The University of Tennessee is the official land-grant institution for the State of Tennessee with its main campus in Knoxville. UTK is a comprehensive, research-oriented institution offering a wide range of graduate programs leading to the Master's and doctoral degrees. The University offers Master's programs in 88 fields and doctoral work in 52. Approximately 5,700 graduate students are enrolled on and off campus. Administration of graduate programs at UTK.

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, Associate 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 implement the policies formulated by the Council, and has primary responsibility for Graduate School admissions and records.

Graduate education has been conducted at The University of Tennessee since 1821. The first known Master's degree was awarded in 1827. In 1879 the Board of Trustees created a graduate department with authority to confer the Master of Arts, the Doctor of Philosophy, Civil Engineer, and Mining Engineer degrees. The Graduate Department was renamed The Graduate School in 1912. Although two Ph.D. degrees were awarded, in 1886 and 1887, formal doctoral programs were not instituted until 1929 for Biological Sciences at Memphis and 1943 for Chemistry on the Knoxville campus.

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. Coursework taken in any other status cannot be changed to 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 to the doctoral level must have demonstrated a potential for superior engagement 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 a diverse student clientele.

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 individuals 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
academic performance. To be considered are such criteria as performance in prior undergraduate 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 coursework in this status, the student must either:

- apply for and be admitted to a specific degree program (see Change of Program, p. 20, for instructions); or
- 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 15 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, a $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 information on restricted programs).

Every graduate student must meet with an academic advisor at least once each semester to discuss his/her program. For students with a declared major, the advisor must be from the appropriate academic unit. 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 Associate Dean of the Graduate School or designee is the advisor. 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 (see Academic Standards). 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:
1. do not meet the minimum grade-point average requirements;
2. wish to register for graduate courses while meeting any additional requirements for non-degree admission; or
3. 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 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 each semester to discuss his/her program. For students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a provisional student who has no declared major, the Associate Dean of the Graduate School or designee is the advisor.

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 at least a 3.0 grade-point average in all coursework (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 registration will NOT be permitted to register again nor will the transcript showing the coursework taken, until all admission requirements are met.

An international student on a non-immigrant visa may not enroll in the provisional status.

INTERNATIONAL STUDENT ADMISSION

The Graduate School accepts only students who have superior records. An international student must have an equivalent 4-year Bachelor's degree with at least a B average on undergraduate coursework and a B+ 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.

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 coursework 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 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 coursework 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 to this policy may be granted only upon petition to The Graduate School. Requests should be directed to the Vice Provost and Dean of The Graduate School.

Possible conflict of interest, the ability to exert influence in the program area, and potential inbreeding of the faculty will be the major considerations when requests for exceptions are reviewed. Requests for exceptions must be made in writing. They should include a justification, a plan of study, and a schedule for meeting residence requirements. Requests must have the approval of the Head of the Department in which the student will be provided, the Dean of the College, and the Vice Provost and Dean of The Graduate School.

Admission Procedures

Anyone with a Bachelor's degree from a regionally accredited institution who wishes 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 examinations which 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.

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. The student who has attended another institution since enrollment at UTK must submit one official transcript showing all coursework and any degrees earned at that institution. The student will be notified when action has been taken by the department/program and The Graduate School. A student who is permitted to enroll and is subsequently denied readmission will receive credit for courses completed successfully. Future registration will not be allowed until readmission is granted.

Registration Procedures

Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is 3. Registration allows use of services such as library check-out, laboratories, and recreation facilities not open to the public.

Dates of registration are listed in the Graduate School News each term. Registration is scheduled during each semester for a subsequent semester. Any graduate student who has applied for admission can register. A schedule is mailed to the local address and a change of late registration period is held normally two days prior to the beginning of classes. A late fee of $15.00 is assessed to any student in attendance at the University who fails to register early for the following semester(s). A student who participates in regular registration must obtain the computerized class schedule and pay fees on the first day of late registration. Additional information can be obtained from the Office of Graduate Admissions and Records.

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.

