Table of Contents
Inside front cover - Catalog/Responsibility/Contacts

University Calendar for 1997-98 4
The University Administration 5
The Graduate School Administration 6
The Graduate Council 6

The Graduate School

Introduction 9
Major and Degree Programs 10-14

Admission Requirements
Application Procedures 15
Admission Classifications 15
Admission of International Students 16
English Certification 16
Admission of Faculty and Staff Members 16
Readmission 16
Revision of Admission Classification 16

Registration and Enrollment Requirements
Graduate Credit 16
Undergraduate and Professional Students 17
Law Courses 17
Senior or Disabled Citizens 17
Auditors and Audited Courses 17
Short Courses and Workshops 17
Correspondence Study 17
Proficiency Examinations 17
English Proficiency 17
Prerequisites 18
Advisor/Major Professor 18
Departmental Liaison 18
Registration 18
Conditional Registration 18
Registration for Use of Facilities 18
Course Description 18
Change of Registration 18
Course Loads 19
Grade-Point Average and Grades 19
Academic Standards 19
Academic Honesty 19
Appeals Procedure 20

Degree Program Requirements
Definition of Graduate Terms 20
Minors 20
Transfer Credits 20
Theses and Dissertations 20
Master’s Degrees 21
Specialist in Education Degree 21
Doctoral Degrees 22
Summary of Procedures for Master’s Degrees and Specialist in Education Degree 24
Summary of Procedures for Doctoral Degrees 25

Fees and Financial Assistance
Residency Classification for Tuition Purposes 26
University Fees 27
Financial Assistance 29

Special Federal and State Laws and University Policies
Family Educational Rights and Privacy Act 30
Use of Social Security Number 30

EEO/Title IX/Section 504 Statement 30
Security Information 30
Drug-Free Campus and Workplace 30
Policy for the Administration of Graduate Assistantships 31

Student Services
Black Cultural Center 33
Career Services 33
Center for International Education 33
Child Care 33
Dining Services Facilities 34
Disability Services 34
Graduate Student Association 34
Hearing and Speech Services 34
Housing 34
Minority Student Affairs 34
Religious Resources 34
Student Counseling Services Center 34
Student Health Service 35
Vehicle Operation and Parking 35
Women’s Center 35

Colleges
College of Agricultural Sciences and Natural Resources 39
College of Agriculture and Planning 39
College of Arts and Sciences 40
College of Business Administration 40
College of Communications 41
College of Education 41
College of Engineering 42
College of Human Ecology 42
College of Law 42
College of Nursing 43
College of Social Work 43
College of Veterinary Medicine 43

Fields of Instruction
Accounting and Business Law 47
Advertising 48
Agricultural and Extension Education 49
Agricultural Economics and Rural Sociology 50
Agricultural and Biosystems Engineering 51
Agriculture 53
Animal Science 53
Anthropology 54
Architecture 57
Art 58
Audiology and Speech Pathology 61
Aviation Systems 63
Biochemistry and Cellular and Molecular Biology 63
Biomedical Sciences 65
Botany 66
Broadcasting 67
Business Administration 68
Chemical Engineering 72
Chemistry 73
Child and Family Studies 74
Civil and Environmental Engineering 76
Classics 79
Communications 79
Comparative and Experimental Medicine 81

Computer Science 82
Counselor Education and Counseling Psychology 83
Cultural Studies in Education 84
Ecology and Evolutionary Biology 85
Economics 87
Education 89
Education in the Sciences, Mathematics, Research, and Technology 91
Electrical Engineering 92
English 95
Entomology and Plant Pathology 96
Exercise Science 99
Finance 100
Food Science and Technology 100
Forestry, Wildlife and Fisheries 101
Geography 103
Geological Sciences 104
Germanic and Slavic Languages 106
Health, Leisure, and Safety Sciences 107
History 111
Holistic Teaching/Learning 112
Human Ecology 114
Human Resource Development 115
Inclusive Early Childhood Education 116
Industrial and Organizational Psychology 117
Industrial Engineering 118
Information Sciences 120
Interdisciplinary Programs 122
Journalism 123
Language, Communication, and Humanities Education 124
Law 125
Leadership Studies in Education 128
Life Sciences 130
Management 131
Management Science 132
Marketing, Logistics and Transportation 133
Materials Science and Engineering 134
Mathematics 135
Mechanical and Aerospace Engineering and Engineering Science 139
Microbiology 143
Music 144
Nuclear Engineering 147
Nursing 148
Nutrition 151
Ornamental Horticulture and Landscape Design 163
Philosophy 164
Physics and Astronomy 155
Planning 157
Plant and Soil Science 158
Political Science 159
Psychoeducational Studies 162
Psychology 163
Rehabilitation, Deafness, and Human Services 166
Religious Studies 167
Romance and Asian Languages 167
Social Work 170
Sociology 173
Special Programs 175
Speech Communication 175
Sport and Physical Activity 175
Statistics 176
<table>
<thead>
<tr>
<th>Facilities for Research and Service</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Educational Research and Service</td>
<td>185</td>
</tr>
<tr>
<td>Center for Business and Economic Research</td>
<td>185</td>
</tr>
<tr>
<td>Center for Information Studies</td>
<td>185</td>
</tr>
<tr>
<td>Center for Literacy Studies</td>
<td>185</td>
</tr>
<tr>
<td>Center for Physical Activity and Health</td>
<td>185</td>
</tr>
<tr>
<td>Center of Excellence for Materials Processing</td>
<td>186</td>
</tr>
<tr>
<td>Centers and Chairs of Excellence</td>
<td>186</td>
</tr>
<tr>
<td>Child Development Laboratories</td>
<td>186</td>
</tr>
<tr>
<td>Communications Research Center</td>
<td>186</td>
</tr>
<tr>
<td>Division of Information Infrastructure</td>
<td>186</td>
</tr>
<tr>
<td>Energy, Environment, and Resources Center</td>
<td>187</td>
</tr>
<tr>
<td>English Language Institute</td>
<td>187</td>
</tr>
<tr>
<td>Institute for Tourism and Leisure Industries</td>
<td>187</td>
</tr>
<tr>
<td>Institute of Agriculture</td>
<td>187</td>
</tr>
<tr>
<td>Libraries, The University of Tennessee, Knoxville</td>
<td>188</td>
</tr>
<tr>
<td>Maintenance and Reliability Center</td>
<td>189</td>
</tr>
<tr>
<td>Management Development Center</td>
<td>189</td>
</tr>
<tr>
<td>Measurement and Control Engineering Center</td>
<td>189</td>
</tr>
<tr>
<td>Nutrition Institute</td>
<td>189</td>
</tr>
<tr>
<td>Off-Campus Graduate Centers</td>
<td>189</td>
</tr>
<tr>
<td>Psychological Clinic</td>
<td>190</td>
</tr>
<tr>
<td>Research Consortiums</td>
<td>190</td>
</tr>
<tr>
<td>Textiles and Nonwovens Development Center</td>
<td>190</td>
</tr>
<tr>
<td>Transportation Center</td>
<td>190</td>
</tr>
<tr>
<td>University Evening School</td>
<td>191</td>
</tr>
<tr>
<td>University of Tennessee Space Institute</td>
<td>191</td>
</tr>
<tr>
<td>Water Resources Research Center</td>
<td>191</td>
</tr>
</tbody>
</table>

