The Graduate School

C. W. Minkel, Associate Vice Chancellor for Academic Affairs and Dean of The Graduate School
Linda R. Painter, Associate Dean of The Graduate School
Michael W. Singletary, Assistant Dean of The Graduate School
Diana Lopez, Director, Graduate Admissions and Records
Irene Kaplon, Assistant Director, Graduate Admissions and Records
Rose Ann Trantham, Assistant Director, Graduate Admissions and Records
S. Kay Reed, Graduate Recruitment Coordinator
Ann L. Lacava, Thesis/Dissertation Consultant

The University of Tennessee is the official land-grant institution for the State of Tennessee, with its main campus in Knoxville. UT Knoxville is the state’s oldest, largest, and most comprehensive institution, and is the only state-supported “Research University I” (Carnegie classification) in Tennessee. A wide range of graduate programs leading to the Master's and doctoral degrees is available. The University offers Master’s programs in 85 fields and doctoral work in 52. More than 6,500 graduate students are enrolled on and off campus under the tutelage of 1,450 faculty members.

The Graduate School brings together faculty and graduate students as a community of scholars with a common interest in creative work and advanced study. Programs are available to individuals desiring work toward the Master's and doctoral degrees or professional certification, those interested in continuing education for updating and broadening knowledge, and those pursuing postdoctoral research. Traditionally, universities have provided graduate programs primarily for full-time, degree-oriented students. Serving the needs of students engaged full-time in intensive study and pursuit of a degree continues to be a major emphasis of UTK’s graduate effort. At the same time, the University employs a variety of modes, traditional and nontraditional, in offering quality programs designed to serve a diverse student clientele.

The Graduate School includes the Graduate Council; the Graduate School administrative organization, composed of the Graduate Office, the Office of Graduate Admissions and Records, administrators of the various graduate programs, and the faculty; and the graduate student body.

The Graduate Council is responsible for standards of admission, retention and graduation, and for curricular matters in graduate programs; the development of interdisciplinary programs; the approval of new graduate programs; the approval of individuals to direct doctoral dissertation research; financial support of graduate students; and any other matters of educational policy pertaining to graduate programs. Standing committees include academic policy, appeals, credentials, curriculum, and the Graduate Deans Group.

The Graduate School administration develops procedures to implement the policies formulated by the Council, and has primary responsibility for Graduate School admissions and records. Much of the day-to-day administration of graduate study is conducted by department heads or faculty advisors and committees responsible for particular programs.

The graduate student body is composed of those persons admitted to graduate study by The Graduate School, upon recommendation of the academic unit, and currently enrolled in The Graduate School.

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 a Ph.D. degree was awarded in 1886 and in 1887, formal doctoral programs were not instituted until 1929 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 6,800 doctoral degrees and 39,000 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 UTK.
## Majors and Degree Programs

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*Non-degree and provisional students must obtain permission from the department/program head to register for courses in these fields.

*Available for the Academic Common Market to residents of reciprocal states. See fields of instruction.
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a International applicants only. 
b American applicants only. 
c G.S. Rating Form submitted to Department. 
d Forms obtained from & returned to Department. 
e Foreign or computer language.
Admission Requirements

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 or foreign equivalent. Admission to The Graduate School does not ensure acceptance into a specific degree program nor admission to candidacy for the degree desired.

The Graduate School 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. Applicants with previous graduate work must have a grade-point average of 3.0 out of a possible 4.0 or equivalent on all graduate work. Many programs require a higher average. The equivalent of a minimum B average is required for international students.

An applicant whose GPA falls below 2.5 may be admitted in provisional status. Refer to Admission Classifications for requirements.

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.

The Office of Graduate Admissions and Records must be notified of any change in entering date after admission has been granted. Individual departments and colleges may have further restrictions on admission dates. For this information, students should contact the department they wish to enter. If a student does not enroll within one year after the requested admission, the application process must be repeated.

Enrollment in The Graduate School is a privilege which may be withdrawn by the University or any area of graduate study if it is deemed necessary by the Dean of The Graduate School to safeguard the University's property.

Application Procedures

Anyone with a Bachelor's degree from a regionally accredited institution or foreign equivalent 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 complete application is received. The applicant will be notified by mail of the action taken.

To apply for admission, the following materials must be sent to The Graduate School:

1. The completed Graduate Application for Admission (inside front cover of Graduate Catalog).
2. A $15 non-refundable application fee.
3. One official transcript from all colleges and universities attended.
4. Additional departmental/program requirements (see Majors and Degree Programs chart in front of Graduate Catalog).
   a. Reference letters or rating forms. Forms obtained from the college or department should be returned to the same source.
   b. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

5. Scores from Test of English as a Foreign Language (TOEFL) if native language is not English (refer to section on English Certification).

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 examinations. Examination results reach the University in approximately six weeks.

All of the above documents become the property of the University and will not be returned.

For international graduate student application procedures, see also Admission of International Students.

Admission Classifications

To earn graduate credit, a student must be admitted by the Dean of The Graduate School and enrolled in one of the categories listed below. See Registration and Enrollment Requirements for provisions concerning graduate credit and for special privileges for UT Knoxville seniors and professional students. International students should also refer to the section on Admission of International Students.

DEGREE ADMISSION

Admission to a degree program requires that a person meet the minimum requirements of The Graduate School and additional program requirements (see Admission Requirements). Refer to the appropriate field of instruction for specific requirements for admission to the degree program.

In addition to meeting the minimum requirements for admission to The Graduate School, applicants at the doctoral level must have demonstrated a potential for superior academic performance. To be considered are such criteria as performance in prior undergraduate and/or graduate studies, achievement on admission tests for graduate studies, letters of recommendation from professors familiar with the applicant's capabilities, and other evidence of scholarly achievement.

A student must maintain a 3.0 grade-point average to continue enrollment in a degree program (see Academic Standards).

Every graduate student must meet with an assistant dean or designee to discuss his/her program. The student who seeks to enter a degree program will be directed to the appropriate department.

International students on a non-immigrant visa may not enroll in the non-degree status.

PROVISIONAL ADMISSION

Applicants may be admitted as provisional students for one semester (or for one course in each of two semesters) who, for example:

1. do not meet the minimum grade-point average requirements;
2. wish to register for graduate courses while meeting any additional requirements for non-degree admission; or
3. desire graduate credit for a limited number of courses (one semester only).

The graduate application, a $15 application fee, and proof of a Bachelor's degree from a college or university accredited by the appropriate regional accrediting agency are required. Copies of official proof are acceptable. A major area need not be declared, but some departments do not permit provisional students to register for graduate courses (see Majors and Degree Programs chart for information on restricted programs).

Every graduate student must meet with an advisor at least once each semester to discuss his/her program. For students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a provisional student who has not declared a major, the Assistant 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 the non-degree status or to a degree program. A student who wishes to enter a degree program will be directed to the appropriate department. A non-immigrant visa may not be obtained in the provisional status.

**TRANIENT ADMISSION**

A student enrolled in good standing in a graduate degree program at another institution and who wishes to take courses for transfer to a graduate degree program at another institution must complete the Program form to the Office of Graduate Admissions and Records. The University will not enroll any student who has not been approved initially for admission to UT Knoxville must submit one official transcript showing all coursework and any grades 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.

**Admission of International Students**

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

- a. 3.0 and 0.5 on 4.0 scale;
- b. 14 and 15 on 20 point scale;
- c. 80.0 from Taiwanese institutions;
- d. 1st Class or Division from Indian institutions;
- e. Upper 2nd Class Honors on various British systems.

Other grading systems are evaluated, upon receipt of transcripts, in accordance with standard recommendations. Many departments require a higher average than that established by The Graduate School.

An international student may apply for admission any semester, but normally enters the summer or fall semester. Deadlines for admission any semester, but normally enters the summer or fall semester.

**English Certification**

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). The minimum score of 525 is required for admission consideration. Some departments require higher scores. The score must be no more than two years old. Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

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).

**Graduate Credit**

To earn graduate credit, a student must be admitted by the Dean of The Graduate School and enrolled in an appropriate status as a graduate student. The registration must reflect the desire for graduate credit, and the course must have been approved by the Graduate

**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.

**Revocation of Admission Classification**

A student who wishes to change a major program of study must complete a Request for Change of Graduate Program form, which can be obtained from the Office of Graduate Admissions and Records. The form requires the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree status to a degree program, or from one degree to another within the same department.

The student must be in good standing in The Graduate School for a revision to be processed. Acceptance into a new degree program is contingent upon the review and recommendation by that department. If the student is not accepted into the program requested, he/she remains in the former program. The results of each request for program change are communicated to the student by mail.

**Registration and Enrollment Requirements**

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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.

