The Graduate School

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The University of Tennessee is the official land-grant institution for the State of Tennessee with its main campus in Knoxville. UT Knoxville 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 85 fields and doctoral work in 52. Approximately 6,000 graduate students are enrolled 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 intensive 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 engaged full-time in intensive study and pursuit of a degree continues to be a major emphasis of UT Knoxville'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 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 1925 for Biological Sciences at Memphis and 1943 for Chemistry on the Knoxville campus. A Committee on Graduate Study was appointed in 1904 and coordinated the graduate programs until the Graduate Council was formed in 1949. More than 6,700 doctoral degrees and 33,500 Master's degrees have been awarded to date.

Seven deans have led The Graduate School since 1936: Fred C. Smith, Eugene A. Waters, Dale K. Wantling, Hilton A. Smith, Jack E. Reese, Margaret N. Perry, and C.W. Minkel. They have strived to maintain the rich heritage and the highest quality of graduate programs at UT Knoxville.

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.

Coursework 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. Note: The fact that courses completed at one institution may be included on a transcript from another institution will not suffice; official transcripts must be received from each institution previously attended.

Registration

To earn graduate credit, a student must be registered in The Graduate School prior to having received the baccalaureate degree.
In addition to meeting the minimum requirements for admission to The Graduate School, applicants at the doctoral level must have demonstrated a post-baccalaureate 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 coursework in this status, the student must attain:
1. apply and be admitted to a specific degree program (see Change of Program for instructions); or
2. file a Plan of Study form with the Office of Graduate Admissions and Records for approval to continue taking courses in non-degree status. The plan of study must include a stated educational objective and a list of courses proposed to achieve that objective.

A maximum of 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. Note: The fact that courses completed at one institution may be included on a transcript from another institution will not suffice; official transcripts must be received from each institution previously attended. 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 no declared major, the Associate Dean of The Graduate School 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 receive a copy of 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 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; or
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 one (1) official transcript 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 no declared major, the Associate Dean of The Graduate School 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 receive a copy of 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 non-degree 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 within a 3.0 average on undergraduate course work and a B+ 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 a 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:

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Admission must be granted and financial documentation and degree confirmation must be received prior to issuance of an I-20 or J-1 Form needed to obtain a visa. The Graduate School does not issue these forms after the 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. Payment should be made in United States dollars by either a cashier's check, money order, or a personal check. If payment is in personal check, the check must be drawn on a United States bank to be honored in United States currency. Checks drawn on overseas banks are not accepted. International money orders are suggested.
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 estimate a score of 550 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.)
6. Letters of recommendation or rating forms, if required. (See pages 8-9.)

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 UT Knoxville.

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 UT Knoxville. Refer to section on English Proficiency.
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 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 UT Knoxville who needs additional graduate credit to fulfill requirements in a professional field employed and in which the doctoral degrees are not available to UT Knoxville may be admitted to The Graduate School under the following conditions:

1. The student has attended another institution since enrollment at UT Knoxville and 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.

2. The application must be filed at least 10 days prior to registration for the following semester. No action is taken until a file is completed. The applicant will be notified by mail of the action taken.

3. 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 UT Knoxville graduate courses without being admitted to The Graduate School under the following conditions:

1. The student’s advisor must approve 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 UT Knoxville or the Institute of Agriculture at the rank of assistant professor or above, and members of the administrative staff at UT Knoxville, the UT Central Administration, and the Institute of Agriculture will not normally be admitted to an Ed.D. or Ph.D. degree program at UT Knoxville. Exceptions may be granted on an individual basis upon petition to the Dean of the College of Veterinary Medicine. Petitioners must present their request in writing, providing adequate assurance that the residence requirement will be met and that there will be no conflict of academic or administrative interest. Written endorsements must be furnished by the respective deans and department heads of the units in which members are employed and in which the doctoral degrees are to be pursued. Requests should be directed to the Vice Provost and Dean of The Graduate School.

Admission Procedures

Any student who was enrolled in a regional graduate 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. 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, when required. See 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. 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

UT Knoxville is an approved testing center for all the above tests. 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.