**Index**

**Map**
University Calendar for 1997-98

Summer Term 1997

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>June 5 (Thursday)</td>
<td>Classes Begin</td>
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<tr>
<td>July 4 (Friday)</td>
<td>Independence Day</td>
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<td>July 9 (Wednesday)</td>
<td>First Session Ends</td>
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<tr>
<td>July 10 (Thursday)</td>
<td>Second Session Begins</td>
</tr>
<tr>
<td>August 13 (Wednesday)</td>
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<td>August 15 (Friday)</td>
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<tr>
<td>July 10 (Thursday)</td>
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Fall Semester 1997

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<td>September 1 (Monday)</td>
<td>Labor Day</td>
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<td>October 23-24 (Thursday-Friday)</td>
<td>Fall Break</td>
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<td>November 27-28 (Thursday-Friday)</td>
<td>Thanksgiving</td>
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<td>December 11 (Thursday)</td>
<td>Classes End</td>
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<td>December 12 (Friday)</td>
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<td>December 13, 15-18 (Saturday, Monday-Thursday)</td>
<td>Final Exams</td>
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<td>December 20 (Saturday)</td>
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<td>January 14 (Wednesday)</td>
<td>Classes Begin</td>
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<td>January 19 (Monday)</td>
<td>Martin Luther King Day</td>
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<tr>
<td>March 23-27 (Monday-Friday)</td>
<td>Spring Break</td>
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<td>April 10 (Friday)</td>
<td>Spring Recess</td>
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<td>May 4 (Monday)</td>
<td>Classes End</td>
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<td>May 5-6 (Tuesday-Wednesday)</td>
<td>Study Period</td>
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<td>May 7-9, 11-12 (Thursday-Saturday, Monday-Tuesday)</td>
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Summer Term 1998

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NOTE: Deadlines for degree requirements are at end of section on Degree Program Requirements.
The University Administration

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- June 1, 2001
- June 1, 2002
- June 1, 1997
- June 1, 1999
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- June 1, 2002
- June 1, 2001
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- June 1, 2002
- June 1, 2002

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Michael Singletary, B.A., M.A., Ph.D., Associate Dean of The Graduate School

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Dr. David Patterson, College of Architecture and Planning

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<th>College or Unit</th>
<th>Elected Members</th>
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<td>Engineering</td>
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</tr>
</tbody>
</table>
GRADUATE
STUDY
Rules, policies, fees, and courses described in this catalog are subject to change without notice. Refer to inside front cover.
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 master's and doctoral degrees is available. The University offers master's programs in 79 fields, the Educational Specialist degree, doctoral work in 46 fields, and 2 professional programs. More than 7,000 graduate and professional students are enrolled on and off campus under the tutelage of 1,550 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 up-to-date and broadening their knowledge, and those pursuing postdoctoral research. Traditionally, universities have provided graduate programs primarily for full-time, degree-oriented students. Serving the needs of students engaged full-time in intensive study and pursuit of a degree continues to be a major emphasis of UTK's graduate effort. At the same time, the University employs a variety of modes, traditional and non-traditional, in offering quality programs designed to serve a diverse student clientele.

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

The Graduate Council is composed of elected faculty representatives from each college, the Space Institute, and the Graduate Student Association. Ex-officio members include the Dean and Associate Deans of The Graduate School, the Chair of the Research Council, the Dean of Libraries, the Dean of Continuing Education, and the administrative officer having primary responsibility for the graduate curriculum in each college or school.

The Graduate Council is responsible for standards of admission, retention and graduation, and for curricular matters in graduate programs; the development of interdisciplinary programs; approval of new graduate programs; 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 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. In addition to departmental units, numerous interdisciplinary programs, institutes and centers have been developed on campus and in locations throughout the state.

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 7,900 doctoral degrees and 45,600 master's degrees have been awarded to date.

Seven deans have led The Graduate School since 1936: Fred C. Smith, Eugene A. Weters, 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.
### Graduate Majors and Degree Programs

