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 2.7 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.

Applicants with work experience or who are entering graduate school after a number of years away from an educational institution, usually 5 years, will be given consideration with greater flexibility relative to GPA. An international student graduating from a U.S. institution must meet the same requirements as those for domestic students.

An applicant whose GPA falls between 2.5 and 2.7 may be admitted on probation, upon request and recommendation of the academic unit. The probationary status will be removed after completion of nine or more hours of graduate credit with a minimum GPA of 3.0. Failure to maintain a 3.0 while in this status will result in dismissal from The Graduate School. An international student may not be admitted on probation.

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Enrollment in The Graduate School is a privilege which may be withdrawn by the University or any area of graduate study if it is deemed necessary by the Dean of The Graduate School to safeguard the University's standards.

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 file is complete. 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 (refer to Majors and Degree Programs chart in front of Graduate Catalog).
5. Scores from the Graduate Record Examination (GRE) or Graduate Management Test (GMAT).
6. Scores from Test of English as a Foreign Language (TOEFL) if native language is not English (refer to section on English Proficiency).

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.

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).

In addition to meeting the minimum requirements for admission to The Graduate School, applicants at the doctoral level must have demonstrated 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).

An applicant may not be admitted simultaneously to more than one degree program. Two or more applications cannot be considered concurrently. For admission to dual programs, applications are processed consecutively.

NON-DEGREE ADMISSION

Applicants may apply for non-degree status who, for example:

1. need additional time to fulfill application requirements for a degree program.
2. do not wish to pursue a degree program.

Admission to The Graduate School requires that a person meet the minimum requirements of The Graduate School (see Admission Requirements).

A major area must be declared if the intent is to seek an advanced degree. If no degree is desired, a major area need not be declared, but some departments do not permit non-degree students to register for graduate courses (see Majors and Degree Programs chart for information on restricted programs).

There is no specific limit on the number of courses that a student may take in non-degree status. However, before accumulating 15 hours of graduate coursework in this status, the student must either:

1. apply and be admitted to a specific degree program (see Revision of Admission Classifications and Procedures); or
2. file a Plan of Study form with the Office of Graduate Admissions and Records for approval to continue taking courses in non-degree status. The plan of study must include a stated educational objective and a list of courses proposed to achieve that objective.

A maximum of 15 graduate hours taken before acceptance into a degree program may be applied toward a graduate degree, if approved by the student's committee. Courses applied toward any graduate degree must fall within the time limits specified for the degree.

Every graduate student must meet with an academic advisor at least once each semester to discuss his/her program. For non-degree students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a non-degree student who has no declared major, the Associate Dean of The Graduate School or designee is the advisor.

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

Admission to non-degree status does not assure admission to a degree program. The student who seeks to enter a degree program will be directed to the appropriate department.

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

TRANSIENT ADMISSION

A student who is enrolled in good standing in a graduate degree program at another institution and who wishes to take courses for transfer to that institution may be admitted after submitting a completed Graduate Application for Admission, the $15 application fee, and a Transient Student Certification 10 days prior to registration. Only one semester, or a maximum of 12 hours, of coursework can be taken in transient status. Necessary forms may be obtained from the Office of Graduate Admissions and Records.
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. 14 on 20 point scale;

b. 80.0 from Taiwanese institutions;

c. 1st Class or Division from Indian institutions;

d. Upper 2nd Class Honors on various British systems.

If graduating from a U.S. institution, the minimum is the same as that for domestic students (see Admission Requirements). 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 submission of applications are:

- Fall: 1 March
- Spring: 15 July
- Summer: 15 November

The Office of Graduate Admissions and Records must be notified of any change in entering date after admission has been granted.