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The student must be in good standing in The Graduate School for a revision to be processed. Acceptance into a new degree program is contingent upon the review and recommendation by that department. If the student is not accepted into the program requested, he/she remains in the former program. The results of each request for program change are communicated to the student by mail.
Council. Coursework taken in any other status is unacceptable for graduate credit and cannot be changed retroactively to graduate credit. Special privileges are accorded UT Knoxville seniors and professional students as stated in the section on Undergraduates and Professional Students.

**Undergraduate and Professional Students**

**UT KNOXVILLE SENIORS**

Subject to approval by The Graduate School, a senior at UT Knoxville who needs fewer than 30 semester hours to complete requirements for a Bachelor's degree and has at least a B average (3.0) may enroll in graduate courses for graduate credit, provided the combined total of undergraduate and graduate coursework does not exceed 15 credit hours per semester. Approval must be obtained each semester at the Office of Graduate Admissions and Records during registration. A maximum of 15 hours of graduate credit can be obtained in this status. Some departments do not permit seniors to register for graduate courses without prior permission (see Majors and Degree Programs chart for information on restricted programs). Courses taken for graduate credit may not be used toward both the baccalaureate and a graduate degree.

**UT KNOXVILLE VETERINARY MEDICINE STUDENTS**

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 in advance the student's enrollment in each course.
2. The student may take a maximum of 10 semester hours of graduate courses during the D.V.M. program.
3. Approval must be obtained each semester at registration through the Office of Graduate Admissions and Records. The student's progress is subject to review and approval each semester by the Assistant Dean, College of Veterinary Medicine.

Courses taken for graduate credit may not be used toward both the D.V.M. degree and a graduate degree.

**UT KNOXVILLE LAW STUDENTS**

Subject to approval by The Graduate School and the College of Law, a law student at UT Knoxville may enroll in graduate courses for graduate credit. Approval must be obtained each semester at the Office of Graduate Admissions and Records during registration.

Courses taken for graduate credit may not be used toward both the J.D. degree and a graduate degree. Use of such courses toward the J.D. degree are subject to guidelines approved by the law faculty.

**Law Courses**

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

Different rules apply to students enrolled in the Dual J.D.-MBA and J.D.-M.P.A. programs. Grades must be earned according to the grading system of the respective colleges, e.g. numerical grades for law courses, letter grades for graduate courses. Refer to sections on Business Administration, Political Science, and Law under Fields of Instruction for grades acceptable to meet degree requirements.

A student enrolled in the Ph.D. in Business Administration program may use 8 semester hours or more of law courses for the supporting area under the arrangement described under Business Administration.

**Elderly and Disabled Persons**

Legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to attend credit and non-credit courses at the University at no charge on an audit, space available basis. Legal verification of either of these conditions is required for enrollment. Students who are 65 or over, or who are totally disabled, and who desire to receive UT credit for their courses, may pay a reduced charge of $7 per credit hour up to a maximum of $75 for a full-time load. Registration for day and evening classes is handled by the Evening School, 451 Communications and University Extension Building, (851) 974-5361 or 1-800-334-1724.

**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 who are currently enrolled and have paid regular fees also are entitled to audit courses.

The names of all auditors properly registered will appear on the intermediary class rolls, but will be removed from the final grade report. No record of audited coursework will appear on the permanent record.

Persons may not attend class without being properly admitted to the University and registered in the class.

**Short Courses and Workshops**

The University offers a wide variety of short courses and workshops for graduate credit. Minimum criteria acceptable for such credit are as follows:

1. The number of contact hours should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, i.e., 15 hours per semester hour.
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 workload in a short course of several weeks' duration need not be distributed evenly. However, substantive and meaningful interaction between the faculty member and student should be maintained throughout. Graduate credit should not be awarded for courses considered inappropriate as part of a graduate degree program.

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.

**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 he/she has the knowledge and abilities expected of graduate students who have taken the same course. Upon passing the examination with a minimum grade of B, the student will receive graduate credit. A maximum of one-fourth of the total credit hours in a Master's degree program may be earned by this method, subject to the approval of the student's graduate committee.

A fee of $7 per credit hour must be paid before each examination. Proficiency examinations may not be used to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated. Proficiency examinations taken at other institutions are not transferable.

**English Proficiency**

Any person whose native language is not English must pass an English proficiency examination given by the University prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately 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 coursework 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.

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 from the Test of Spoken English (TSE) may be accepted in place of the SPEAK Test.

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.

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 in which the student's promise as a scholar. As early as the department is forming a judgment concerning the focus of research interests, and in which the student is becoming acquainted with the institution and determining 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 being admitted to the Graduate School. The advisor must approve the student's program and select a permanent advisor to direct the student's research. The advisor must be approved by the department/program head to register for courses in restricted fields.

Departmental Liaison

In the list of faculty under each department, one member has been designated as a liaison to graduate students in other majors. The liaison acts as a departmental contact to assist non-departmental students with course selection and other academic matters.

Registration

Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is three. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Information concerning registration is available in the Graduate School News and Timetable of Classes each term. A registration period is scheduled during each semester for a subsequent semester. A student who has applied for graduate admission may register (see Conditional Registration). 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 registration check-in. 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.

For registration procedures, students should consult the Timetable of Classes for the appropriate term.

Non-degree or provisional students in unrestricted programs (see Majors and Degree Programs chart) may obtain permission to register from the Office of Graduate Admissions and Records. Non-degree students with no declared major must obtain permission from the department/program head to register for courses in restricted fields.

Conditional Registration

A person who appears to meet the admission requirements of The Graduate School may be allowed to register for an initial term after submitting the Graduate Application for Admission form and application fee. Time is allowed to obtain transcripts and additional requirements for admission. 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.

International students may not register conditionally.

Registration for Use of Facilities

Students using University facilities, services or summer time must be registered. Normally, students are registered for coursework or thesis/dissertation research. Non-thesis students or those who have not begun research, both of whom have completed all coursework requirements, must register for course 502.

Course Description

Each course listing in the Graduate Catalog contains information in abbreviated form. The course number indicates the level at which the course is taught. All 500- and 600-level courses are graduate courses. The 400-level courses are upper division undergraduate courses. Students may be allowed to obtain transcripts and additional requirements for admission. 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.

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 29 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 not dropped or otherwise they may receive a grade of F in the course.

Course registration may be changed from audit to audit or audit to credit only during the first 29 calendar days after the beginning of classes.

The deadline for all other changes of registration (e.g. from graduate to undergraduate, or vice versa) is approximately 42 calendar days after the first day of classes each semester. (See Graduate School News or Timetable of Classes 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 through the Office of Graduate Admissions and Records or Computer Assisted Registration. The student must sign the form certifying approval of the advisor. The instructor's signature is required to add a course if the course is closed and/or after the first 29 calendar days of classes.

If the student withdraws from a course or from the University after the first 29 calendar days of classes and before the change of
registration deadline, a grade of W will be entered on the permanent record.

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

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

Course Loads

The maximum load for a graduate student is 15 hours, and 9 to 12 hours are considered a full load. Students holding a one-half time assistantship normally should enroll for 6-11 semester hours. A one-fourth time graduate assistant normally should take 5-13 semester hours. A student on a one-half time assistantship who takes six semester hours will be considered full time. Refer to the Policy for the Administration of Graduate Assistantships for additional information.

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 any semester, or for more than 12 hours in the summer term, 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.

Grade-Point Average and Grades

A cumulative grade-point average of 3.0 is required on all graduate coursework taken at UT Knoxville to remain in good standing and to receive any graduate degree from the University. All coursework taken for graduate credit is computed into the GPA.

Grades in The Graduate School have the following meanings:

A (4 quality points per semester hour), satisfactory performance.
B+ (3.5 quality points per semester hour), better than satisfactory performance.
B (3 quality points per semester hour), satisfactory performance.
B- (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.
C (1 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
F (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
I (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to 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 semester, excluding the summer term. If a supplementary grade report has not been received in the Office of Graduate Admissions and Records at the end of the semester, the I will be changed to an F. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an I on the record.

S/NC (carries credit hours, but no quality points), S is equivalent to a grade of B or better, and NC means no credit earned. Courses where NC is received may be repeated for a grade of S. A grade of S/NC is allowed only where indicated in the course description in the Graduate Catalog. The number of S/NC courses in a student's program is limited to one-fourth of the total credit hours required.

P/NP (carries credit hours, but no quality points), P indicates progress toward completion of a thesis or dissertation. NP indicates no progress or inadequate progress.

W (carries no credit hours or quality points), indicates that the student officially 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. A change of grade may occur only in cases of arithmetic or clerical error and must have approval of The Graduate School. An instructor may not initiate a change of grade as a result of a reevaluation of the quality of the student's performance nor as a result of additional work performed by the student.