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 the 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 these categories with no declared major must obtain permission from the department/program head to register for courses in restricted fields.

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 education- al 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 1 January 1975; therefore, federal law allows continued
### Fees, Residency Classification, and Financial Aid

#### University Fees

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due in advance.

All charges and refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. The University reserves the right to correct any error by appropriate additional charges or refunds.

All students are required to have a validated fee receipt to complete the registration procedure. This includes graduate and teaching assistants, staff, and others whose fees may be billed, prepaid, or waived. Delayed registration service fees are also applicable to such students.

No student is authorized to attend classes who has not obtained a computerized class schedule and a validated fee receipt.

The University is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges on any student until student debts and obligations (other than Student Loan Fund notes which have not matured) owed to the University are satisfied.

The general fees for graduate students in effect at the time of publication are as follows:

<table>
<thead>
<tr>
<th>APPLICATION FEE</th>
<th>$15</th>
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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)

| PER SEMESTER | $792 |

#### MAINTENANCE AND TUITION (out-of-state students)

| PER SEMESTER | $2,159 |

**NOTE:** In lieu of the above charge for tuition and/or maintenance, part-time students may elect to pay fees computed by the semester hour credit (or audit) as follows:

- **In-State:** $115 per semester hour or fraction thereof; minimum charge $230.
- **Out-of-State:** $250 per semester hour or fraction thereof; minimum charge $500.

#### UNIVERSITY PROGRAMS AND SERVICES FEE

| PER SEMESTER | $98 |

All students enrolled in excess of eight semester hours per term are assessed an activity fee of $98. 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, teaching, and research assistants, 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 campus day students taking a course load of 3-8 hours may elect to pay the student health fee ($26), plus the appropriate part-time programs and services fee. The student health fee is included in the full $98 programs and services fee.

The University programs and services fee is not refundable.

The fee for the summer term is $52.

#### LATE PAYMENT FEE

**Graduated Late Service Fee**

Upon receipt of a schedule (full, partial, or incomplete) a student is registered and is immediately responsible for payment of fees. Students who register early for a semester must pay their fees (or make satisfactory arrangements with the Bursars' Office) on the two registration days prior to the beginning of classes in order to avoid late payment service charges. Effective the first day of classes, a graduated late service fee of $2 per day will be charged during the next ensuing five regular business days.

Students who register through late registration will be granted two additional days after classes begin to pay their fees (or make satisfactory arrangements with the Bursars' Office) before the graduated late service fee begins. Such students will be charged the graduated late service fee beginning with the third regular business day following the last registration day (minimum charge $6 third day, $8 fourth day, $10 fifth day).

**Additional Late Service Fees**

All students who have not completed registration and paid their appropriate charges (or made satisfactory arrangement with the Bursars' Office) within five regular business days after classes begin will be charged an additional $10 late service fee (total $20).

After 10 regular business days, students will be charged a second additional $10 late service fee (total $40). After 15 regular business days, students will be charged a third additional $10 late service fee (total $60). After 20 regular business days, students will be charged a fourth additional $10 late service fee (total $80), and may, at the discretion of the University, be withdrawn from school and assessed the appropriate fees as of the date dropped.

A $10 service fee is applicable to extension accounts and room and board charges which are not paid (or deferral arrangements made) within seven calendar days after the date payment was due.

Doctoral students who must register retroactively for dissertation credit will be charged a late fee of $35 for each semester of retroactive registration.

**RETURNED CHECK SERVICE FEE POLICY**

During registration check-in days, all checks are deposited the day they are received. A $10 service charge will be assessed when checks fail to clear the bank on which drawn. In addition, if the returned check is in payment of initial fees and charges, the late payment service fee will result at the assessment of appropriate fees and forfeiture of all University services, including the receipt of grades, transcripts, and schedule of classes. After grades are withheld, the reinstatement fee is $45.

**LATE REGISTRATION FEE**

Students who do not register during the preceding semester will be charged a $15 late registration fee.