The following items must be received before admission will be considered:
1. A completed application form accompanied by a $15 non-refundable processing fee. Payment should be made in United States dollars by a cashier's check, money order, or personal check. If payment is by personal check, the check must be drawn on a United States bank to be honored in United States currency. Checks drawn on overseas banks are not accepted. International money orders are suggested.
2. Official or attested university records, with certified translations if the records are not in English (Notarized copies are not accepted).
4. Documented evidence of financial resources sufficient to support the student as stated on the financial statement forms supplied to the applicant.
5. Additional departmental/program requirements (refer to Majors and Degree Programs chart in front of Graduate Catalog).
   a. Reference letters or rating forms. All program forms should be sent to the college or department.
   b. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

Admission must be granted, and financial documentation and degree confirmation must be received, prior to issuance of an I-20 or IAP-66 form needed to obtain a visa. The Graduate School will not issue these forms after the following dates:

- Fall: 15 June
- Spring: 11 November
- Summer: 15 March

The University will not enroll any student who has not been approved initially or for transfer by the Immigration and Naturalization Services (INS) to attend UT Knoxville.

An international student may not enroll as a non-degree student or on probation.

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 550 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. Refer to section on English Proficiency.

Admission of Faculty and Staff Members

If admissible to The Graduate School, members of the faculty or staff located in Knoxville may take courses as graduate students.

Faculty members of UT Knoxville or the Institute of Agriculture at the rank of assistant professor or above, and members of the administrative staff at UT Knoxville, the UT Central Administration, and the Institute of Agriculture will not normally be admitted to an Ed.D. or Ph.D. degree program at UT Knoxville. Exceptions may be granted on an individual basis upon petition to The Graduate School. Petitions must be signed by the department head or by a member of the department or institute faculty. Providing adequate assurance that the residency requirement will be met and that there will be no conflict of academic or administrative interest. Written endorsements must be provided by the respective deans and department heads of the units in which members are employed and in which the doctoral degrees are to be pursued. Requests should be directed to the Associate Vice Chancellor and Dean of The Graduate School.

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.

Revision 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 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 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

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 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.

Courses numbered at the 500-level, as well as those 400-level courses approved for graduate credit, must be taught by faculty members who (1) meet the criteria of an assistant professor or above as defined in the Faculty Handbook and (2) have been designated by the department head as being appropriate. Graduate teaching associates are ineligible to teach courses approved for graduate credit.

Courses at the 600-level are taught by faculty who have been approved by the Associate Vice Chancellor and Dean of The Graduate School to do so. Criteria for eligibility to teach at the 600-level are available from The Graduate School.

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 Associate 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.-MPA 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.

Senior or Disabled Citizens

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, (615) 974-5361 or 1-800-676-8857.

Auditors and Audited Courses

Persons who wish to attend certain classes regularly, without taking examinations or receiving grades or credit, may do so by completing a graduate application, paying the application fee, registering as an auditor, and paying regular fees. Graduate students paying regular fees also are entitled to audit courses.

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

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 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 transferrable.

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 course work while enrolled in English 121. Those students whose scores indicate that they are not prepared to enter English 121 will be referred to a program of intensive English study prior to enrolling in an academic program.

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. The advisor or the major professor advises the student about courses, supervises the student's research, and facilitates communication within the major department. The advisor is identified in the list of faculty under the graduate committee with the student's name. The advisor acts as a representative of the student's Liaison. The Liaison is a faculty member in each academic department and serves as the advisor for the student.

Departmental Liaison

To assist graduate students in other majors, one faculty member in each academic department has been designated as a Liaison. The Liaison is identified in the list of faculty under the graduate committee with the student's name. 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 using University facilities and/or faculty time. University facilities and/or faculty time are used in some courses. Registration allows use of services such as library checkout, laboratories, and recreation facilities open to the public.

Information concerning registration is available in the Graduate School News and Timetable of Classes each term. Registration is accomplished via telephone. Telephone registration is due by the deadline noted on the bill. A minimum late fee of $20.00 is assessed to any student who fails to register during priority registration. Additional information can be obtained from the Office of Graduate Admissions and Records, (615) 974-2223.