Below is a list of all graduate degree programs offered at The University of Tennessee, Knoxville. A degree is awarded upon completion of a specified program of study in a major field. Degree titles are posted on transcripts and diplomas. Major titles are posted on transcripts. A formally approved subcomponent of a degree program is a concentration. Select ONE of these majors and degrees. Enter your preference on the Graduate School application (orange form) under Type of Admission. Please contact the program you have selected for additional information.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>DEGREE</th>
<th>GRE</th>
<th>RATING</th>
<th>FORM</th>
<th>DEPT. REQ.</th>
<th>THESIS</th>
<th>LANGUAGE</th>
<th>REQ.</th>
<th>CONCENTRATIONS AVAILABLE/ EVALUATION DATES/PHONE (AREA CODE: 423)</th>
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<tbody>
<tr>
<td><strong>College of Agricultural Sciences &amp; Natural Resources</strong></td>
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<tr>
<td>Agricultural &amp; Extension Education</td>
<td>MS</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Agricultural education, agricultural extension education. (974-7308, <a href="mailto:ldean@utk.edu">ldean@utk.edu</a>)</td>
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</tr>
<tr>
<td>Agricultural Economics</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MS-agribusiness, agricultural economics, rural sociology. PHD-agricultural marketing &amp; price analysis, agricultural policy, farm management &amp; production economics, natural resource economics, rural development. (974-7231, <a href="mailto:benglish@utk.edu">benglish@utk.edu</a>)</td>
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<tr>
<td></td>
<td>PHD</td>
<td>G</td>
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<td>X</td>
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<tr>
<td>Animal Science</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>MS-breeding, management (beef cattle, dairy cattle, swine, poultry), nutrition, physiology. PHD-animal anatomy, animal breeding, animal management, animal nutrition, animal physiology. (974-7266, <a href="mailto:jgodkin@utk.edu">jgodkin@utk.edu</a>)</td>
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<tr>
<td></td>
<td>PHD</td>
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<tr>
<td>Biosystems Engineering</td>
<td>MS</td>
<td>G*</td>
<td>G*</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td>PHD-agricultural electrical &amp; electronic systems, agricultural power &amp; machinery, agricultural structures &amp; environment, food &amp; process engineering, soil &amp; water conservation engineering. (974-7266, <a href="mailto:cmote@utk.edu">cmote@utk.edu</a>)</td>
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<tr>
<td></td>
<td>PHD</td>
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<tr>
<td>Biosystems Engineering Technology</td>
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<tr>
<td>Entomology &amp; Plant Pathology</td>
<td>MS</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Entomology, plant pathology. Evaluate Mar 15 for Fall and Summer, Oct 15 for Spring. (974-7135, <a href="mailto:rgerhard@utk.edu">rgerhard@utk.edu</a>)</td>
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<tr>
<td>Food Science &amp; Technology*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>PHD-food chemistry, food microbiology, food processing, sensory evaluation of foods. (974-7324, <a href="mailto:aberry1@utk.edu">aberry1@utk.edu</a>)</td>
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<tr>
<td></td>
<td>PHD</td>
<td>G</td>
<td>3</td>
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<td>X</td>
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<td></td>
<td>(974-7126, <a href="mailto:ghopper@utk.edu">ghopper@utk.edu</a>)</td>
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<td>Forestry*</td>
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<tr>
<td>Ornamental Horticulture &amp; Landscape Design*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Floriculturalscience &amp; technology, nursery science &amp; technology, turfgrass science &amp; technology. (974-7324, <a href="mailto:aberry1@utk.edu">aberry1@utk.edu</a>)</td>
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</tr>
<tr>
<td>Plant &amp; Soil Science*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>MS &amp; PHD-crop physiology &amp; ecology, plant breeding &amp; genetics, soil science. (974-8622, <a href="mailto:jaylondon@utk.edu">jaylondon@utk.edu</a>)</td>
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<tr>
<td></td>
<td>PHD</td>
<td>G</td>
<td>3</td>
<td>X</td>
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<tr>
<td>Wildlife &amp; Fisheries Science*</td>
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</tbody>
</table>

- **College of Architecture & Planning**

- **Architecture* | MArch | + | G | 3 | X | X | | First professional degree. Admit Summer and Fall only. Evaluate Feb 1. (974-5266) |
- **Planning* | MSP | + | G | 3 | X | | | Environmental planning, land use planning, real estate development planning, transportation planning. Admit Summer and Fall only. (974-5227) |