Refer to Law Courses under Registration and Enrollment Requirements and Law underFields of instruction for Law grading system.

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.

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.

DISMISSAL

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

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to The Graduate School. In those cases where the department's requirements for continuation are more stringent than Graduate School requirements, The Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

Academic Honesty

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that he/she has read and understood the statement. The academic integrity pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own
personal commitment to honor and integrity.

Webster's Ninth New Collegiate Dictionary (1983) defines plagiarism as "stealing or passing off ideas or words of another as one's own"; "the use of a created production without crediting the source." Any material taken from another source must be documented, and in no case should one present another person's work as one's own. Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor and The Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

Appeals Procedure

The student handbook, Hilltopics, published and distributed annually, contains statements of UT Knoxville standards of conduct and of all disciplinary regulations and procedures. Normally, grievances should be handled at the departmental level through the student's advisor or the department or program head. Further appeal may be made to the Dean of the respective college, the Dean of The Graduate School, the Graduate Council, and the Chancellor. Any individual may ultimately appeal to the President of the University. A copy of the Appeals Procedure is available in the Office of Graduate Admissions and Records.

Degree Program Requirements

A complete list of programs is found under the Majors and Degree Programs chart. For specific degree requirements, consult individual program descriptions listed by college and field of instruction in this Catalog. See also the summary of procedures charts, and refer to the Graduate School News each semester for specific deadlines.

The following are the Graduate School's minimum requirements for degree programs. Refer to the Fields of Instruction for additional program requirements.

Definition of Graduate Terms

Major: The principal educational interest of a student as represented by one of the curricula prescribed by one of the various units at UT Knoxville. The major specifies the minimal requirements for a degree.

Minor: An area of interest secondary to the major that is represented by a specified set of hours and/or courses. Differs from concentration in that a minor is not a subdivision of the major.

Concentration: A collection of courses within a major that focuses on a particular subject area. The term "concentration" describes the nature of the set of courses.


Cognate: A limited block of courses or hours required outside the unit in which the major is offered.

Specialization: A sub-collection of courses within a concentration that focuses on specific subject matter. The term "specialization" describes the nature of the set of courses.

Track: A separate route leading to the same degree but with different requirements.

Tool: A limited block of courses or hours required to enhance research or methodological expertise.

Minors

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.

Transfer Credits

Courses taken at another institution may be considered for transfer into a Master's or Ed.S. program as determined by the committee and approved by The Graduate School. At the doctoral level, courses are not officially transferred although they may be used to meet degree requirements. Where a requirement has been met through coursework in another program, the student may petition the academic unit for a waiver of the requirement at the doctoral level. Official transcripts must be sent directly to the Office of Graduate Admissions and Records from all institutions previously attended before any credit will be considered. To be transferred into a Master's or Ed.S. program at UT Knoxville, a course must:

1. be taken for graduate credit;
2. carry a grade of B or better;
3. be part of a graduate program in which the student had a B average;
4. not have been used for a previous degree; and
5. be approved by the student's graduate committee and The Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements for the program. Nor will they be counted in determining the student's grade-point average. Credits transferred from universities outside The University of Tennessee system cannot be used to meet the 500- or 600-level coursework requirements. Credit for extension courses taken from other institutions is not transferable, nor is credit for any course taken at an unaccredited and/or foreign institution.

MASTER'S DEGREE

A minimum of one-half of the total hours required for a Master's degree must be taken at 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 campuses of The University of Tennessee. Transferred courses must have been completed within the six-year period prior to receipt of the degree. The courses must be listed on the Admission to Candidacy form and 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 receipt of the degree. The courses must be listed on the Admission to Candidacy form and 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 and are listed on the admission to candidacy, they are not officially transfer courses and are not placed on the student's UT Knoxville transcript.

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 material.

The student, major professor and committee 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 (7th ed.) 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 thesis/dissertation 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 Dean of 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/dissertation 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 accepted into 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 Associate Vice Chancellor 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.

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.

COURSE REQUIREMENTS

A candidate for a Master's degree must complete a minimum of 30 hours of graduate credit in courses approved by the student's Master's committee. In thesis programs, 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.

For coursework taken at other institutions, refer to section on Transfer Credits.

SECOND MASTER'S DEGREES

For a second Master's degree, the student must fulfill all major requirements applicable to the first Master's degree, including the thesis, if appropriate. Coursework applied to one Master's degree program may not be applied toward a second.

MASTER'S COMMITTEE

A committee composed of the major professor and at least two other faculty members at the rank of assistant professor or above should be formed as early as possible in a student's program and must be formed by the time a student applies for admission to candidacy (refer to Advisor/Major Professor). The responsibility of this committee is to assist the student in planning a program of study and carrying out research, and to assure fulfillment of the degree requirements. If the student has a minor, one member of the committee must be from the minor department.

ADMISSION TO CANDIDACY

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

The application for the Master's degree is made as soon as possible after the student has completed any prerequisite courses and nine hours of graduate coursework with a 3.0 average or higher in all graduate work. The Admission to Candidacy form must be signed by the student's committee and contain all courses to be used for the degree, including transfer coursework. The student must submit the Admission to Candidacy form 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 (7th ed.). 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 have judged it to be satisfactory.

FINAL EXAMINATION FOR THESIS AND PROBLEMS IN LIEU OF THESIS

A candidate presenting a thesis or problems must pass a final comprehensive oral (or oral and written) examination on all work offered for the degree. The examination, which is concluded 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. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. Except with prior approval from The Graduate School, the examination must be given on the UT Knoxville campus. This examination must be scheduled through the Office of Graduate Admissions and Records at least one week prior to the examination. Final examinations not properly scheduled must be repeated. This examination must be held at least two weeks before the final date for acceptance and approval of thesis by The Graduate School. The major professor must submit the results of the defense by the dissertation deadline. In the case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

FINAL EXAMINATION FOR NON-THESIS STUDENTS

Each non-thesis student must pass a final comprehensive 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. Except with prior approval from The Graduate School, the examination must be given on the UT Knoxville campus. 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 $135 instead of registering. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

TIME LIMIT

Candidates have six calendar years from the time of enrollment in The Graduate School to complete the degree. Students who change degree programs during this six-year period may be granted an extension of one year, with approval by The Graduate School. In any event, courses used toward a Master's degree must have been taken within six calendar years of graduation.

Specialist in Education Degree

The Specialist in Education (Ed.S.) degree is offered with majors in Curriculum and Instruction, Educational Administration and Supervision, Educational Psychology and Guidance, Safety Education and Service, and Vocational-Technical Education. Admission to the Ed.S. program requires acceptance by The Graduate School, and review and acceptance by the department or area in which the student is majoring. It is recommended that students who apply for the Ed.S. have at least one year of related work experience. Additional information on admission requirements can be obtained from the departments offering the degree.

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 relevant to the student's program objectives. A maximum of 6 hours beyond the Master's degree may be transferred from
Degree Program Requirements

another institution to an Ed.S. program (refer to section on Transfer Credits).
Courses numbered at the 400 level required for certification through UT Knoxville may not be taken for graduate credit and used as 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.

RESIDENCE REQUIREMENTS

Residence is defined as full-time registration for a given semester on the campus where the program is located. The summer semester is included in this period.
For the Ed.S. degree, one semester of residence is required if the student has a Master's degree; two consecutive semesters of residence if the student lacks a Master's degree.

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 must be signed by the student's committee and contain all courses to be used for the degree, including transfer coursework. The Admission to Candidacy form 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, 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, 8 hours of research credit (518 and 519) must be earned in 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 (7th ed.), 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.). For a list of programs see Major and Degree chart. For general degree requirements, consult Individual program descriptions listed by college and field of instruction in this Catalog. See also Summary of Procedures for Doctoral Degrees chart.

The doctoral degree is evidence of exceptional scholarly attainment and demonstrated capacity in original investigation. Requirements for the degree, therefore, include courses, examinations, and a period of residence study, as well as arrangements which guarantee sustained, systematic study and superior competency in a particular field.

PROGRAM OF STUDY

The student's program of study is subject to Graduate Council policies and individual program requirements. The program of study as listed by the student on the Admission to Candidacy form must be approved by the doctoral committee. Doctoral programs include a major field or area of concentration and, frequently, one or more cognate fields. Cognate fields are defined as a minimum of 6 semester hours of graduate coursework in a given area outside the student's major field. A candidate for a doctoral degree must complete a minimum of 24 hours of graduate coursework beyond the Master's degree, which is a prerequisite for entry into most doctoral programs. If the doctoral program does not require a Master's degree, the candidate must complete a minimum of 48 hours of graduate coursework beyond the baccalaureate degree. A minimum of 12 of the 24 hours, or 30 of the 48 hours, must be graded A-F. A minimum of 6 semester hours of the student's coursework must be taken in UT Knoxville courses at the 600-level, exclusive of dissertation.