Failure to pay tuition and fees before the deadline noted each semester on the schedule bill will result in the cancellation of the schedule. Retroactive registration is not permitted.

Non-degree 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 faculty time must be registered. Normally, students are registered for coursework or thesis/dissertation credit. Non-majors or those who have not begun research, both of which have completed all coursework requirements, must register for course 502.

Course Description

Each course listed in the Graduate Catalog contains information about the course. 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 courses available for graduate credit only if listed in the Graduate Catalog. To receive graduate credit for a course, a student must meet the requirements specified in the catalog.

The official title of a course follows the course number. Numbers in parentheses following the course title indicate the semester hours credit. The credit is variable, determined in consultation with the instructor, the minimum and maximum are shown (e.g. 2-4). The credit hours are followed by a course description indicating the content to be covered. Prerequisites for courses must be taken prior to or concurrently with the specific course. Recommended prerequisites should be taken previously but are not mandatory.

Some courses may be repeated for a maximum number of hours allowable toward a degree program. This number is stated for each repeatable course with the exception of Thesis 500, Dissertation 600, and Registration for Use of Facilities 502. Courses may be cross-listed with two or more departments, an arrangement indicated by a parenthetical statement: (Same as Psychology 543). The course description is given only under the primary department. "S/NC" indicates that the course may be taken only for Satisfactory/No Credit grading. Refer to section on Grades.

A symbol indicating the semester or frequency that the course is normally offered is included at the end of many course descriptions: F = Fall, S = Spring, Sp = Summer.

Change of Registration

The permanent record will show all courses for which the student has registered except those audit courses 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. Students who fail 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 and Enrollment Requirements
the student must complete a change of registration form and questionnaire signed by the instructor(s) and authorized 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 per semester, and 9 to 12 hours are considered a full load. For the summer term, graduate students may register for a maximum of 12 semester hours in an entire summer term or for a maximum of 6 semester hours in a 5-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half time assistantship normally should enroll for 6-11 semester hours. A one-fourth time graduate assistant normally should take 9-13 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.

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 3.6 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): superior performance.
- **B+** (3.5 quality points per semester hour): better than satisfactory performance.
- **B** (3 quality points per semester hour): satisfactory performance.
- **C+** (2.5 quality points per semester hour): less than satisfactory performance.
- **C** (2 quality points per semester hour): performance well below the standard expected of graduate students.
- **D** (1 quality point per semester hour): clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
- **F** (no quality points): extremely unsatisfactory performance and cannot be used to satisfy degree requirements.

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 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 adherence is confirmed. The honor statement declares that:

"An essential feature of The University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I 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 College 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."
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. Departmental policies and procedures, which are specific to degree programs and exceed those in the Graduate Catalog, are provided in the Graduate Student Handbook available in each academic department.

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 identifies 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. Three interdisciplinary minors are available: in Statistics (Business Administration) and in Gerontology (Human Ecology) at both the master’s and doctoral levels, and in Environmental Policy (Economics) at the master’s level only. See Fields of Instruction for specific requirements and approval provisions.

The minor 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 a part of a graduate program in which the student had a B average;
4. not have been used for a previous degree; and
5. be approved by the student’s graduate committee and The Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements, 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.

M.A.S.T.E.R’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 the 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.

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. Three interdisciplinary minors are available: in Statistics (Business Administration) and in Gerontology (Human Ecology) at both the master’s and doctoral levels, and in Environmental Policy (Economics) at the master’s level only. See Fields of Instruction for specific requirements and approval provisions.

The minor 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 a part of a graduate program in which the student had a B average;
4. not have been used for a previous degree; and
5. be approved by the student’s graduate committee and The Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements, 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.