Readmission

A student who has not attended The Graduate School at UT Knoxville 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 UT Knoxville 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 registering for graduate courses within a regionally accredited institution and/or faculty term. The minimum number of hours for registration is 3. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Dates of registration are listed in the Graduate School Newseach 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 registration period is held toward the end of the term. A 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 student form for denying 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 the release of specific educational information to third parties in the following circumstances with the written 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

UT Knoxville 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 use of this number. However, if a student does not desire to use the social security number, notification to the University must be made at the time of application for admission. A student identification number will then be assigned instead. For prompt and accurate retrieval of records and for conducting business about their own records, students and alumni must give their student identification number. Student identification numbers, whether social security numbers or assigned numbers, are used administratively within the University only and are not given to third parties without expressed consent of the student.

Fees, Residency Classification, and Financial Aid

University Fees

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due at the beginning of the term. 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 assistants, teaching assistants, teaching associates, graduate research 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 without a validated class schedule and a validated fee receipt.

APPLICABLE FEE

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 UT Knoxville graduate student; or (2) previously paid to UT Knoxville Graduate School within past 12 months).

If a student applies but does not enter the time of application for admission. A student application for admission. The University of requested admission, the file will be de- 

$15 application fee and a new application. This fee is not refundable.

MAINTENANCE FEE (in-state students)

PER SEMESTER

$855

MAINTENANCE AND TUITION (out-of-state students)

PER SEMESTER

$2,331

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

In-State:

$124 per semester hour or fraction thereof; minimum charge $248.

Out-of-State:

$270 per semester hour or fraction thereof; minimum charge $540.

UNIVERSITY PROGRAMS AND SERVICES FEE

PER SEMESTER

$105

All students enrolled in excess of eight semester hours per term are assessed an activity fee of $105. Part-time students taking fewer than nine semester hours will be assessed at the rate of $7 per semester hour or fraction thereof; minimum charge $14.

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 and late payment fee, if applicable.

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 9-11 hours may elect to pay the student health fee ($30), plus the appropriate part-time programs and services fee. The student health fee is included in the full $105 programs and services fee.

The University programs and services fee is not refundable.

The fee for the summer term is $59.

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 Bursar's Office) on the two registration check-in 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 Bursar's 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 $8 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 Bursar's Office) before the graduated late service fee begins will be charged an additional $10 late service fee for each day after.

After 10 regular business days, students will be charged a second additional $10 late service fee (total $30). After 15 regular business days, students will be charged a third additional $10 late service fee (total $40). After 20 regular business days, students will be charged a fourth additional $10 late service fee to a maximum of $70, 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.

REINSTATEMENT FEE

$45

Failure to pay fees or to make satisfactory arrangements for deferment 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.

LATE REGISTRATION FEE

$15

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

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 fee in effect at the time the check is redeemed (minimum charge - $20) will be added to the returned check service fee. Returned checks will not be redeposited. Cash or certified funds are required for payment of the returned check, late fee, and service charges.

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.
TUITION PAYMENT PLANS

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

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

PROFICIENCY FEES

Fees for proficiency examinations are $7 per credit hour for graduate students. See Proficiency Examinations for additional information.

TUITION PAYMENT PLANS

All student fees should be paid in full at registration check-in each semester.

Prepayment Plan

A prepayment plan has been developed to assist students and/or parents with planning and budgeting their academic year expenses. Under the plan, students and/or parents may choose the fees they wish to prepay including room, board, tuition, and fees. Expenses may 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 anticipated source of funds may request the deferral of up to 50% of the total charges at registration check-in. The deferred payment may be divided into two equal payments payable on the 28th and 56th day of the term. All financial aid monies must be applied toward fees before a deferment 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 payment 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 check-in. 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-half credit hours.

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 charged. Dates 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 withdrawal date 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 of the regular registration check-in 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. Withdrawals taken on or after 10 days after the first day of classes will not cancel fees and charges already incurred.