**REINSTATEMENT FEE**

$45

Failure to pay fees or to make satisfactory arrangements for deferral or waiver by the end of the fourth week of classes will result in the assessment of appropriate fees, and forfeiture of all University services, including the receipt of grades, transcripts, and schedule of classes. After grades are withheld, the reinstatement fee is $45.

**RETURNED CHECK SERVICE FEE POLICY**

During registration check-in days, all checks are deposited the day they are received. A $10 service charge will be assessed when checks fail to clear the bank on which drawn. In addition, if the returned check is in payment of initial fees and charges, the late payment service fee will result at the assessment of appropriate fees and forfeiture of all University services, including the receipt of grades, transcripts, and schedule of classes.

Any student who does not respond within seven days from the date of the first notice will be assessed an additional $10 Service Fee.

For other returned checks, the service charge will be $10 if the check is made good within seven days from the date of notice and $20 if made good after seven days.

Failure to clear returned checks will result in the forfeiture of all University services, including the receipt of grades, transcripts, and schedule of classes.

#### MUSIC FEE

| One-half-hour lesson per week | $45 |
| One-hour lesson per week | $90 |

Payable at registration by students receiving individual instruction in music.

#### GRADUATION FEE

| Master's degree candidates | $30 |
| Doctoral degree candidates | $75 |
Doctoral hood rental (optional) $5

Tuition and fees, including room and board, are non-refundable and are due for two semesters after the semester in which they are paid.

PROFICIENCY FEES

Fees for proficiency examinations are $7 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 Plan

Although fees, rent, and other university expenses are due and payable at the beginning of each term, a full-time student in good financial standing with a definite source of funds may request the deferral of up to 50% of the total charges at registration. The deferred payment may be divided into two equal payments payable on the 28th and 58th day of the term. All financial aid monies must be applied toward fees before a deferral will be considered. A deferred payment service fee of $10 is assessed when any portion of tuition, fees, and other charges are deferred with the approval of the Bursar’s Office. An additional $25 late payment charge will be assessed on each monthly installment which is not paid on or before the due date. 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.

LATE PAYMENT SERVICE FEE $5

This fee is applicable when supplemental tuition, room and board adjustments, etc. is not paid within seven calendar days after the date it is incurred. Students are expected to take the initiative to pay all University obligations promptly. The $10 deferred payment service fee will be added if it is necessary for the Bursar’s Office to send a notice regarding non-payment of the adjustment.

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

After 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 classes 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 withdrawal 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 classes for the 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.

The drop/add procedure must not be used to withdraw from school for the semester.

For a regular academic semester, withdrawal within 7 calendar days beginning with the first day following regular registration permits a 90 percent fee refund. Withdrawal between 8 and 14 calendar days following regular registration permits an 80 percent fee refund. Withdrawal between 15 and 21 calendar days following regular registration permits a 60 percent fee refund. Withdrawal between 22 and 28 calendar days following regular registration permits a 40 percent fee refund. Withdrawal policy does not apply to the off-campus Graduate Centers. Refunds, in accordance with the withdrawal refund policy, will be made after the drop deadline. If financial aid has been received for the term, the refund will be applied to financial aid repayment first before the student receives any refund.

REFUND OF FEES FOR DROPPED COURSES

Part-time students may pay fees computed at the appropriate semester-hour rate as indicated above. No charge is made for courses dropped during the first 7 calendar days following regular registration. A 20 percent charge is made for courses dropped between 8 and 14 calendar days following regular registration. A 40 percent charge is made for courses dropped between 15 and 21 calendar days. A 60 percent charge is made for courses dropped between 22 and 28 calendar days. A 100 percent charge is made for courses dropped after 28 days.

Students who drop courses are eligible for a refund only if the sum of the charges computed at the semester-hour rate for the hours continued plus the percentage assessed for the hours dropped results in an amount less than that paid. A course on a student’s schedule is officially dropped, and the drop becomes effective, on the date that the change of registration form is processed on a drop/add terminal. Any refund due for dropped courses will be made after the final audit at the end of the semester.