- **College of Arts and Sciences**

- **Anthropology | MA | G | 3 | X | X | X | | MA & PHD-archaeology, biological anthropology, cultural anthropology, zooarchaeology. Admit Fall only. Evaluate Jan 15. (974-4408, dpatton@utk.edu) |
- **Art* | MFA | + | G | 3 | X | | | Ceramics, drawing, graphic design, painting, photography/ media arts, printmaking, sculpture, watercolor, inter-area studies. Portfolio required. Admit Fall only. (974-5408, chodge1@utk.edu) |
- **Audiology* | MA | G | 2 | | | | | Admit Fall only. (974-5019, kgross@utk.edu) |
- **Biochemistry* | MS | G | 3 | X | | | | Admit Fall only. (974-5148, eesers@utk.edu) |
- **Botany* | MS | G | 3 | X | X | X | | MS & PHD-anatomy, bryology, cytology, cytogenetics, ecology, genetics, lichenology, morphology, mycology, phycology, physiology, photobiology, taxonomy. Evaluate for Fall Jan 7. (974-2255, walne@utk.edu) |
- **Chemistry* | MS | G | 3 | X | | | | MS & PHD-analytical chemistry, environmental chemistry, inorganic chemistry, organic chemistry, polymer chemistry, physicochemistry, PHD only-chemical physics (in cooperation with Physics Department), theoretical chemistry. (974-3141, cfeigerle@utk.edu) |
- **Computer Science* | MS | G | 3 | X | | | | | (974-5007, dstraight@utk.edu) |
<table>
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<td>Ecology*</td>
<td>MS</td>
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<td>X</td>
<td>X</td>
<td>MS &amp; PHD-behavior, ecology, environmental toxicology, evolutionary biology. (974-3659, <a href="mailto:cboake@utk.edu">cboake@utk.edu</a>)</td>
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<tr>
<td>English*</td>
<td>MA</td>
<td>G,S</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MA-writing, Degree-seeking students only, Admit Fall only, Evaluate Feb 15. (974-6933, <a href="mailto:mfernsr@utk.edu">mfernsr@utk.edu</a>)</td>
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<tr>
<td>French*</td>
<td>MA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>See Modern Foreign Languages for Ph.D. (974-2311, <a href="mailto:jromeise@utk.edu">jromeise@utk.edu</a>)</td>
</tr>
<tr>
<td>Geography*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Evaluate assistantship applications Feb 15. (974-2418, <a href="mailto:utkgeo@utk.edu">utkgeo@utk.edu</a>)</td>
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<tr>
<td>Geology*</td>
<td>MS</td>
<td>G</td>
<td>2</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Evaluate Feb 15. (974-2366, <a href="mailto:mcsween@utk.edu">mcsween@utk.edu</a>)</td>
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<tr>
<td>German*</td>
<td>MA</td>
<td></td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>See Modern Foreign Languages for Ph.D. (974-3421, <a href="mailto:lauckner@utk.edu">lauckner@utk.edu</a>)</td>
</tr>
<tr>
<td>History*</td>
<td>MA</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>PHD-American, European, Admit Fall only, Evaluate Feb 15. (974-5421, <a href="mailto:phamilto@utk.edu">phamilto@utk.edu</a>)</td>
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<tr>
<td>Life Sciences*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MS &amp; PHD-plant physiology &amp; genetics, MS only-biotechnology, (974-5641, <a href="mailto:mattinly@utk.edu">mattinly@utk.edu</a>)</td>
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<tr>
<td>Mathematics*</td>
<td>MM</td>
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<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MS-applied mathematics, PHD-mathematical ecology, (974-2464, <a href="mailto:gradprogram@novell.math.utk.edu">gradprogram@novell.math.utk.edu</a>)</td>
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<tr>
<td>Microbiology*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
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<td>X</td>
<td>(974-3441)</td>
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<tr>
<td>Modern Foreign Languages*</td>
<td>PHD</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>First concentration-French, German, Spanish, Second concentration-Applied linguistics, French, German, Italian, Portuguese, Russian, Spanish. (974-3421, <a href="mailto:lauckner@utk.edu">lauckner@utk.edu</a>)</td>
</tr>
<tr>
<td>Music*</td>
<td>MM</td>
<td></td>
<td>2</td>
<td>X</td>
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<td></td>
<td>Accompanying, choral conducting, composition, instrumental conducting, jazz, music education, musicology, performance (organ, piano, strings, voice, winds, percussion), piano pedagogy &amp; literature, sacred music, string pedagogy, theory. Audition required, (974-3331, <a href="mailto:canders@utk.edu">canders@utk.edu</a>)</td>
</tr>
<tr>
<td>Philosophy*</td>
<td>MA</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MA &amp; PHD-medical ethics, philosophy, MA only-religious studies. Admit Fall only. (974-3255, <a href="mailto:jnolt@utk.edu">jnolt@utk.edu</a>)</td>
</tr>
<tr>
<td>Physics*</td>
<td>MS</td>
<td>G</td>
<td>4</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MS &amp; PHD-astrophysics, atomic &amp; low temperature physics, biophysics, chemical physics, condensed matter &amp; surface physics, elementary particle physics, molecular spectroscopy, nuclear physics, theoretical physics, MS only-geophysics, health physics. Rating forms required only for consideration for teaching assistantships. (974-3342, <a href="mailto:mmaning@utk.edu">mmaning@utk.edu</a>)</td>
</tr>
<tr>
<td>Political Science*</td>
<td>MA</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MA-experimental psychology, general psychology. PHD-clinical psychology, experimental psychology. Admit Fall only, Evaluate Feb 15. (974-5365, <a href="mailto:kaasley@utk.edu">kaasley@utk.edu</a>)</td>
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<tr>
<td>Psychology*</td>
<td>MA</td>
<td>G</td>
<td>4</td>
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<td>Dual JD-MPA program available. (974-2261)</td>
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<td>Public Administration*</td>
<td>MPA</td>
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<td>3</td>
<td>X</td>
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<td></td>
<td>Dual JD-MPA program available. (974-2261)</td>
</tr>
<tr>
<td>Sociology*</td>
<td>MA</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MA &amp; PHD-criminology, energy, environment &amp; resource policy, political economy. Admit Fall only. Evaluate Feb 15. (974-7032, <a href="mailto:pam@utk.edu">pam@utk.edu</a>)</td>
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<tr>
<td>Spanish*</td>
<td>MA</td>
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<td>X</td>
<td></td>
<td></td>
<td></td>
<td>See Modern Foreign Languages for Ph.D. (974-2311, <a href="mailto:handelaman@utk.edu">handelaman@utk.edu</a>)</td>
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<tr>
<td>Speech &amp; Hearing Science*</td>
<td>PHD</td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Audiology, hearing science, speech &amp; language pathology, speech-language science. (974-5019, <a href="mailto:kgross@utk.edu">kgross@utk.edu</a>)</td>
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<td>Speech Pathology*</td>
<td>MA</td>
<td>G</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
<td>Admit Fall only. (974-5019, <a href="mailto:kgross@utk.edu">kgross@utk.edu</a>)</td>
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<tr>
<td>Theatre*</td>
<td>MFA</td>
<td>G</td>
<td>3</td>
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<td>Acting, costume design, lighting design, scene design, theatre technology. Audition required. (974-9011, <a href="mailto:cddodd@utk.edu">cddodd@utk.edu</a>)</td>
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<tr>
<td>Zoology*</td>
<td>MS</td>
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<td>3</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>MS &amp; PHD-behavior, ecology, environmental toxicology, evolutionary biology. No admissions will be made for Fall.</td>
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</table>

**College of Business Administration**

**Accounting**

MAcc + GMAT 2 X

**Business Administration**

MBA + GMAT 2 X X

MA - economics, environmental management, finance, forest industries management, global business, logistics & transportation, management, management science, marketing, new venture analysis & entrepreneurship, statistics. PHD-accounting, finance, logistics & transportation, management, marketing, statistics. Admit Fall only. Evaluate Mar 1. Dual JD-MBA, Executive MBA, BA/MBA programs available. (974-6033, jmoser@utk.edu)
### Concentrations Available/Evaluation Dates/Phone (Area Code: 423)

**GMAT may be substituted for GRE. Evaluate Feb 1 for Fall.** (974-3303, dkemper@utk.edu)

**GMAT may be substituted for GRE.** (974-4116, request@telstar.bus.utk.edu)

Industrial statistics. GMAT may be substituted for GRE. (974-2556, rmee@utk.edu)

MS & PHD - advertising, broadcasting, journalism, public relations. PHD only - information sciences, speech communication. Admit Fall only. (974-6651, bbradley@utk.edu)

Evaluate Mar 1. (974-2216)

Commutic counseling, rehabilitation counseling, school counseling. Evaluate Feb 1 and Nov 1. (974-5131)

**MS Track 1** (those who are already licensed) - art education, curriculum, early childhood education, education of the deaf and hard of hearing, elementary education, English education, foreign language/ESL education, instructional media & technology, mathematics education, modified & comprehensive special education, reading education, science education, social foundations, social science education. **MS Track 2** (those who are seeking initial licensure) - art education, early childhood special education, education of the deaf & hard of hearing, elementary teaching, modified & comprehensive special education, secondary teaching. EDS & EDD - curriculum, educational administration & supervision, elementary education, English education, foreign language/ESL education, instructional media & technology, mathematics education, reading education, science education, social science education. **EDS only** - school counseling, school psychology, teaching & learning. EDD only - adult education, E A & S for practicing administrators, educational psychology: collaborative learning, educational research, higher education, leadership for teaching and learning. PHD - adult education, counseling psychology, cultural studies in education, early childhood education, educational administration & supervision/higher education, educational psychology: individual and collaborative learning, elementary education, English/foreign language/ESL education, exercise science, instructional technology/curriculum, literacy studies: reading/language arts, mathematics/science/social science education, motor behavior/sport psychology, rehabilitation/special education, research/assessment/evaluation, school psychology, social foundations education. (974-0907)