In addition, 24 hours of course 600 Doctoral Research and Dissertation are required. See Continuous Registration.

For coursework taken prior to admission to the doctoral program, refer to the section on Transfer Credits.

DOCTORAL COMMITTEE

The student and 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, assist the student in conducting 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 approved and accepted by The Graduate School. A minimum total of 24 hours of course 600 is required before the dissertation will be accepted. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request, 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 is required for all doctoral degrees. Registration is required the term in which examinations are taken.

Diagnostic Examination

A student on admission to a 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

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

**Comprehensive Examination**

The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the doctoral student has 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 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 dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The examination must be scheduled through the Graduate Admissions and Records Office at least two weeks before the date of the examination. The dissertation represents the culmination of original research 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.

**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.

Some programs may accept a computer language in lieu of a foreign language.

**RESIDENCE REQUIREMENTS**

Residence is defined as full-time registration for a given semester on the campus where the program is located. The summer semester is included in this period.

For the doctoral degree, a minimum of two consecutive semesters of residence is required. Individual doctoral programs may have additional residence requirements.

A statement 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.

**ADMISSION TO CANDIDACY**

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

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. Each student is responsible for filing the admission to candidacy form, which lists all courses to be used for the degree, including courses taken at UT Knoxville or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by The Graduate School at least one full semester prior to the date the degree is to be conferred.

**DISSERTATION**

The dissertation represents the culmination of original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such research.

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate's program. Thus, a student working full time on the dissertation should register for 12 hours of 600 per semester.

Two copies of the dissertation (prepared according to the regulations in the UT Knoxville Guide to the Preparation of Theses and Dissertations, 7th ed.) 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

## PROCEDURES

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<td>Formation of Master's/Ed.S. committee</td>
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## 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 four weeks prior to Commencement* |
| 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

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
<td>Office of Graduate Admissions and Records and Major Department</td>
<td>Prior to completing 15 hours of graduate courses</td>
</tr>
<tr>
<td>*Appointment of doctoral committee</td>
<td>The Graduate School on recommendation of department head</td>
<td>Preferably during the first year of graduate study, but at the latest, prior to application for admission to candidacy</td>
</tr>
<tr>
<td>*Comprehensive Examination</td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Foreign language examination(s)</em>*</td>
<td>Office of Graduate Admissions and Records</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Submission and approval of application for admission to candidacy</td>
<td>Doctoral committee and The Graduate School</td>
<td>At least one semester prior to graduation***</td>
</tr>
</tbody>
</table>

### GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>procedure</th>
<th>direction</th>
<th>date</th>
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</thead>
<tbody>
<tr>
<td>Placement of name on graduation list</td>
<td>Student</td>
<td>Indicate on registration materials</td>
</tr>
<tr>
<td>Application for diploma</td>
<td>Office of Graduate Admissions and Records</td>
<td>Deadline available at registration ***</td>
</tr>
<tr>
<td>Payment of graduation fee</td>
<td>Bursar's Office</td>
<td>Deadline available at registration ***</td>
</tr>
<tr>
<td>Submission of dissertation to doctoral committee</td>
<td>Student</td>
<td>At least two weeks prior to Defense of Dissertation Examination</td>
</tr>
<tr>
<td>Scheduling of Defense of Dissertation Examination</td>
<td>Student and Office of Graduate Admissions and Records</td>
<td>Not later than one week prior to Defense of Dissertation Examination ***</td>
</tr>
<tr>
<td>Defense of Dissertation Examination</td>
<td>Doctoral committee</td>
<td>Not later than four weeks prior to Commencement***</td>
</tr>
<tr>
<td>Approval and acceptance of final copy of dissertation, doctoral forms, and dissertation card</td>
<td>Doctoral committee and The Graduate School</td>
<td>After Defense of Dissertation Examination and not later than two weeks prior to Commencement***</td>
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<tr>
<td>Removal of Incomplete(s)</td>
<td>Instructor of course</td>
<td>Not later than one week prior to Commencement***</td>
</tr>
</tbody>
</table>

*The order of these items varies with individual programs.

**Not required in some programs.

***Deadlines are printed in the Graduate School News each semester.*
Residency Classification for Tuition Purposes

A prospective student who applies to The Graduate School 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 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 classified out-of-state who (1) works full-time in the state or at Fort Campbell, Kentucky, and (2) resides in Knoxville on a part-time basis (minimum 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 classification should contact the Residency Assistant, who will provide an application for recategorization and a copy of the State regulations. The application must be submitted on or before the last day of regular registration of that semester, if the student is to be considered for recategorization that semester.

RULES OF RESIDENCY CLASSIFICATION

Intent

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations, in determining whether students shall be classified in-state or out-of-state for fees and tuition purposes and for admission purposes.

Definitions

(1) "Public higher educational institution" shall mean a university or community college supported by appropriations made by the Legislature of this State.

(2) "Residence" shall mean continuous physical presence and maintenance of a dwelling within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.

(3) "Domicile" shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.

(4) "Emancipated person" shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed "emancipated" person.

(5) "Parent" shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, "parent" shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

(6) "Continuous enrollment" shall mean enrollment at a public higher educational institution or institutions of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year for his or her enrollment to be deemed "continuous." Enrollment shall be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of commencement and/or termination of the academic years, or appropriate portions thereof, of the public higher educational institutions in which such person enrolls.

Rules for Determination of Status

(1) Every person having his or her domicile in this State shall be classified in-state for fee and tuition purposes and for admission purposes.

(2) Every person not having his or her domicile in this State shall be classified out-of-state for said purposes.

(3) The domicile of an unemancipated person is that of his or her parent.

(4) The domicile of a married person shall be determined independent of the domicile of the spouse.

Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition

(1) An unemancipated, currently enrolled student shall be classified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions is continuous.

(2) An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders, shall be classified out-of-state, but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, is not required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

(3) Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

(4) Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this State primarily for educational purposes.

Presumption

Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

Evidence to be Considered for Establishment of Domicile

If a person asserts that he or she has established domicile in this State he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will establish his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

Appeal

The classification officer of each public higher educational institution shall be responsible for initially classifying students in-state or out-of-state. Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

Effective Date for Reclassification

If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which recategorization was sought. However, out-of-state tuition will be charged for any semester during which recategorization is sought and obtained unless application for recategorization is made to the classification officer on or before the last day of regular registration of that quarter or semester.

University Fees

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

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

All students are required to have a validated fee receipt to complete the registration procedure. This includes graduate assistants, teaching assistants, teaching associates, 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 who has not obtained a computerized class schedule and a validated fee receipt.

The University is authorized by statute to withhold diplomas, grades, transcripts, and
registration privileges on any students until their debts and obligations (other than Student Loan Fund notes which have not matured) owed to the University are satisfied. The general fees for graduate students in effect at the time of publication are as follows:

**APPLICATION FEE** ............... $15

Each graduate application for admission must be accompanied by a non-refundable fee of $15 before it will be processed (fee not required if: (1) former UT Knoxville graduate student; or (2) paid to UT Knoxville Graduate School within the previous 12 months).

If a student applies but does not enter

**MAINTENANCE FEE** 

Fall 1992

<table>
<thead>
<tr>
<th>IN-STATE FEES</th>
<th>OUT-OF-STATE FEES</th>
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<tbody>
<tr>
<td><strong>MAINTENANCE FEE</strong></td>
<td><strong>MAINTENANCE FEE</strong></td>
</tr>
<tr>
<td>Per Semester</td>
<td>$1,043</td>
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</table>

NOTE: In lieu of the 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: $135 per semester hour or fraction thereof; minimum charge $270.
- Out-Of-State: $316 per semester hour or fraction thereof; minimum charge $632.

**UNIVERSITY PROGRAMS AND SERVICES FEE**

**PER SEMESTER** ............... $111

The purpose of the University Programs and Services Fee is to provide non-instructional facilities and programs of an educational, cultural, social, recreational, and service nature for UT Knoxville students. The student health fee is included in the full programs and services fee. Refer to Student Health Insurance and Student Health Services for additional information.

All students enrolled in excess of eight semester hours per term are assessed an activity fee of $111. Part-time students taking fewer than nine semester hours will be assessed at the rate of $8 per semester hour or fraction thereof; minimum charge $16.

Graduate, teaching, and research assistants, teaching associates, and fellowship students, who may have a 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 3-8 hours may elect to pay the student health fee ($36), plus the appropriate part-time programs and services fee.

- The University programs and services fee is not refundable.
- The fee for the summer term is $65.