The drop/add procedure may not be used to withdraw from school for the semester. For a regular academic semester, withdrawal within 5 business days beginning with the first day following registration check-in permits a 90 percent fee refund. Withdrawal between 6 and 10 business days following registration check-in permits a 70 percent fee refund. Withdrawal between 11 and 15 business days following registration check-in permits a 50 percent fee refund. Withdrawal between 16 and 20 business days following registration check-in permits a 40 percent fee refund. The above withdrawal refund policy does not apply to the off-campus Graduate Centers. Refunds, in accordance with the withdrawal refund policy, will be made after the drop deadline. 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 8 business days following registration check-in. A 20 percent charge is made for courses dropped between 9 and 10 business days following registration check-in. A 40 percent charge is made for courses dropped between 11 and 15 business days. A 60 percent charge is made for courses dropped between 16 and 20 business days. A 100 percent charge is made for courses dropped after 20 business days.
FEES FOR SPONSORED INTERNATIONAL STUDENTS

An administrative management fee will be charged to sponsoring agencies of international students whose programs require special administrative or management services beyond those normally provided. Fees are $250 per semester and $100 per summer session.

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 UT Knoxville on a part-time basis (maximum 6 hours of coursework 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 Assistant in the Office of Graduate Admissions and Records. A student wishing to appeal a residency classification should contact the Residency Assistant, who will provide an application for reclassification and a copy of the State regulations. The application must be completed and on or before the last day of registration for the given semester, if the student is to be considered for reclassification 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 UT Knoxville 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, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia. Twenty doctoral, one Specialist in Education, and twenty-seven Master's programs at UT Knoxville are approved by the Academic Common Market for residents of these states to enroll in state tuition bases.

Residents of member states who seek further information should contact the Residency Assistant in the Office of Graduate Admissions and Records or the Southern Regional Educational Board, 590 Tenth Street, N.W., Atlanta, GA 30318-5790.

Financial Aid

UT Knoxville 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 UT Knoxville 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 a stipend presented at the beginning of each semester (Fall and Spring). 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. 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 by the Financial Aid Form (FAF) or Family Financial Statement (FFS). A wide range of jobs are available in academic units and administrative offices; (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/SLS Loan (requires appropriate loan papers on file and SLS requires that the FAF or 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 UT Knoxville, 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.

Student Services Housing

UNIVERSITY APARTMENTS

The University has provided excellent apartment facilities in several locations for married students with or without families. Apartments not required to house married students are made available to single graduate and professional students. Information and application for these facilities may be secured from the Office of Rental Properties, Stadium Hall.

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 Fall and Spring semesters. Melrose Hall is arranged into smaller communities of six to ten students with personal responsibility emphasized. The Apartments Residence Hall provides apartment-style living for four students. It is the responsibility of each resident to maintain the apartment to University standards. Applications and further information can be obtained from the Department of Residence Halls at 405 Student Services Building.

A limited number of Assistant Hall Director positions are available for single graduate students. This position assists the Hall Director in coordinating and supervising all aspects of the hall operation. This is a live-in position with part-time responsibilities on a nine-and-a-half month contract. For additional information, contact the Department of Residence Halls at 974-2571.

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 campus area, large student parking areas are located on the perimeter of the campus. Presently, free bus service is provided from the Main Campus to the Agricultural Campus and Perimeter Lot located off Concord Street behind Tyson Park. Also, bus service is provided to Married Student Housing and the Vol Village at a nominal fee.

Each person who operates a motor vehicle in connection with attendance or employment at the University must register that vehicle with the Parking Services Office. A University Traffic and Parking Authority determines the parking policy, traffic regulations, and fees. This information is published each year in the "University Traffic and Parking Regulations", and is available at the Parking Services Office, 1115 UT Drive, at the Campus Information Center at Circle Park, and at the vehicle point of registration.

Services to the Physically Disabled

Services for students with physical disabilities are coordinated by the Office of the Dean of Admissions and Records, 305 Student Services Building. In conjunction with the Physical Plant Office, the UT Bookstore, the Student Activities Office, and academic departments, the office seeks to assure that attendance at UT Knoxville is as convenient as possible for such students.