Adult education, individual & collaborative learning. Evaluate Jan 1 and Nov 1. (974-8145)

Exercise science, motor behavior/sport psychology, sociocultural foundations of sport, sport administration/management. (974-1272)

Educational administration & supervision. Evaluate Mar 15 and Oct 15. (974-2216)

### College of Communications

**Communications**

<table>
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<th>DEGREE</th>
<th>GRE</th>
<th>RATING</th>
<th>DEPT.</th>
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<th>CONCENTRATIONS AVAILABLE/ EVALUATION DATES/PHONE (AREA CODE: 423)</th>
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</thead>
<tbody>
<tr>
<td>MS &amp; PHD</td>
<td>Advertising, broadcasting, journalism, public relations. PHD only - information sciences, speech communication. Admit Fall only. (974-6651, <a href="mailto:bbradley@utk.edu">bbradley@utk.edu</a>)</td>
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### College of Education

**College of Education**

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### College of Engineering

**Aerospace Engineering**

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<th>DEPT.</th>
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**Chemical Engineering**

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<th>DEPT.</th>
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**Civil Engineering**

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**Electrical Engineering**

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<th>DEPT.</th>
<th>LANGUAGE</th>
<th>CONCENTRATIONS AVAILABLE/ EVALUATION DATES/PHONE (AREA CODE: 423)</th>
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</table>
### Engineering Science
- **MS**
- **PHD**
- **Graduate Course Offerings:**
  - Biomedical engineering, computational mechanics, fluid mechanics, industrial engineering, mechanics of composite materials, optical engineering (UTSI only), solid mechanics. (974-6378, boulet@utk.edu)
  - Water quality, water resources, air quality, environmental risk assessment, mixed waste management, waste management. See Civil Engineering for PHD. (974-2503)
  - Industrial engineering, engineering management. See Engineering Science for PHD. (974-3333, bodie@utk.edu)

### Environmental Engineering
- **MS**
- **Graduate Course Offerings:**
  - Dynamics, control & robotics, energy conversion & utilization, gas dynamics, heat transfer & fluid mechanics, machine design, power generation, propulsion, space engineering, stress analysis, thermodynamics. (974-5115)

### Industrial Engineering
- **MS**
- **Graduate Course Offerings:**
  - Corrosion behavior, failure analysis, materials processing, mechanical & physical behavior of materials, physical metallurgy, welding metallurgy & materials joining. (974-5336, spruiell@utk.edu)

### Mechanical Engineering
- **MS**
- **PHD**
- **Graduate Course Offerings:**
  - Composites materials; mechanical, physical & chemical behavior of polymers; polymer morphology; rheology & polymer processing. (974-5336, spruiell@utk.edu)

### Metallurgical Engineering
- **MS**
- **PHD**
- **Graduate Course Offerings:**
  - Biomedical engineering, computational & physical behavior of materials, physical metallurgy, welding metallurgy & materials joining. (974-5336, spruiell@utk.edu)

### Nuclear Engineering
- **MS**
- **PHD**
- **Graduate Course Offerings:**
  - MS & PHD - biomedial engineering, computational mechanics, fluid mechanics, industrial engineering, mechanics of composite materials, optical engineering (UTSI only), solid mechanics. (974-6378, boulet@utk.edu)

### Polymer Engineering
- **MS**
- **PHD**
- **Graduate Course Offerings:**
  - Clinical social work practice, management & community practice. Programs offered in Knoxville, Memphis and Nashville. Evaluate Mar 1, (MSSW-974-7687, snash@utk.edu) (PHD-974-7581, thomas@utk.edu)

### College of Human Ecology

#### Child & Family Studies
- **MS**
- **Graduate Course Offerings:**
  - Track 1-child development, family studies. Track 2-child development. Evaluate Feb 1, June 1 and Nov 1. (974-5316, csteele@utk.edu)

#### Health Promotion & Health Education
- **MS**
- **Graduate Course Offerings:**
  - Evaluate Feb 1, April 1 and Sept 1. (974-5041)

#### Human Ecology
- **PHD**
- **Graduate Course Offerings:**
  - Child development, community health, family studies, human resource development, nutrition science, retail & consumer sciences, textile science. Evaluate Feb 1, June 1 and Nov 1. (974-5316, nash@utk.edu)

#### Human Resource Development
- **MS**
- **Graduate Course Offerings:**
  - Business & marketing education, family & consumer sciences education, industrial education, organizational learning systems, vocational-technology education, workforce training. (974-2574, hrd@utk.edu)

#### Nutrition
- **MS**
- **Graduate Course Offerings:**
  - Nutrition science, public health nutrition. Evaluate Feb 1, May 1 and Oct 1. Dual MS-MPH program available. (974-5445, cyates1@utk.edu)

#### Public Health
- **MPh**
- **Graduate Course Offerings:**
  - Community health education, health planning/administration. Admit Summer and Fall only. Fall deadline - Apr 1, Summer deadline - Feb 1. Dual MS-MPH program available. (974-6674)

#### Recreation, Tourism, & Hospitality Management
- **MS**
- **Graduate Course Offerings:**
  - Hospitality management, recreation administration, therapeutic recreation, tourism. (974-6045)

#### Safety Education & Service
- **MS**
- **Graduate Course Offerings:**
  - Retail and consumer sciences, textile science. Evaluate Mar 1 - Fall and Summer, Nov 1 - Spring. (974-2141, nbfair@utk.edu)

### College of Law

#### Law
- **JD**
- **Graduate Course Offerings:**
  - Advocacy & dispute resolution, business transactions. Contact College of Law for Bulletin. Dual JD-MBA and JD-MPA programs available.