M.A.S.T.E.R’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 the 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 the 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 (5th 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 involved in classified or proprietary research, and such research is intended to lead toward a thesis or dissertation, prior approval should be secured from the Department Head and Dean, and from the Associate Vice Chancellor 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 M.B.A. 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 no 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, all 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. Admission 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 required 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 (8th 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 concerned with coursework and the thesis or problems, measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis or problems. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the examination. Final examinations not properly scheduled must be repeated. The 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 to the Graduate School. In the case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

**TIME LIMIT**

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

**Specialist in Education Degree**

The Specialist in Education (Ed.S.) degree is offered with majors in Curriculum and Instruction, Educational Psychology and Guidance, Leadership Studies in Education, 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 no fewer than 60 semester hours of graduate credit beyond the baccalaureate degree. A minimum of 6 hours is required outside the major department or area.

A student admitted to the program with a master's degree, or with acceptable work beyond the master's degree, may have program requirements modified upon recommendation of the student's committee. However, no modifications will be permitted in examination and research requirements, nor in the minimum 6 graduate hours required outside the major. All prior coursework accepted toward the degree must be related to the student's program objectives. A maximum of 6 hours beyond the master's degree may be transferred from another institution to an Ed.S. program (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.
EDS 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 term is included in this period. During residence, it is expected that the student will be engaged in full-time on campus study toward a graduate degree.

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 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. The examination may be written and/or oral.

RESEARCH REQUIREMENTS

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

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

2. In the thesis program or problems in lieu of thesis, 6 hours of research credit (518 and 519) must be earned in 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 (8th 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 reviewed by the Office of Graduate Admissions and Records before the deadline and will be conducted in University facilities by the student's committee. Final approved 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 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 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 resident 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 Admissions 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 section on Transfer Credits.

DOCTORAL COMMITTEE

The major professor directs the student's dissertation research and chairs the dissertation committee. In the student and the major professor identify a doctoral committee composed of at least four faculty members, holding the rank of Assistant Professor or above, three of whom, including the chair, must be approved by The Graduate Council to direct doctoral research. At least one member must be from an academic unit 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, the 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.

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

Comprehensive Examination

The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the doctoral student has 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,
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.

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.

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.

DISSERTATION

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

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate's program. Thus, a student working full time on the dissertation should register for 12 hours of course 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, 8th 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. Microfilm Agreement form, Survey of Earned Doctorates, Abstract Form 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.
<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
<td>Office of Graduate Admissions and Records and Major Department</td>
<td>Prior to completing 15 hours of graduate courses</td>
</tr>
<tr>
<td>Formation of master's/Ed.S. committee</td>
<td>Advisor/Major professor</td>
<td>Prior to application for admission to candidacy</td>
</tr>
<tr>
<td>Submission of application for admission to candidacy</td>
<td>Master's/Ed.S. committee</td>
<td>At least one semester prior to graduation*</td>
</tr>
<tr>
<td>Approval of admission to candidacy</td>
<td>The Graduate School</td>
<td>Prior to graduation</td>
</tr>
</tbody>
</table>

**GRADUATION REQUIREMENTS FOR NON-THESIS OPTION**

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

**GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTIONS**

| Placement of name on graduation list            | Student                                                 | Indicate on registration materials       |
| Application for diploma                         | Office of Graduate Admissions and Records               | Deadline available at registration*     |
| Payment of graduation fee                       | Bursar's Office                                         | Deadline available at registration*     |
| Submission of thesis/problems to master's/Ed.S. committee | Student                                                 | At least two weeks prior to Final Examination |
| Scheduling of Final Examination                 | Student and Office of Graduate Admissions and Records   | Not later than one week prior to Final Examination* |
| Final Examination                                | Master's/Ed.S. Committee                                | Not later than 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.
<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission as a potential degree candidate</td>
<td>Office of Graduate Admissions and Records and Major Department</td>
<td>Prior to completing 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>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>PROCEDURES</th>
<th>UNDER DIRECTION OF</th>
<th>DATE</th>
</tr>
</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>
</tr>
<tr>
<td>Removal of Incomplete(s)</td>
<td>Instructor of course</td>
<td>Not later than one week prior to Commencement ***</td>
</tr>
</tbody>
</table>

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