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

SUMMER TERM FEES AND EXPENSES

Fees and expenses for the summer semester are the same as for other semesters except all fees, payment plan waives, and part-time students. The drop/add procedure must not be used to withdraw from school for the summer term.

Deferred Payment Plan

Although fees, rent, and other university expenses are due and payable at the beginning of each term, a full-time student in good financial standing with a definite source of funds may request the deferral of up to 50% of the total charges at registration. The deferred payment may be divided into two equal payments payable on the 28th and 58th day of the term. All financial aid monies must be applied toward fees before a deferral will be considered. A deferred payment service fee of $10 is assessed when any portion of tuition, fees, and other charges are deferred with the approval of the Bursar’s Office. An additional $25 late payment charge will be assessed on each monthly installment which is not paid on or before the due date. For more details, contact the Bursar’s Office.

Deferred Payment Plan

Although fees, rent, and other university expenses are due and payable at the beginning of each term, a full-time student in good financial standing with a definite source of funds may request the deferral of up to 50% of the total charges at registration. The deferred payment may be divided into two equal payments payable on the 28th and 58th day of the term. All financial aid monies must be applied toward fees before a deferral will be considered. A deferred payment service fee of $10 is assessed when any portion of tuition, fees, and other charges are deferred with the approval of the Bursar’s Office. An additional $25 late payment charge will be assessed on each monthly installment which is not paid on or before the due date. For more details, contact the Bursar’s Office.

WAIVER OF FEES

Graduate assistants, teaching assistants and associates, research assistants, and others whose fees are billed, prepaid, waived, or partially 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 and waiver. Fee receipts must be validated before classes begin to avoid late registration fees. Graduate students are not eligible for spouse/dependent discount.

STUDENT HEALTH INSURANCE

The University makes available, by contract with an insurance company, group health insurance expressly for students. The program is designed to supplement the care provided by the campus Student Health Service and to provide basic benefits at low group premium rates. Primary emphasis is placed on hospitalization benefits since in-patient care is not provided on campus. Students not otherwise covered are urged to avail themselves of this or comparable insurance since paying for hospital care is the student’s own responsibility.

Information about the insurance is mailed by the company to the student’s home and participation is solicited. Enrollment in the plan (or alternative coverage) is mandatory for international students. Students may obtain applications from the Student Health Service or the Center for International Education. Except for international students, enrollment for insurance is not a part of registration for classes. NOTE: The family health insurance policy should be carefully reviewed since most family policies do not cover the dependent child after a given age, some as early as nineteen.
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 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 Hilton A. Smith fellowships include monthly stipends, tuition, and maintenance fees. The National Alumni fellowships include only a monthly stipend.

Application packets are available from November through January in the Office of Graduate Admissions and Records. Completed applications, including all supporting materials, must be submitted to the Staff Assistant, Office of Graduate Admissions and Records, by February 15. Offers of awards are announced 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 on-campus jobs for U.S. citizens or permanent residents who have demonstrated financial need. Students need the Financial Aid Form (FAF) or Family Financial Statement (FFS); (2) Job Location and Development lists off-campus, part-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) Stafford Loan, formerly Guaranteed Student Loan, (FAF and FFS must be on file with appropriate Stafford Loan forms); (3) PLUS/SLP Loan (requires appropriate loan papers on file and SLP requires that the FAF of FFS be 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 must be admitted into a degree program to be eligible for loans.

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 progression 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

OFF-CAMPUS HOUSING

A listing of off-campus housing available to students is provided by the Off-Campus Housing Office, 344 University Center. The University does not inspect or approve these facilities. The terms and conditions for the rental of off-campus housing are between the student and the landlord. Students living in off-campus housing are expected to observe the same rules of conduct and standards that are applicable to all students.

RESIDENCE HALLS

The Department of Residence Halls provides housing on-campus for single graduate students. Graduate students are given the same priority for housing in residence halls as undergraduate students. All of the residence halls are conducive to academic achievement and personal development. However, many graduate students choose to live in Melrose or the Apartments Residence Halls since they remain open between the
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 is eager to assist all students who need accommodations and/or support services due to a physical or sensory impairment. In order to adequately accommodate each student, it is helpful to know the individual need prior to coming to the UTK campus.