**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) before the registration check-in days, prior to the beginning of classes, 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 $6 third day, $8 fourth day, $10 fifth day).

**Additional Late Service Fees**

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

After 10 regular business days, students will be charged a second additional $10 late service fee (total $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, 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 not paid (or deferral arrangements made) within seven calendar days after the date payment was due.

**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 in excess of the 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 checks 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 financial charge will be $10 if the check is made good within seven days from the date of notice and $20 if made good after seven days.

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

**MUSIC FEE**

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

Payable at registration by students receiving individual instruction in music.

**GRADUATION FEE**

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

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. The doctoral hood rental applies only to those students who have not purchased a doctoral hood and are participating in the graduation ceremony.

**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 are due in advance and 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 expenses they wish to prepay, including room, board, tuition, and fees. Expenses can be prepaid over a period of eight months. Students and/or parents wishing to participate in the prepayment plan should contact the Bursar's Office for details.

**Deferred Payment Plan**

Although fees, rent, and other university expenses are due and payable at the beginning of each term, a student in good financial standing with a definite anticipated source of
funds may request the deferment of up to 50% of the total charges at registration check-in. The deferred payment may be divided into two equal installments payable on the 28th and 56th day of the term. All financial aid 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 monthly installment not paid on or before the due date. For more details, contact the Bursar's Office.

**DEFERRED PAYMENT SERVICE FEE**...$10
(See Tuition Payment Plans)

This fee is applicable when payment of any part of a student's account is deferred, including accounts which must be billed to outside agencies. This fee is also applicable when any additional charge (out-of-state tuition, music fee, room and board adjustment, etc.) is not paid within seven calendar days after the date it was incurred. It is the student's responsibility to pay all obligations promptly.

**LATE PAYMENT SERVICE FEE**...........$5

This fee is applicable when a supplemental charge (tuition, room and board adjustments, etc.) is not paid within seven calendar days after the date it is incurred. The $10 deferred payment service fee will be added if it is necessary for the Bursar's Office to send a notice regarding non-payment of the adjustment.

**FEES FOR COURSES NOT TAKEN FOR CREDIT**

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

**REFUND OF FEES FOR WITHDRAWAL**

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

The effective date of withdrawal is the date the Office of Graduate Admissions and Records is notified by completion of the official withdrawal or drop form. The appropriate percentage of fees will be charged unless this action is completed by the close of the last day designated for 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. Withdrawal does not cancel fees and charges already incurred.

The drop/add procedure cannot 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 an 80 percent fee refund. Withdrawal between 11 and 15 business days following registration check-in permits a 60 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 before the student receives any refund.

**Refunds**

Refunds are defined as the portion of maintenance and/or tuition and University housing charges due as rebate when a student withdraws or is expelled from the University. The amount of a refund is determined by the Refund/Charge stated above.

First-time students who withdraw during the 60% point in time for which the student was charged and who received Title IV funds will have the refund calculated by the pro-rata refund policy published in the "1992-93 Federal Student Financial Aid Handbook."

**Repayments**

Repayments are defined as the portion of aid, received by a student after the University direct charges have been paid by that aid, that must be repaid when a student withdraws or is expelled. The amount of repayment is determined by the Refund/Charge stated above.

Refunds and repayments to the Title IV programs are determined according to the formula published in the "1992-93 Federal Student Financial Aid Handbook." The Bursar's Office is responsible for calculating the amount of the refund and/or repayment and distributing the correct amount to the financial aid programs according to the Refund/Repayment Allocation Policy.

**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 after 20 days. Students who drop courses are eligible for a refund only if the sum of charges computed at the semester-hour rate for the hours continued, plus the percentage assessed for the hours dropped, results in an amount less than that paid. A course on a student's schedule is officially dropped, and the drop becomes effective, on the date that the change of registration form is processed on a drop/add terminal. Any refund due for dropped courses will be made after the final audit at the end of the semester.

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

**SUMMER TERM FEES AND EXPENSES**

Fees and expenses for the summer semester are the same as for other semesters during the academic year, except for University programs and services fees as noted above. Although the summer term is divided into sessions of varying lengths, tuition and fees are assessed at the regular semester-hour rate up to the maximum charge for a complete regular semester.

The refund policy covering withdrawals and dropped courses for the summer semester is based on the length of the term for the course(s) dropped. No refund is applicable to term courses dropped later than 14 calendar days after the registration check-in day for the course(s) involved.

**WAIVER OF FEES**

Graduate assistants, teaching assistants and associates, research assistants, and others whose fees are billed, prepaid, waived, or partially waived must complete their registration with the Bursar's Office, where they should have their fee receipts validated and supply necessary details concerning fee payment. Fee receipts must be validated before classes begin to avoid late registration fees. If an appointment terminates during the term, the student owes the appropriate fees from the termination date until the end of the term.

Graduate students are not eligible for spouse/dependent discounts.

**STUDENT HEALTH INSURANCE**

The University makes available, by contract with an insurance company, group health insurance expressly for students. The program is designed to supplement the care provided by the campus Student Health Service and provide basic benefits at low group premium rates. Primary emphasis is placed on hospitalization benefits, since in-patient care is not provided on campus. Students not otherwise covered are urged to avail themselves of this or comparable insurance, since paying for hospital care is the student's responsibility. Information about the insurance is mailed by the company to the student's home, and participation is solicited. **Enrollment in the plan (or alternative coverage) is mandatory for international students. Students may obtain applications from the Student Health Service or the Center for International Education. Except for international students, enrollment for insurance is not part of registration for classes. NOTE: The family health insurance policy should be carefully reviewed, since most family policies do not cover a dependent child after a given age, some as early as nineteen.**

**IDENTIFICATION CARD**

ID cards, issued during registration or anytime during the year to all students, are
prepared during registration check-in of the first semester a student enrolls in the University and are validated each term thereafter. These cards are required for many purposes, such as use of library facilities, check cashing facilities in the UT Knoxville Bookstore, and admission to various athletic, social, and cultural events. These cards are non-transferable and may not be duplicated. A current validated fee receipt is necessary to obtain a new or replacement ID card. ID CARDS MUST BE CARRIED AT ALL TIMES FOR PURPOSES OF IDENTIFICATION. Lost or stolen cards should be replaced by contacting the Student ID Card Office, Room 344, University Center. There is a minimum charge for replacement or duplicate ID cards.

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.

Financial Assistance

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

ASSISTANTSHIPS

Graduate assistantships, scholarships, traineeships, and some fellowships are offered through many departments and colleges. Information concerning these types of assistance can be obtained from the department in which the student plans to study. All assistantships are governed by the Policy for the Administration of Graduate Assistantships, a copy of which can be obtained from The Graduate School or the academic unit.

FELLOWSHIPS

The Graduate School administers the Hilton A. Smith Graduate Fellowships, the Herman E. Spivey Graduate Fellowships and the National Alumni Association Graduate Scholarships. These awards are for full-time study at UT Knoxville, and awardees are selected on the basis of high achievement, broad intellectual ability and potential for significant career contributions. Candidates from any field of study are invited to apply for the Hilton A. Smith and National Alumni Association awards if they have a 3.6 grade-point average or above in all previous academic work. Candidates for graduate study in the humanities are invited to apply for the Herman E. Spivey fellowships if they have a 3.6 grade-point average or above in all previous academic work. The Hilton A. Smith and the Herman E. Spivey fellowships include monthly stipends, tuition, and maintenance fees. National Alumni Association Scholarships include a stipend presented at the beginning of each semester (Fall and Spring). Application packages are available from November through January in the Office of Graduate Admissions and Records. Completed applications, including all supporting materials, must be submitted to the Staff Assistant, Office of Graduate Admissions and Records, by February 15. Offers of awards are announced March 15.

ACADEMIC COMMON MARKET

The Academic Common Market is an 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 to enroll on an in-state tuition basis if these programs are not available in the state of residence.

Cooperating states in the Academic Common Market include Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia. Twenty-five doctoral, two Specialist in Education, and thirty-one Master's programs at UT Knoxville are approved by the Academic Common Market for residents of these states to enroll at in-state tuition rates. Students must be fully admitted to the appropriate degree program, and the letter of certification must be received in the Office of Graduate Admissions and Records no later than the first day of classes for the effective semester.

Residents of states who seek further information should contact the Residency Assistant in the Office of Graduate Admissions and Records or the Southern Regional Educational Board, 592 Tenth Street, N.W., Atlanta, GA 30318-5790 (404) 575-9211.