### College of Nursing

#### Nursing
- **MSN**
- **PHD**
- **Graduate Course Offerings:**
  - MSN - adult health nursing, family nurse practitioner, mental health nursing, nursing administration, nursing of women and children. Evaluate Oct 15 and Feb 15. (MSN-974-7606, Student Services) (PHD-974-7581, thomas@utk.edu)

### College of Social Work

#### Social Work
- **MSSW**
- **PHD**
- **Graduate Course Offerings:**
  - MSSW - clinical social work practice, management & community practice. Programs offered in Knoxville, Memphis and Nashville. Evaluate Mar 1. (MSSW-974-6687, snash@utk.edu) (PHD-974-5445, egaddis@utk.edu)
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<th>MAJOR</th>
<th>DEGREE</th>
<th>GRE</th>
<th>RATING FORM</th>
<th>DEPT. REQ.</th>
<th>THESIS LANGUAGE</th>
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<th>CONCENTRATIONS AVAILABLE/ EVALUATION DATES/PHONE (AREA CODE: 423)</th>
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<td><strong>College of Veterinary Medicine</strong></td>
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<td>Contact College of Veterinary Medicine for application (974-7263, <a href="mailto:jbraas@utk.edu">jbraas@utk.edu</a>)</td>
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<td>Veterinary Medicine*</td>
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<td>MS &amp; PHD-biochemistry, biophysics, carcinogenesis, cellular, developmental &amp; mammalian biology, genetics, radiation biology. (574-1227, <a href="mailto:rpoop@utk.edu">rpoop@utk.edu</a>)</td>
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<td>Biomedical Sciences*</td>
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<td><strong>School of Information Sciences</strong></td>
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<td>Corporate information systems &amp; services, electronic publishing, information systems &amp; technology, scientific &amp; technical information, youth services in public &amp; school libraries. Distance education available in TN and VA. Evaluate July 1, Dec 1 and Apr 1. See College of Communications for PhD. (974-2148, <a href="mailto:hoemann@utk.edu">hoemann@utk.edu</a>)</td>
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<td>Only offered at UT Space Institute, Tullahoma, Tennessee. (974-5576, <a href="mailto:potgieter@utk.edu">potgieter@utk.edu</a>)</td>
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<td>Aviation Systems*</td>
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<td>Comparative &amp; Experimental Medicine*</td>
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<td>Admit Fall only. Evaluate Feb 1. Use forms obtained from department. Degree-seeking students only. (974-4843, <a href="mailto:jtrbov@utk.edu">jtrbov@utk.edu</a>)</td>
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- Contact academic program for specific requirements.
- Foreign or computer language.
- International applicants only.
- American applicants only.
- Non-degree students must obtain permission from the department/program head to register courses in these fields.
- Available for Academic Common Market to residents of reciprocal states. See Fields of Instruction.
- GRE General Test.
- GRE Subject Test.
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 on a 4-point scale or equivalent on all graduate work. Many programs require a higher average.

Any applicant whose GPA falls between 2.5 and 2.7 may be admitted on probation, upon 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 the entering date after admission has been granted. Individual departments and colleges may have further restrictions on admission dates. For this information, students should contact the department 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 the Graduate Catalog).
2. A $15 ($35 effective Fall 1998) 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).
   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).
   c. 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 student applicant admission 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.

DEGREE ADMISSION

Admission to a degree program requires that a person meet the minimum requirements of The Graduate School and any 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 graduate admission tests, 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 non-degree status 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 Classification for procedures); or
2. submit a Plan of Study form to the Associate Dean of The Graduate School for approval to continue taking courses in non-degree status. The plan of study must include a stated educational objective and a list of courses proposed to achieve that objective.

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

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.

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 ($35 effective Fall 1998) 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, and 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 a minimum B average on all previous coursework and a B+ on all previous graduate work. On various grading scales, this corresponds to:

- a. 14 on a 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 the minimum established by The Graduate School.

International students may apply for admission any semester, but normally enter 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 ($35 effective Fall 1998) 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, it 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).

3. Certification of English proficiency. Refer to section on English Certification.

4. Documented evidence of financial resources sufficient to support the student, as stated on the financial statement form 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: 1 November
- Summer: 15 March

The University will not enroll any student who has not been approved initially, or for whom a non-degreestudent 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 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.

English Certification

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). A 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 UTK. 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. Petitioners must present their request in writing, providing adequate assurance that the residence requirement will be met and that there will be no conflict of academic or administrative interest. Written endorsements must be 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 consecutive terms (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 an 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 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 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.

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.

Consistent with the accreditation requirements of the Southern Association of Colleges and Schools (SACS), graduate curricula must be different from undergraduate curricula, classes at the 400-level in which both graduate and undergraduate students are enrolled must be structured so as to reflect this distinction. That is, course requirements for graduate credit will be more rigorous and thus will exceed expectations for undergraduates. Graduate and undergraduate completion of the same course will not be considered equivalent, and therefore petitions for retroactive changing of undergraduate to graduate credit will not be accepted.

Courses at the 400-level are taught by faculty who have been approved by the Associate Vice Chancellor and Dean of The
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 3.0 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.

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.

Seniors 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 course 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, (423) 974-5361 or 1-800-676-8657.

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 approval by 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

Applicants 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 Non-Native Speakers (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. 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.
Applicants 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 Graduate School. 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 facilitates communication within the major department, to other departments and to The Graduate School. The advisor must approve the student's program each semester. Many departments assign a temporary advisor to direct the entering student's work during the period in which the student is becoming acquainted with the institution and determining the focus of research interests, and in which the department is forming a judgment concerning the student's promise as a scholar. As early as appropriate, the student requests a professor in the major department to serve as the advisor. This major professor and the student together select a graduate committee. The advisor is expected to maintain close contact with the major professor and other members of the graduate committee with regard to progress in the program. Other responsibilities of the advisor/major professor are explained under individual programs.

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 each department. 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 the Catalog. To receive graduate credit for a course, the number is stated for each course in the Catalog. To receive graduate credit only during the first 29 calendar days after the beginning of classes, students must request credit to audit credit only during the first 29 calendar days after the beginning of classes. The deadline for all other changes of registration is approximately 42 calendar days after the first day of classes each semester. (See Graduate School News or Catalog for exact date.) A student may change registration for a course at any time prior to and including this date by accessing the telephone registration system. The student must confirm that the advisor has granted approval of the change.

