fields. The latter are defined as a minimum of 6 semester 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 600-level courses, usually a minimum of 6 semester hours, at UTK. Normally a doctoral program includes a minimum of 24 hours of graduate course work beyond the Master's degree, graded A-F. In addition, a minimum of 24 hours of dissertation work in course 600 is required. 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 persons, including 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 committee must approve all course work applied toward the degree, certify the student's mastery of the major field and any cognate 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 600 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration begins for 600, whichever comes first, including summer semester and the semester in which the dissertation is approved and accepted by The Graduate School. A minimum total of 24 hours of course 600 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six semesters. The request will be considered by the department head.

The student must register continuously for course 600 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration begins for 600, whichever comes first, including summer semester and the semester in which the dissertation is approved and accepted by The Graduate School. A minimum total of 24 hours of course 600 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six semesters. The request will be considered by The Graduate School upon written recommendation of the department head.

DOCTORAL EXAMINATIONS

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

Diagnosis Examination

A student on admission to the doctoral program may be given a written and/or oral diagnostic examination to help determine the student's level of preparation, areas of strengths and weaknesses, and general background. The diagnostic examination is designed to aid in the selection of courses and to determine the student's preparation to continue doctoral studies at UTK.

Qualifying Examination

A written and/or oral qualifying examination may be given near the end of the student's 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.

Comprehensive Examination

The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the doctoral student has completion of all or nearly all prescribed courses. Thus, its successful completion indicates that, in the judgement 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. A written examination is required, and an oral examination is encouraged.

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. Students should review carefully the written statement from each doctoral degree program which details the timing, areas covered, grading procedures, and provisions for repeating a failed examination.

Defense of Dissertation Examination

A doctoral candidate must pass an oral examination on the dissertation. The defense of dissertation 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 Admissions and Records Office. Final examinations not properly scheduled must be repeated. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The examination is announced publicly and is open to all faculty members.

LANGUAGE REQUIREMENTS

Candidates for the Ph.D. degree may be required to demonstrate a reading knowledge of at least one foreign language in which there exists a significant body of liter-
ature relevant to the major field of study. Please refer to the descriptions of individual programs. The doctoral committee will determine the specific language (or languages) required. Language requirements must be met at UTK and cannot be transferred from another institution. When the student is prepared to take a language examination, he/she should complete an Application for Doctoral Language Examination at the 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 German 332 or French 302 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 one full semester 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 600 per semester. 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.

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**Summary of Procedures for Doctoral Degrees**

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
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<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 15 hours of graduate courses</td>
</tr>
<tr>
<td><em>Appointment of doctoral committee</em></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><em>Comprehensive Examination</em></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 one semester prior to graduation***</td>
</tr>
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**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>RESPONSIBILITY</th>
<th>DATE</th>
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<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>Submission of dissertation to doctoral committee</td>
<td>Student</td>
<td>At least two weeks prior to Defense of Dissertation Examination***</td>
</tr>
<tr>
<td>Scheduling of Defense of Dissertation Examination</td>
<td>Student and Office of Graduate Admissions and Records</td>
<td>Not later than one week prior to Defense of Dissertation Examination***</td>
</tr>
<tr>
<td>Defense of Dissertation Examination</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 dissertation card</td>
<td>Doctoral committee and The Graduate School</td>
<td>After Defense of Dissertation 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>

* The order of these items varies with individual programs.
** Not required in some programs.
*** Deadlines are printed in the *Graduate School News* each semester.