EMPLOYMENT

Three sources of student employment are coordinated by the Financial Aid Office: (1) The Federal College Work-Study Program provides part-time on-campus jobs for U.S. citizens or permanent residents who have demonstrated financial need by the Student Aid Report (SAR). A wide range of jobs are available in academic units and administrative offices; (2) Job Location and Development, a non-need-based program, 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 provided 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

Students must be admitted into a degree program to receive student loans. Five types of loan programs are administered by the Financial Aid office: (1) Federal Perkins Loan, formerly National Direct Student Loan, (Student Aid Report, SAR, must be on file); (2) subsidized Federal Stafford Loan, formerly Guaranteed Student Loan, (SAR must be on file); (3) unsubsidized Federal Stafford Loan; (4) FPLUS/FSLS Loan (requires appropriate loan papers on file and FSLS requires that the SAR be on file); and (5) The University of Tennessee Loan. Processing time varies from one loan program to another.

Special Federal and State Laws and University Policies

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act provides for confidentiality of student records. However, it also provides for basic identification of persons at UT Knoxville without the consent of the individual. Release of information to third parties includes directory information such as contained in the campus telephone book and sports brochures. Such information may include name, address, telephone number, date and place of birth, major, dates of attendance, degrees and awards, the most recent previous educational agency or institution attended, participation in school activities and sports, and weight and height for special activities.

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

Use of Social Security 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,
special federal and state laws and university policies 27

EEO/Title IX/Section 504 Statement

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UT Knoxville does not discriminate on the basis of sex or handicap in its educational programs and activities, pursuant to requirements of Title IX of the Education Amendments of 1972, Public Law 92-318, and section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336. This policy extends both to employment by and admission to the University.

Inquiries concerning Title IX, Section 504, and the Americans with Disabilities Act of 1990 should be directed to the Office of Affirmative Action: 403-C Andy Holt Tower, The University of Tennessee, Knoxville, Tennessee 37996-0144; or telephone (615) 974-2498. Charges of violation of the above policy should also be directed to the Office of Affirmative Action.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-to-Know and Campus Security Act, the University of Tennessee, Knoxville, has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. A free copy of this report may be obtained by any student, employee or applicant for admission or employment from the Office of the Dean of Students, 413 Student Services Building.

Drug-Free Campus and Workplace

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, the University of Tennessee is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on 21 June 1990.

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on University property or during University activities.

Violation of this policy is grounds for disciplinary action—up to and including immediate dismissal for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq. and T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug and alcohol-related offenses. The University is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program.

Aside from any University policy considerations, the use of illicit drugs and/or the abuse of alcohol may be harmful to your health. Some of the health risks associated with such use/abuse are described below.

Individuals who are paid by The University of Tennessee from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such violation within ten days of the University's receipt of notification.

Employees and their families needing treatment information should call their local health center or counseling center. Employees and their families needing treatment information should contact the Student Assistance Program (800-468-8369). Students seeking assistance or rehabilitation program.

Policy for the Administration of Graduate Assistantships

PREAMBLE

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it should serve as an ideal instrument to help facilitate the desired transformation. The primary goal of an assistantship, then, is to facilitate progress toward the graduate degree. Rather than interfere or conflict with the student's educational objective, the assistantship is to aid in the prompt and successful completion of the degree program. While the student assistant makes progress toward an advanced degree, he or she also receives work experience in a profession under the supervision of a faculty mentor.

The graduate assistant is both student and employee. As a student, the graduate assistant is expected to perform well academically to retain the assistantship. He or she is to be counseled and evaluated regularly by a faculty mentor so as to develop professional skills. As an employee, the graduate assistant is expected to meet teaching, research, and/or administrative obligations. He or she is to work under the supervision of experienced faculty and receive in-service training. In sum, the graduate assistant receives financial support for graduate study by contributing to the teaching and/or research mission of the university. The totality of responsibility may be greater than that required of other students or staff members, but the opportunities for professional development also are greater for the graduate assistant.

- Tennessee Conference of Graduate Schools

TYPES OF ASSISTANTSHIPS

It is imperative that each department adhere to the UTK Faculty Handbook's established four categories of assistantships. All departmental guidelines should reflect the descriptions provided in the Handbook (1987, p. 49):

Graduate Teaching Assistant

Graduate Teaching Assistants work under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers and keeping class records. In consultation with the supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline. Appointments are normally on a one-fourth to one-half time basis, and the annual stipend is payable in either nine or twelve monthly installments. [In addition to the stipend, the Graduate Teaching Assistant is entitled to a waiver of fees for the period of appointment in accordance with university policy.]

Graduate Teaching Associate

Exceptionally experienced graduate students may be assigned primary responsibility for teaching undergraduate courses, including the assignment of final grades. The
Teaching Associate usually carries one-fourth to one-half of a normal teaching load. The annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, the Graduate Teaching Associate is entitled to a waiver of fees for the period of appointment in accordance with university policy. Graduate Teaching Associates are ineligible to teach courses approved for graduate credit.

Graduate Assistant

Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to supervisory or administrative functions of the University. The annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, the Graduate Assistant is entitled to a waiver of fees for the period of appointment in accordance with university policy.

Graduate Research Assistant

Research assistantships are generally financed through gift, grant, or contract funds. Persons holding such appointments pursue a work and study program like that expected under the other types of awards. In addition to the stipend, the Graduate Research Assistant is entitled to a waiver of fees for the period of appointment in accordance with university policy.

Maintenance fees and tuition waivers apply to appointments at a one-fourth time basis or higher.

WORK ASSIGNMENTS AND RELATED FACTORS

To utilize the four categories of assistantships, the following provisions should be observed:

1. Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible an assignment should appropriately reflect teaching hours, office hours, hours to be spent performing research or other specified tasks. Such specifications should be provided in writing at the time the offer is made.

In situations where the work assignment cannot be specifically described or must be changed from an initial assignment, the graduate assistant should clearly be informed before agreeing to, or continuing in, the assignment.

An important part of each graduate assistant's work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments. Thus, weekly work assignments, when specified, are done so in terms of averages. For a one-fourth time appointment, the graduate assistant's normal work time should not exceed 10 hours per week. For a one-half time appointment, the average number of hours should not exceed 20 hours per week. Assignments exceeding 50% must have prior approval of the Graduate School. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by these appointments above, the normal work time per week will be prorated.

2. A one-half time graduate assistant in each of the four categories of assistantships normally should enroll for 6-11 semester hours of coursework. A one-fourth time graduate assistant in each of the four categories of assistantships should take 9-13 semester hours. Exceptions to the above must have prior approval of the Head of the student's academic home unit. A student on a one-half time assistantship who takes six semester hours will be considered full-time.

The student's academic home unit is responsible for implementing these policies, regardless of the assignment or responsible account. It is therefore essential that the home unit be notified by any other unit employing the student of any assistantship awarded at the time of its initiation or renewal. The academic home of a graduate student who has not declared a major is the Graduate School.

QUALIFICATIONS OF GRADUATE ASSISTANTS

Graduate assistants must be currently enrolled in the Graduate School (as fully-admitted degree-seeking students, provisionional students, non-degree students, or transient graduate students). The Southern Association of Colleges and Schools (SACS) 18-hour requirement is provided below.

SACS Requirement

The 18-hour requirement enacted by SACS specifies that graduate students who have primary responsibility for teaching a course (Graduate Teaching Associates) must have earned at least 18 graduate semester hours in their teaching fields.

Regulations specifically addressing the 18-hour requirement are excerpted from Section 4.4.10 and 4.4.2 of the SACS publication, Criteria for Accreditation. (Atlanta, December 1984, p.25 and p.18) and read as follows:

Graduate teaching associates who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course, and whose professional and scholarly preparation does not satisfy the provisions of Section 4.4.2 (which relate to exceptions) must be under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated. They must also have at least 18 graduate semester hours in their teaching field.

The above requirements do not apply to graduate teaching assistants who are engaged in assignments such as laboratory assistance, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Exceptions are also discussed. In certain exceptional cases, unique experience and demonstrated competence may substitute for advanced academic preparation (e.g., various fields of the visual and performing arts). Such exceptions must be justified by the institution on an individual basis. It is the responsibility of the institution to document and maintain records of work experience, certifications and other qualifications if these are to substitute for or supplement formal academic preparation.

Implementation of the SACS 18-hour Requirement at UTK

The appropriate Department Head has responsibility for certifying that the 18-hour requirement is met either through coursework or by documentation that the graduate assistant meets the requirement as an exception (e.g., experience in a performing arts). The Dean and Department Head must sign the appropriate form (APR FORM 1-89) that is attached to the PAF form. This is forwarded to the Personnel Office. Exceptions should be noted on this form, but a memo and appropriate documentation should be forwarded to the Graduate Office, 404 Andy Holt Tower.