These services include assistance during registration (preregistration, collection of class schedules, payment of fees, drop and add); acquisition of special parking permits, elevator keys, tickets for special events; and similar efforts to relieve the special mobility problems of the students. The Physical Plant Office coordinates efforts to eliminate physical barriers to the extent possible, with priority being given to access and facilities for academic buildings.

The Office of Handicapped Student Services is eager to assist all students who need accommodations and/or support services due to a physical or sensory impairment. To adequately accommodate each student, especially hearing-impaired students, it is in the individual's best interest to contact the office a month prior to the semester enrolled.

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. 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.

Parking Services Office is eager to assist all students who need accommodations and/or support services due to a physical or sensory impairment. To adequately accommodate each student, especially hearing-impaired students, it is in the individual's best interest to contact the office a month prior to the semester enrolled.

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.

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 listed 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 doctoral 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 materials.

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 foreseable repeatable course with the exception of Thesis 500, Dissertation 600, and Registration for Use of Facilities 552. A course 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. "SYNC 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, E-Every semester, Sp-Spring, A-Alternate years, 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. For students holding an assistantship, refer to the Policy for the Administration of Graduate Assistantships for the appropriate
course load. For the summer term, graduate students may register for a maximum of 12 semester hours in an entire summer term or for a maximum of 6 semester hours in a 5-week summer session. Students may enroll in only one course during a mini-term session. 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 the Fall or Spring semester is not permissible without prior approval of The Graduate School, which may allow registration of up to 18 hours during a semester if the student has achieved a cumulative grade-point average of 3.0 or better in at least nine hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.

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 10 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 change. The student is responsible for assuring 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 10 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 change. The student is responsible for assuring that they have been dropped. Otherwise they may receive a grade of F in the course.

Grading System

A cumulative grade-point average of 3.0 is required on all graduate coursework taken at UT Knoxville 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+** (3.3 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 the student has been unable to finish all requirements. An I is NOT given to enable a student to do additional work to raise a deficient grade. All incompletes must be removed within one academic year, 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 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.

Courses graded S/NC (carries credit hours, but no quality points). S indicates a grade of S 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 may be repeated only once, as 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), 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 a graduate credit but can only count one-fourth of the total credit hours in a Master's degree program. The request for admission must be made in writing. Examination of proficiency examinations may not be used to raise the grade or change the grade in a course previously completed, nor may such an examination be repeated. Proficiency examinations taken at other institutions are not transferable.

English Proficiency

Any student whose native language is not English must present a TOEFL score of at least 525 unless he/she has received a Bachelor's or Master's degree from an accredited institution in the United States. Some departments require a higher minimum TOEFL score. The student must also pass an English proficiency examination given by The University prior to initial registration.

Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 121 English Grammar Review for Foreign Students (or another course assigned by the English Department) for undergraduate credit and pass with a grade of C or better. A student may not take more than 6 additional hours of course work while enrolled in English 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 SPEAK Test is administered on campus by the Learning Research Center. Scores on 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 interrelated 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 UT Knoxville, 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 provisions.
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/N/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 college, 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 permanent record. A student enrolled in the Ph.D. in Business Administration program may use 8 semester hours of law courses and apply them toward a graduate degree upon approval of the student's professor. The graduate student must register toward a graduate degree upon approval 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 permanent record.

A student enrolled in the Ph.D. in Business Administration program may use 8 semester hours 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 day 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 elapsed time of one 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 UT Knoxville for work done by correspondence study at any university.

Transfer Credits
Official transcripts must be sent directly to the Office of Graduate Admissions and Records from all institutions previously attended before any transfer of credit will be considered.

To be transferred into a graduate program at UT Knoxville, 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 (i.e., 3.0/4.0 scale);

4. not have been used for a previous degree;

5. be approved by the student's graduate committee and The Graduate School on the Application for 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 transferrable, 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 UT Knoxville. 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 colleges of The University of Tennessee. Transferred courses must have been completed within the six-year period prior to receipt of the degree. They will be placed on the student's UT Knoxville 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 the receipt of the degree. They will be placed on the student's UT Knoxville 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 transfer courses and are not placed on the student's UT Knoxville 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 wherein 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 review and approval by that department. If the student is not accepted into the program requested, he/ she remains under the same program. All results of each request for program change are communicated to the student by mail.