Conditional Registration

Applicants who appear 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 the necessary requirements for admission. 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 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-thesis students or those who have not begun research, but who have completed all coursework requirements, must register for course 502.

Course Description

Each course listed in the Graduate Catalog contains information in abbreviated form. The course number indicates the level at which the course is taught. All 500- 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 these, a student must request credit. The official course title appears following the course number. Numbers in parentheses following the course title indicate the semester hours credit. If the credit is variable, to be determined in consultation with the instructor, the minimum and maximum are shown (e.g., 2-3). The credit hours are followed by a course description indicating the content to be covered.

Prerequisite courses must be taken prior to 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/N only" 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
- E-Every semester
- Sp-Spring
- A-Alternate years
- Su-Summer

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

Change of Registration

The permanent record will show all courses for which the student has registered except those audited and those from which the student has withdrawn during the first 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. The student has the responsibility to assure that they have been dropped. Otherwise they may receive a grade of F in the course. Course registration may be changed from credit 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 is approximately 42 calendar days after the first day of classes each semester. (See Graduate School News or Catalog for exact date.) A student may change registration for a course at any time prior to and including the date by accessing the telephone registration system. The student must affirm that the advisor has granted approval of the change. If additional permission is necessary, a student must execute a change of registration, in person, at the Registration Services Office. 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. The student must sign the form certifying approval of the advisor.

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.
control. In the latter case, a grade of W will be entered on the permanent record.

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

Course Loads

The maximum load for a graduate student is 15 hours, 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 3.0 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), superior performance,
- **B+** (3.5 quality points per semester hour), better than satisfactory performance,
- **B** (3 quality points per semester hour), satisfactory performance,
- **C+** (2.5 quality points per semester hour), less than satisfactory performance,
- **C** (2 quality points per semester hour), performance well below the standard expected of graduate students.

- **D** (1 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
- **F** (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
- **I** (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to 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-point 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 under Fields of Instruction for Law grading system.

Academic Standards

Graduate education requires continuous evaluation of the student. This 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. 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 on a probationary basis for two consecutive 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 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 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
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 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 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 courses. Diffrers 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.

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.
5. be approved by the student's graduate committee and The Graduate School on the Admission to Candidacy form.

Course transfers 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.

Major's Degree

A minimum of one-half of the total hours required for a master's degree must be taken at UT Knoxville. A minimum 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 most recent 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 sharere sponsability 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 (8th 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 endorsement by the Department Head and Dean of the College, prior to Admission to Candidacy for the degree sought. The request should include a proposal and justification. 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 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 rejection of a thesis or dissertation manuscript.

**Master's Degrees**

The Master's degree is evidence of successful completion of a body of coursework, advanced understanding, and the ability to apply knowledge within a major field. As part of a Master's degree, and in addition to a final comprehensive examination, a culminating (capstone) experience is expected. Examples of culminating experiences include an advanced seminar, exhibit, independent project, integrated case study or simulation, internship, practicum, recital or thesis. Through this experience, the student will demonstrate skill associated with the particular degree program, such as applied performance, critical analysis, organization and writing.

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, other degrees are offered, including the MBA and the M.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 may 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 have fulfilled 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 satisfactory 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 list all courses to be used for the degree, including transfer coursework. The student must submit this form to the Office of Graduate Admissions and Records no later than commencement day of the semester preceding the semester in which they plan to graduate.

**THESE K 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 date of the final examination. Except with prior approval from The Graduate School, the examination must be given in University facilities. This examination must be scheduled through the Office of Graduate Admissions and Records at least one week prior to final 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 the thesis by The Graduate School. The major professor must submit the results of the defense by the thesis deadline. In 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 may not be 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 in University facilities. 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 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 a major in 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 academic units 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 academic unit 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.

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 unit 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 list all courses to be used for the degree, including transfer coursework. This 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 units for listings of thesis, problems in lieu of thesis, and non-thesis options. Some units 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 or 503) 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 scheduled through the Office of Graduate Admissions and Records before the deadline and will be conducted in University facilities 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 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 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 section on Transfer Credits.

DOCTORAL COMMITTEE

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

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 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, administering portions of the examination at several times during the student's course of study. Students should review carefully the written statement from each doctoral degree program which details the timing, areas covered, grading procedures, and provisions for repeating a failed examination.

Defense of Dissertation Examination
A doctoral candidate must pass an oral examination on the dissertation. The 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 one week prior to the examination and must be conducted in University facilities. Final examinations not properly scheduled must be repeated. The examination is announced publicly and is open to all faculty members. The defense of dissertation will be administered by ALL members of the doctoral committee after completion of the dissertation and all course requirements. This examination must be passed at least two weeks before the date of submission and acceptance of the dissertation by The Graduate School. The major professor must submit the results of the defense by the dissertation deadline.

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 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 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 the ability to do acceptable graduate work and that satisfactory 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, a resolution 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 in the major 600 program.

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.

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 the doctoral program.
### Summary of Procedures for Master’s Degrees and Specialist in Education Degree

#### PROCEDURES

<table>
<thead>
<tr>
<th>Procedure</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

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Under Direction Of</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of application for diploma</td>
<td>Office of Graduate Admissions and Records</td>
<td>At beginning of term of graduation*</td>
</tr>
<tr>
<td>Payment of graduation fee</td>
<td>Bursar’s Office</td>
<td>At beginning of term of graduation*</td>
</tr>
<tr>
<td>Scheduling of Final Examination</td>
<td>Student, Committee and Office of Graduate Admissions and Records</td>
<td>Not later than one week prior to Final Examination*</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Master’s/Ed.S. Committee</td>
<td>Not later than three weeks prior to Commencement*</td>
</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>

#### GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTIONS

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Under Direction Of</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Submission of application for diploma</td>
<td>Office of Graduate Admissions and Records</td>
<td>At beginning of term of graduation*</td>
</tr>
<tr>
<td>Payment of graduation fee</td>
<td>Bursar’s Office</td>
<td>At beginning of term of graduation*</td>
</tr>
<tr>
<td>Submission of thesis/problems to master’s/Ed.S. committee</td>
<td>Student</td>
<td>At least two weeks prior to Final Examination</td>
</tr>
<tr>
<td>Scheduling of Final Examination</td>
<td>Student, Committee and Office of Graduate Admissions and Records</td>
<td>Not later than one week prior to Final Examination*</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Master’s/Ed.S. Committee</td>
<td>Not later than four weeks prior to Commencement*</td>
</tr>
<tr>
<td>Approval and acceptance of final copy of thesis</td>
<td>Master’s/Ed.S. Committee and The Graduate School</td>
<td>After Final Examination and not later than two weeks prior to Commencement*</td>
</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>