COMPETENCY IN ENGLISH

The University of Tennessee requires all who teach to be competent in spoken English. The specific policy, as it relates to graduate students who teach, is as follows: Since a certain level of competency with English as a spoken language is necessary for effective communication and teaching, all Graduate Teaching Assistants and Graduate Teaching Associates whose first language is not English are required to demonstrate an appropriate level of comprehensibility for classroom teaching by taking the SPEAK Test administered by the Learning Research Center. The Test of Spoken English (TSE) may be taken in lieu of the SPEAK Test. The results of this test will be communicated by the Learning Research Center to the appropriate department to be used in determining the nature and extent of instructional or other duties assigned for the Graduate Teaching Assistants or Graduate Teaching Associates. Suggested modes of remediation will be given to the department and graduate student when appropriate.

New international students who have been offered an appointment as Graduate Teaching Assistant or Graduate Teaching Associate will take the SPEAK test after their arrival at UTK, and the results of the test will be used to determine the nature of their assignment. The student who has already taken the TSE and received acceptable scores may be excused from taking the SPEAK test. Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, Department Heads, and Directors are responsible for validating such competence, using the appropriate university form (APR FORM 1-89).

RIGHTS/RESPONSIBILITIES OF GRADUATE ASSISTANTS

1. As specified in the Personnel Policies and Procedures Manual (Section 100 105-Pr3, p.2), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be
focused on the goal of satisfactory performance in both these areas.

2. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, the student should speak to his/her immediate supervisor, the appropriate Department Head, the appeals committee in the home unit or College, and the Dean of the College/School involved. If the student feels that a resolution should be sought beyond the Department/College level, the Graduate School should be contacted. The Graduate School will follow established procedures in the Graduate Council Appeals Procedure and/or Hilltopics.

3. Graduate assistants' benefits as employees of the University of Tennessee, in addition to fee waivers as explained elsewhere, include workers' compensation as defined in the Personnel Policies and Procedures Manual under employees' status. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Workers' Compensation" (Section 100 105-Pr2-5).

4. Graduate student assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Research Associates and Graduate Research Assistants) are of two types: "academic year" and "twelve month or other." Students on academic year appointments for the Fall and Spring terms receive 12 equal monthly payments for the 9 months of service and a waiver of fees for three terms (including the Summer). Students appointed to an academic year appointment beginning in the Spring term have the option of receiving 7 equal monthly payments for the January-July period or 6 equal payments for the February-July period. In both cases a fee waiver is provided for Spring and Summer terms. Graduate students on "academic year" appointments have no assistantship responsibilities in the Summer term. Students appointed to "12 month or other" appointments receive equal monthly payments for the months of the appointments and have assistantship responsibilities for the full period of the appointment. For these appointments a waiver of fees is provided only for those terms included within the appointments (i.e., a waiver of fees for the Summer term requires an appointment which encompasses the Summer term in its entirety). In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Graduate assistants who are performing satisfactorily are normally reappointed up to the maximum time limit as stated below. In situations where the demands of the department do not call for a job to be continued, reappointment may not be made. In cases where a department has a rotational plan for assistantships, graduate assistants likewise may not be reappointed.

In all cases of appointment and reappointment, the supervisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic progress or progress toward a degree, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

The maximum number of years that a graduate assistant can be appointed to an assistantship is three years as a Master's student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Some units may have maximum time limits that are less than those stated above. Requests for an extension beyond the maximum terms here specified must be made in writing by the academic unit to the Associate Vice Chancellor and Dean of the Graduate School.

5. As students, graduate assistants' rights and responsibilities are defined in the Faculty Handbook section on Student Rights and Responsibilities and the Student Rights and Responsibilities section of the Student Handbook. Additional rights and responsibilities of graduate students are found on the student's copy of the admission status form.

EVALUATION/SUPERVISION OF GRADUATE ASSISTANTS

Departments employing graduate assistants will conduct an annual evaluation of each assistant. The results of the evaluation are made available to the assistant and placed in the student's academic file. Appropriate follow-up also should occur. The evaluation, review with the assistant, and follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. In most cases, a graduate assistant's supervisor shares results of the evaluation with the assistant and takes appropriate follow-up action.

In cases where corrective measures must be taken to remediate deficiencies, the graduate assistant should be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing to the assistant being dismissed. This letter should be signed by the supervisor with a copy to the department head. In cases where the assistant feels that university policies or factors (e.g., working conditions, improper supervision, etc.) have had negative effects on specific aspects of job performance, a letter to the supervisor would be appropriate.

The immediate supervisor for each graduate assistant is to be identified as early as possible, usually no later than four weeks prior to the commencement of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified. The chain of command within each department should be clearly indicated to graduate assistants. Thus, each graduate assistant should know that the immediate supervisor is the person to whom first contact is to be made in job-related questions/directions; followed in turn by a general departmental/school/college supervisor of graduate assistants (who also exists), the appropriate project director, department head, dean of the college, and Graduate School officials.

ORIENTATION/TRAINING OF GRADUATE TEACHING ASSISTANTS AND GRADUATE TEACHING ASSOCIATES

There must be a thorough, systematic plan of orientation and training of all Graduate Teaching Assistants and Graduate Teaching Associates. Such orientation and training may be done at either the department, college, or university level. It is the responsibility of each supervisor to see that his/her graduate assistant is provided appropriate orientation/training.

There are several kinds of training that should occur beyond the initial orientation/training. Such training is usually specific to a particular job function. The Learning Research Center provides, for example, training and support services for Graduate Teaching Assistants and Graduate Teaching Associates who will be teaching at the University of Tennessee, Knoxville. Presented in several formats, this training includes attention to styles of learning and other student characteristics, communicating in the classroom, leading discussions, lecturing, directing laboratory work, using media and computers, designing syllabi, constructing and using tests, grading, evaluating courses and instructors, and similar topics. Special programs are offered for international GTAs. Evaluation and consultation services are also available through the Learning Research Center. A Handbook for New Instructors and a newsletter are made available to all GTAs. Supervisors of GTAs are responsible for notifying them about these services and about departmental and college policies on attendance at these programs and the use of these services.

ORIENTATION/TRAINING OF GRADUATE ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

Graduate Assistants and Graduate Research Assistants must also participate in a thorough, systematic orientation and training program. This training is usually at the department or college level, but the Office of Research Administration at the University level is available to assist with programs designed to help train the Graduate Research Assistant in various aspects of the job to be done.

One type of specialized training is "on-the-job." Graduate assistants who work in laboratories may receive initial orientation, followed by work experiences which constitute training. In such instances, the "on-the-job" training period should be clearly known by the student assistant.

ACCEPTING/DECLINING AN ASSISTANTSHIP

The University of Tennessee, Knoxville adheres to the following resolution by the Council of Graduate Schools:

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next
academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed that the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

[1] Brackets refer to the Assistantship Committee’s additions and changes to quoted material.

University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students) and an activity fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the activity fee.

² The waiver of fees for Graduate Research Assistants applies to maintenance and tuition fees only; it does not include the activity fee. The maintenance fee is paid by the granting agency. The maintenance fee is in addition to the stipend paid.

³ In this document when graduate assistant is not capitalized (except in headings), reference is to all four types of assistantships available at The University of Tennessee, Knoxville.

⁴ Discussed elsewhere in this document.

**Student Services**

**Black Cultural Center**

The Center is the focal point of the University’s effort to retain African-American students and to provide awareness and recognition of the accomplishments of African-Americans. The Center fulfills this role through a number of services and programs. These include free tutoring, group study sessions, workshops, a collection of African-American books and magazines and a computer lab. Typical of its cross-campus work is sponsorship of Black History Month activities, the Martin Luther King Jr. Celebration and the Black Arts Festival which promotes awareness of African-American contributions.

The Center is located at 812 Volunteer Boulevard. The University community is encouraged to visit the facility and take advantage of the opportunities provided by the Center.

**Career Services**

Career Services, located in Dunford Hall, 974-5435, is a university-wide department providing career-related assistance to UT Knoxville students through a wide range of programs and services. Included in the services offered are a Career Carnival, an annual career fair providing opportunity to speak informally with representatives from 80-100 different companies about their entry level jobs and hiring practices; a Graduate School Information Day, an annual fair to which a number of graduate schools provide information for advanced study; employer information which includes types of majors sought, job descriptions, career profiles, annual reports and other pertinent information for hundreds of companies that recruit at UTK; and workshops providing instruction in skills and tactics for successful interviewing, resume preparation, business and dining etiquette, and other topics.

On-campus interviews are scheduled during the year, and require an orientation workshop for registration and participation. Thousands of interviews are scheduled each year which include approximately 375 companies, government agencies and school systems. Two job newsletters are published biweekly, one for positions in education and one for business, industry, and government. Career Services also administers a Credentials Service. Setting up a credential file is a simple process involving the submission of a resume and academic transcript, along with letters of recommendation. An alumni placement service offers assistance in the job search after graduation.