Residence Requirement
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 has been met 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.

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 UT Knoxville Guide to the Preparation of Theses and Dissertations provides 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 theme normally should be written in English. Under exceptional circumstances, 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 the 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.

A basic principle in graduate education is that theses and dissertations produced by graduate students will be published and made available to other researchers in the field. When a graduate student is involved in classified or proprietary research, and such research is intended to lead toward a thesis or dissertation, prior approval should be secured from the Department Head and Dean, and from the Vice Provost and Dean of The Graduate School. Should the research become classified in the course of a project, these same persons should be notified immediately so that proper procedures can be assured. Failure to comply with these requirements may lead to the rejection of a thesis or dissertation manuscript.

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).

Departments and programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this Catalog by The Graduate School. It is the student’s responsibility to be familiar with the special requirements of the department or program.

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.

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 coursework. 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. Specific degree requirements, consult individual program descriptions listed by college and field of instruction in this Catalog. See also the chart, page 23, for a summary of procedures for the degrees.

Thesis

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, 6 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 6 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 6 thesis hours can be counted toward this requirement.

MASTER'S COMMITTEE

A committee composed of the major professor and at least two faculty members at the rank of assistant professor or above should be formed as early as possible in a student’s program, and must consist of 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 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. The student must have demonstrated the capability to do acceptable work and that normal progression is being made toward a degree. This action usually connotes that all prerequisites 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 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 UT Knoxville 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 (or oral and 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, 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 submitted 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 520 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 $124 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 the 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. This option allows students to complete a program of study that will enable them to become supervisors in their specific area of expertise.

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 201, 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 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 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.

Courses numbered at the 400 level required for certification through UT Knoxville 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 connotes 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 courses to be used 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 UT Knoxville 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 coursework, 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 case 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 coursework in a given area outside the student's major field.
COURSE REQUIREMENTS

Each doctoral student must take an appropriate number of 500-level courses, usually a minimum of 6 semester hours, at UT Knoxville. 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 comprise up to one-fourth of the student’s total graduate hours.

DOCTORAL COMMITTEE

The student and the major professor identify a doctoral committee composed of at least four faculty members, holding the rank of Assistant Professor or above, three of whom, including the chair, must be approved by The Graduate Council to direct doctoral research. At least one member must be from a department other than that of the student’s major field. This committee is nominated by the department head or college dean and approved by The Graduate School.

The committee should be formed during the student’s first year of doctoral study. Subject to Graduate Council policies and individual program requirements, the 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 comes first, including summer semester and the semester in which the dissertation is completed and all course requirements. A minimum 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 terms (including summer terms). The request, which is to be made in advance, 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 research is required for all doctoral degrees. Registration is required in the term in which examinations are taken.

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 UT Knoxville.

Qualifying Examination

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 examination when parts are given at different times) is normally taken when the doctoral student has completed 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 rescheduled. 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 literature 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. 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

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 connotes that all prerequisites to admission have been completed and a program of study has been chosen.

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 student, the department head, and approved by The Graduate School.

DISSERTATION

The dissertation represents the culmination of an original major research project completed by the student. The organization, merit 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 UT Knoxville Guide to the Preparation of Theses and Dissertations) must be submitted to and accepted by The Graduate School. Each copy must include an approval sheet, signed by all members of the doctoral committee, which certifies to The Graduate School that they have examined the final copy and found that its form and content demonstrate scholarly excellence. Doctoral forms and a thesis card are also submitted at this time. The student should check with the department head concerning additional required copies of the dissertation.

TIME LIMIT

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

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<tr>
<th>PROCEDURES</th>
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<th>DATE</th>
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<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>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>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

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

GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTIONS

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

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

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<td>Preferably during the first year of graduate study, but at the latest, prior to admission to candidacy</td>
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<td>Major department</td>
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<tr>
<td><em>Foreign language examination(s)</em>*</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.