The following services and accommodations are available: interpreters, recorded texts, readers, facility accessibility, liaison with faculty/staff, equipment, transportation, acquisition for elevator/keys, and special parking.

Students are encouraged to visit the Handicapped Student Services Office and to become involved with the Association of Disabled Students. Please contact the office at 900 Volunteer Blvd, Knoxville, TN 37996-4250, (615) 974-6087 Voice or TDD.

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.

General Regulations of The Graduate School
Advisor/Major Professor

Every graduate student must have an advisor from the major department. This professor advises the student about courses, supervises the student’s research, and facilitates communication within the major department, to other departments, and to The Graduate School. The advisor must approve the student’s program 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 student 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 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 is granted. 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 500-600 level courses are graduate courses. The 400 level courses are undergraduate 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 concurrently with the specific course. Recommended prerequisites should be taken previously but are not mandatory.

Some courses may be repeated for a maximum number of hours allowable toward a degree program. This number is stated for each repeatable course with the exception of Thesis 500, Dissertation, etc. 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.

“S/NC only” indicates that the course may be taken only for Satisfactory/No Credit grading. Refer to section on Grading System.

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

F-Fall
S-Spring
Sp-Spring
A-Alternate years
E-Every semester
Su-Summer

These codes are indicated only for Knoxville campus classes and are subject to change without notice. The Timetable of Classes, published several weeks prior to each semester, is the official notification of courses offered for a specific semester. Students should contact the appropriate department/program head concerning courses to be offered in future semesters.

Course Loads

The maximum load for a graduate student is 15 hours, and 9 to 12 hours are considered a full load. Students receiving financial aid should consult with the department/program head concerning appropriate course loads. Courses audited do not count toward minimum graduate hours required for financial assistance. Registration for more
than 15 hours during any semester is not permissible without prior approval of The Graduate School, which may allow registration of up to 18 hours if the student has achieved a cumulative grade-point average of 3.6 or better in at least nine hours of graduate work with no incomplete. Students may enroll in only one course during a mini-term session.

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 fifteen calendar 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 class. If the student withdraws from a course or from the University after the first fifteen calendar days of classes and before the change of registration deadline, a grade of W will be entered on the permanent record.

Course registration may not be changed from credit to audit or audit to credit after the first fifteen calendar 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 F unless it can be demonstrated that the reasons for withdrawal are 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 authorize the change on the student's permanent record.

Grading System

A cumulative grade-point average of 3.0 is required on all graduate coursework 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 indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to fulfill all requirements. An I is NOT given to enable a student to do additional work to raise a deficient grade. All incompletes must be removed within one semester, excluding the summer term. If a supplementary grade report has not been received in the Office of Graduate Admissions and Records at the end of the semester, the I will be changed to F. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an I on the record.
S/NC: (carries credit hours, but no quality points), S is equivalent to a grade of B or better, and NC means no credit earned. Courses where NC is received may be repeated for a grade of S. A grade of S/NC is allowed only where indicated in the course description in the Graduate Catalog. The number of S/NC courses in a student's program is limited to one-fourth of the total credit hours required.
P/NP: (carries credit hours, but no quality points), P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.
W: (carries no credit hours or quality points), indicates that the student withdrew from the course.

No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC. A graduate student may not do additional work nor repeat an examination to raise a final grade.

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 obtained by this method, subject to the approval of the student's graduate committee. A fee of $7 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's or Master's degree from an accredited institution in the United States. Some departments require a higher minimum TOEFL score. The student must 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. A student may take no more than 6 additional hours of course work while enrolled in English 121. Those students whose scores indicate that they are not prepared to enter English 121 will be referred to a program of intensive English study prior to taking the course.

Persons whose native language is not English must pass an oral test in English (the SPEAK Test) before they can be assigned to classroom duties in connection with their assistantships. The test is administered on campus by the Learning Research Center. Scores from the Test of Spoken English (TSE) may be accepted in place of the SPEAK Test.