**Center for International Education**

The Center for International Education (CIE), 201 Alumni Hall, telephone 974-5177, promotes and supports all aspects of international education and international exchange at UT Knoxville, both for American students and faculty and for students and faculty from other countries. The administration of official linkage agreements between UT Knoxville and institutions of higher education in other countries is coordinated by CIE.

American students: CIE provides information and advice about study-abroad options open to UT Knoxville students, including the exchange programs it administers between UT Knoxville and universities in thirty countries on six continents. CIE coordinates campus administration of such international grants and scholarships for students as the Fulbright, Rhodes, and Marshall programs, and provides information about other sources of funding for overseas study and research, including the Rotary Foundation, St. Andrews, and German Academic Exchange Service (DAAD) grants. Within its library on study, work and travel abroad, CIE has information about student summer job programs in seven countries.

International students and scholars: CIE provides information and assistance in matters relating to United States visa regulations, to UT Knoxville requirements for international students, and to UT Knoxville academic policies and registration procedures. It publishes The Link, a newsletter for UT-Knoxville’s international community, and administers the insurance policy required of all international students at the University. International student advisors are available to discuss academic and personal concerns. Orientation programs conducted at the beginning of each term facilitate adjustment to the campus and community, as does the international student orientation camp prior to the fall term.

The International House, 1515 Cumberland Avenue, is CIE’s on-campus social, recreational, and programming center that serves as a meeting place for international and U.S. students, faculty and staff.

International students seeking admission to UT Knoxville should write directly to the Office of Graduate Admissions and Records.

**Child Care**

The Child Development Laboratories, operated by the Child and Family Studies department within the College of Human Ecology, currently offer child care programs for young children ages six weeks to five years. The Child Development Laboratories are accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children.

**Food Service Facilities**

University-operated food service facilities are air-conditioned, conveniently located in relation to residence halls, and serve nourishing food at reasonable prices. The University recognizes the educational role that its food service facilities play in student life and group living. The Dining Services Department employs a skilled dietetic and management staff to ensure that the student gets the highest quality meal at the lowest possible cost. Room and board meal arrangements offer the best combination of balanced, nutritious meals, carefully planned and served at a reasonable charge to the student. Meal plan arrangements are Seven Star Dining (seven day meal plan, Monday-Sunday noon), Five Star Dining (five day meal plan, Monday-Friday). For students not under the Board Plan, meals can also be obtained from cafeterias operated on a cash basis.

The Dining Services Department offers two additional dining options. (1) The All Star account debit plan where students make a minimum deposit and can then make purchases at any Food Service location. Any deposits over the minimum enable the student to make purchases at other participating campus locations. (2) The Dining Club account works just like a charge card. No money is deposited in advance. Food may be purchased at any Food Service location and convenient monthly statements are sent to students or parents.

For the late evening snack or morning coffee break, popular spots on campus are the delicatessens and grill operations. Students are invited to take advantage of the special "theme" meals offered in the University dining facilities throughout the year.

For additional information, offices are located at 405 Student Services Building, (615) 974-4111.
Graduate Student Association

As one of the three branches of the Student Government Association, the Graduate Student Association provides a vehicle for responsible and effective student participation in the organization of graduate study at UT Knoxville. Each spring term, general campus elections are conducted to elect members of the GSA. The Graduate Student Association officers and representatives are elected from the graduate programs. Offices of the GSA are located in Room 341 University Center.

Handicapped Student Services

Handicapped Student Services provides counseling and academic support services to ensure that handicapped students have access to educational opportunities provided at The University of Tennessee. Any student having a disability which restricts participation in academic life is eligible for services. Services include personal and career counseling, interpreters, reader referral, and other services designed to meet the student's individual needs. Assistance is available for making arrangements for special in-class assistance. Information regarding transportation and housing is provided. The office serves in a liaison capacity with the Tennessee Division of Vocational Rehabilitation. Registration and other forms of administrative assistance and academic support are provided through the Office of the Dean of Admissions and Records.

Participation in the services program is on a voluntary basis; confidentiality is maintained. Students desiring any services are encouraged to contact the Office of Handicapped Student Services so that necessary arrangements can be made. The office is located at 414 Student Services Building.

Services related to academic programs for students with physical disabilities, whether permanent or temporary (due to sickness or accident), are coordinated by the Office of the Dean of Admissions and Records, 305 Student Services Building.

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

Hearing and Speech Services

The Hearing and Speech Services, located at the corner of Yale Avenue and Stadium Drive, offers complete diagnostic and treatment services to all University students with speech and language disorders/differences and/or hearing disorders. Services are available to any student who has paid the full University Programs and Services Fee or, if part-time, any student who has paid the optional student health service fee.

The Center serves as a clinical observation and education facility for students majoring in Speech-Language Pathology or Audiology. It also serves as a community hearing and speech center providing diagnostic and treatment services for persons of all ages exhibiting communication disorders/differences.

Housing

UNIVERSITY APARTMENTS

The University has provided excellent apartment facilities in several locations for married students with or without families. Apartments not needed 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.

RESIDENCE HALLS

The Department of Residence Halls provides housing on-campus for single graduate students. Graduate students are given the same priority for housing 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. A graduate student wing has been reserved in the Apartment Residence Hall. 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, 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.

OFF-CAMPUS HOUSING

A list 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 applicable to all students.

Minority Student Affairs

The Office of Minority Student Affairs is designed to enhance the quality of life for minority students. Working in conjunction with other campus and community groups, the office helps identify, encourage, and assist students who have academic potential and motivation to develop their talents at UT Knoxville.

Housed within the Black Cultural Center, the office furnishes information about educational, employment and financial assistance opportunities, and offers tutorial services, workshops, and career development programs.

The office is located at 612 Volunteer Boulevard.

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 supplements existing appeals channels and actively seeks better ways for the University to serve students.

Religious Resources

The University, established by a government that recognized no distinction among religious beliefs, seeks to promote no creed nor to exclude any. However, it will always be diligent in promoting the spiritual life of its students in part through its work with the Campus Ministers Council.

Student Counseling Services Center

The Student Counseling Services Center provides services designed to help students with educational, vocational, personal, and social problems. Professional counselors work with the student in a setting that allows confidential discussion of the student's concerns. In addition, various groups are employed to meet the developmental needs of the student. These group settings provide the opportunity to share and learn from others and/or improve specific skills. Psychological tests may be used for self-evaluation.

The Center also works with the faculty and student personnel staff to develop educational programs and projects to meet the needs of various groups at the University.

Appointments for counseling may be made by phone or in person at the Student Counseling Services Center at 900 Volunteer Boulevard.

Student Health Service

Health services provided by the University are available to any student who has paid the
Students requiring hospitalization are generally admitted by an appropriate specialist to The University of Tennessee Memorial Hospital unless other arrangements are desired. Since inpatient care is sometimes necessary, it is important for the student to have hospitalization insurance. Student group health insurance is available and may be purchased during a designated period at the beginning of each term.

Health Service personnel will cooperate with students and family physicians in ensuring the continuity of quality health care during the university career.

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 limited. To reduce traffic congestion within the campus area, large student parking areas are located on the perimeter of the campus. 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 Units 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. There is no charge for vehicle registration; however, a parking permit is required for parking on all University lots, streets, parking structures, or leased lots with the following exceptions:

1. Staff and students with current UT Knoxville motor vehicle registration tags in their vehicles may park in any unreserved area (except those around residence halls) between the hours of 10 p.m. and 7 a.m., Monday through Friday, and 12 noon Saturday to 7 a.m. Monday.
2. General parking is permitted in staff areas around the residence halls between 5 p.m. and 3 a.m. After this time, vehicles without permits for these areas may be towed.
3. Staff and students with current UT Knoxville parking permits may park in unreserved staff areas around the academic buildings from 5 p.m. to 7 a.m.
4. Overnight parking is not permitted in the Student Commuter Parking Areas or in the Student Aquatic Center Parking Area.
5. At times, certain areas will be reserved for parking for special events, such as athletic events, conferences, etc. Parking for these events will be by special parking permit for the specific event.

A University Traffic and Parking Authority determines parking policy, traffic regulations, and fees. This information is published each year in the "University Traffic and Parking Regulations" and is available at registration at the Parking Services Office, 1411 White Avenue, at the Campus Information Center at Circle Park, and at the vehicle point of registration.

Women's Center

The Women's Center provides essential informational services and referral services to UT Knoxville students and faculty. The library's specialized collection provides books, journals, and brochures about issues and concerns of women from both a current and historical perspective. Information is available on a variety of topics ranging from racism, violence against women, spirituality, and sex roles. The Women's Center is located in 301 University Center.