Minors

A minor is an academic area or set of interconnected courses secondary to the major, normally consisting of a specified number of hours. A minor differs from a concentration in that it is not a subdivision of the major. For the Master's degree at UTK, a minor is defined as 6-12 semester hours in one field outside the major. Usually the minor courses are within a single teaching discipline that also offers a major.

Two interdisciplinary minors are available, at the Master's and doctoral levels, in Statistics (Business Administration) and in Gerontology (Human Ecology). See Fields of Instruction for specific requirements and approval of the minor.

The minor area must be approved by the major and minor academic units, and a member from the minor unit must serve on the graduate committee.
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, and at the time both the graduate and law cumulatives 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 coursework will appear on the permanent record.

Short Courses and Workshops
The university offers a wide variety of short courses and workshops for graduate credit. Minimum criteria acceptable for such credit are as follows:
1. The number of contact hours should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, i.e., 15 hours per semester.
2. For every contact hour, there should be at least two hours of student preparation.
3. For each hour of graduate credit under the semester system, there should be a minimum of 3 hours of lecture per week.
The Curriculum Committee of the Graduate Council monitors the policy. Each new course or change in a current course must be approved in both content and format.

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 coursework 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 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 the 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 six semester (nine quarter) hours of coursework 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 receipt of the degree. They will be placed on the student's UTK transcript only after admission to candidacy.

DOCTORAL DEGREE
Coursework taken prior to admission to a doctoral program may be used toward the degree as determined by the student's doctoral committee. Although the courses are used as part of the requirements toward the degree, they are not officially transferred courses and are not 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 graduate program, from one degree to another within the same department. Acceptance into a new degree program is contingent upon review and approval by that department. If the student is not accepted into the program requested, he/she remains in the former 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.
A statement from doctoral students as to how and during what period of time the residence requirement was satisfied, will be presented with the Application for Admission to Candidacy along with signatures of approval from the Major professor and the Department Head/Program Director. More information about the rationale for the residence requirement may be obtained from the Graduate Council report available in The Graduate School.

Theses and Dissertations
All theses and dissertations are submitted to The Graduate School Thesis/Dissertation Consultant for examination. The 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.

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A statement from doctoral students as to how and during what period of time the residence requirement was satisfied, will be presented with the Application for Admission to Candidacy along with signatures of approval from the Major professor and the Department Head/Program Director. More information about the rationale for the residence requirement may be obtained from the Graduate Council report available in The Graduate School.

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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, 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 elements 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 graduate study 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. When 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 a 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 Department Chair. The student’s status will be reviewed at the end of the semester in which the notice was given, with the endorsement of the Department Chair, 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.

Appeals Procedure

The student handbook, Hill Topics, published and distributed annually, contains statements of UTK standards of conduct and of all disciplinary regulations and procedures. Normally, grievances should be handled at the departmental level through the student’s advisor or the department or program head. Further appeal may be made to the Dean of the respective college, the Dean of The Graduate School, the Graduate Council, and the Chancellor. The By-Laws of the University (Article V, section 7) provide that any individual may ultimately appeal to the Board of Trustees, through the President. A copy of the Appeals Procedure is available in the Office of Graduate Admissions and Records.

Requirements for Advanced Degrees

Master’s Degrees

Master’s degree programs are available with thesis and non-thesis options. These programs require 30 or more graduate hours of course work. In addition to the M.A. and M.S. degrees, a number of other degrees are offered, including the MBA, and the M.S.S.W. A complete list is found under “Majors and Degree Programs,” on pages 8-9. For specific degree requirements, consult individual programs listed by college and field of instruction in this Catalog. See also the chart, page 23, for a summary of procedures for the degrees.

COURSE REQUIREMENTS

A candidate for a Master’s degree must complete a minimum of 30 hours of graduate credit in courses approved by the student’s Master’s committee. In thesis programs, 8 semester hours of credit in the major (and 9-12 in some approved programs) must be earned in course 500 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 30-hour program, the major subject must include at least 12 hours of graduate coursework, exclusive of course 500, and a minor must include not fewer than 8 nor more than 12 hours of graduate credit.

At least two-thirds of the minimally required hours in a Master’s degree program must be taken in courses numbered at or above the 500 level. Only 8 thesis hours can be counted toward this requirement.

M.A.S.T.E.R’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 the Dean’s Handbook, page 18). The responsibility of this committee is to assist the student in planning a course of study and carrying out research, and to assure fulfillment of the degree requirements. If the student has a minor, one member of the committee must be from the minor department.

ADMISSION TO CANDIDACY

Admission to candidacy reflects agreement among the student, graduate committee, and The Graduate School that the student has demonstrated ability to do acceptable graduate work and that normal progress has been made toward a degree. This action usually commences that all prerequisites to admission have been completed and a program of study has been approved.

The application 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 coursework with a 3.0 average or higher in all graduate work. The student must submit the Admission to Candidacy form, signed by the student’s committee and listing all courses to be used for the degree, 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. Six 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.

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.

FINAL EXAMINATION FOR THESIS AND PROBLEMS IN LIEU OF THESIS STUDENTS

A candidate presenting a thesis or problems must pass a final oral (oral or written) examination on all work offered for the degree. The examination, which is concerned with coursework 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, sched-
uled 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.

REGISTRATION FOR USE OF FACILITIES

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

FINAL EXAMINATION 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 coursework, 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 $148 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.

COURSE REQUIREMENTS

The student’s program involves a minimum of four semesters of study totaling no 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 and research requirements, nor in the minimum 6 graduate hours required outside the major. All prior coursework 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 coursework 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.

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 formulating the student’s program of coursework, supervising progress, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

ADMISSION TO CANDIDACY

Admission to candidacy reflects agreement among the student, graduate committee, and The Graduate School that the student has demonstrated the ability to do acceptable graduate work and that normal progress has been made toward a degree. This action usually commences that all prerequisites to admission have been completed and a program of study has been approved.

The Admission to Candidacy form, signed by the student’s committee and listing all coursework to date for the degree, is submitted to the Office of Graduate Admissions and Records before the student has completed 15 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 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 will 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 semester it is accepted by The Graduate School. The thesis must be prepared according to Instructions in the UTK 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. A candidate must pass at least one of University facilities or faculty time must be registered for course 502 if not registered for other courses.

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 in the college and field of instruction in the 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 coursework 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 coursework 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/NC grading may count 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 committee must approve all coursework 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 for course 600 is begun, whichever occurs earlier. During the 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 is approved and 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 to continue doctoral studies at UTK.

Diagnostic 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

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 coursework. 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, listing all courses to be used for the degree, 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 dissertation 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 Master's and Specialist in Education Degrees

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
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<td>Prior to completing 15 hours of graduate courses</td>
</tr>
<tr>
<td>Formation of Master's/Ed. S. committee</td>
<td>Advisor/Major professor</td>
<td>Prior to application for admission to candidacy</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy</td>
<td>Master's/Ed. S. committee</td>
<td>At least one semester prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>The Graduate School</td>
<td>Prior to graduation</td>
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</table>

GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

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<tr>
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<tbody>
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<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</td>
<td>Master's/Ed. S. committee</td>
<td>Not later than three weeks prior to Commencement*</td>
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<tr>
<td>Removal of Incomplete(s)</td>
<td>Instructor of course</td>
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GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTIONS

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<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 Examination</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>
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<tr>
<td>Final Examination</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>
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<tr>
<td>Removal of incomplete(s)</td>
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### Summary of Procedures for Doctoral Degrees

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<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
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<td><em>Foreign language examination(s)</em>*</td>
<td>Office of Graduate Admissions and Records</td>
<td>Prior to admission to candidacy</td>
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### GRADUATION REQUIREMENTS

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<td>Deadline available at registration***</td>
</tr>
<tr>
<td>Submission of dissertation to doctoral committee</td>
<td>Student</td>
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</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>
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</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>
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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 each semester.