*Deadline dates are printed in the Graduate School News each semester, in addition to a separate publication of Deadline Dates for Graduation.*
## Summary of Procedures for Doctoral Degrees

<table>
<thead>
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<td>Office of Graduate Admissions and Records and Major Department</td>
<td>Prior to completing 15 hours of graduate courses</td>
</tr>
<tr>
<td><em>Appointment of doctoral committee</em></td>
<td>The Graduate School on recommendation of department head</td>
<td>Preferably during the first year of graduate study, but at the latest, prior to application for admission to candidacy</td>
</tr>
<tr>
<td><em>Comprehensive Examination</em></td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>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>
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<td>At beginning of term of graduation***</td>
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<tr>
<td>Payment of graduation fee</td>
<td>Bursar's Office</td>
<td>At beginning of term of graduation***</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, Committee 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 and doctoral forms</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.*

***Deadline dates are printed in the Graduate School News each semester, in addition to a separate publication of Deadline Dates for Graduation.*
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) desires to attend UT Knoxville on a part-time basis (maximum 6 hours of coursework per semester), is eligible for a waiver of out-of-state tuition. The student must apply for a waiver prior to the date of registration each semester. Forms are available from the Admissions Specialist in the Office of Graduate Admissions and Records.

A student wishing to appeal a classification should contact the Admissions Specialist, who will provide an application for reclassification and a copy of the State regulations. The application must be submitted on or before the last day of regular registration (the day before classes officially begin) for the semester. If the student is to be considered for reclassification 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 and not otherwise, 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 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 is no longer in the care, custody and control of his or her parent.

5. "Parent" shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an emancipated person, then "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 emancipated person.

6. "Continuous enrollment" shall mean enrollment at a public higher educational institution or institutions in 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 in order that his or her enrollment be deemed "continuous." Enrollment shall be deemed continuous notwithstanding enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

Rules for Determination of Status

1. Every person having or 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 or his or her domicile in this State shall be classified "out-of-state" for said purposes.

3. The domicile of an emancipated person is that of his or her parent. Emancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.

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

1. An unemancipated, currently enrolled student shall be reclassified 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 shall be continuous.

2. An emancipated person whose parent is not domiciled in this State but is a member of the armed forces 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, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.

3. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University. Provided, however, that there be no teacher college or normal school within the non-resident's own state, of equal distance to said non-resident's bona fide place of residence.

4. 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. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.

5. 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.

6. A person who is domiciled in the Kentucky counties of Fulton, Hickman, or Graves shall be classified out-of-state and shall not be required to pay out-of-state tuition at The University of Kentucky at Martin if qualified for admission. This exemption is on condition that Murray State University in Murray, Kentucky, continue to admit Tennessee residents from selected Tennessee counties to enroll at that institution without payment of out-of-state tuition.

7. Any dependent child not domiciled in Tennessee but who qualifies and is selected to receive a scholarship under the Dependent Children Scholarship Act (T.C.A. 49-4-704) because his or her parent is a law enforcement officer, fireman, or emergency medical technician who was killed in the line of duty or is permanently disabled while performing duties within the scope of employment, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

8. The spouse of a student classified as "in-state" shall also be classified "in-state."

9. Students not domiciled in Tennessee but who are selected to participate in specified institutional undergraduate Honors Programs shall be classified out-of-state but shall not be required to pay out-of-state tuition.

10. A person whose domicile is in Mississippi, Arkansas, or either Duntin County or Pemiscott County, Missouri, and who is admitted to Dyersburg State Community College, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

11. A person who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30 mile radius (as determined by the THEC) of a city containing a two-year TBR institution and who is admitted to a two-year TBR institution, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This two-year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without out-of-state tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.

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 or she is to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence
provided to 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 reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification 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 must confirm their attendance by 1) making the minimum payment, or 2) signing the Confirmation of Attendance form if no fees are due by the student. The schedule will be cancelled if one of the above is not accomplished each term on or before the published due date. This includes graduate assistants, teaching assistants, teaching associates, research assistants, staff, and others whose fees may be billed, prepaid, or waived. Late registration fees are applicable to students who register during Final Registration.

No student is authorized to attend classes who has not registered and satisfied his/her payment of fees.

The University is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges from any students until their debts and obligations 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 ($35 effective Fall 1998)

Each graduate application for admission must be accompanied by a non-refundable fee of $15 ($35 effective Fall 1998) before it will be processed (fee not required if: 1) former UT Knoxville graduate student; 2) paid to UT Knoxville Graduate School within the previous 12 months; or 3) paid and attended graduate school within UT System.

If a student applies but does not enter graduate school within twelve months after date of requested admission, the file will be destroyed, and it will be necessary to resubmit the application fee and a new application. This fee is not refundable.

**VOLXPRESS**

VOLXpress is the University of Tennessee's centralized accounting system that allows students to pay all of their fees and charges with one check by mail. Through VOLXpress, students are mailed statements that include their class schedule, drop/add activity, current tuition and fees, fee waiver information, fines and past-due amounts, pending financial aid that can be credited toward their accounts, any excess funds from scholarships and/or loans, and choices about how to receive them.

VOLXpress is a convenient method for students to keep a record of business from home.

Students who register and pay early will receive the greatest benefit if the payment deadlines are observed.

Each student must submit any change of address to the Student Enrollment Services Office to ensure timely receipt of a VOLXpress statement. Each **Timetable of Classes** lists the dates of registration and when and if statements will be mailed.

**IN-STATE FEES**

**Fall 1996**

<table>
<thead>
<tr>
<th>MAINTENANCE FEE</th>
<th>Full Time (8 hours or more)</th>
<th>Per Semester</th>
<th>$1,232</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time (6 hours or less)</td>
<td>$124 per credit (or audit) hour or fraction thereof; minimum charge $124</td>
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</table>

<table>
<thead>
<tr>
<th>OUT-OF-STATE FEES</th>
<th>Fall 1996</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINTENANCE FEE AND TUITION</td>
<td>Full Time (9 hours or more)</td>
</tr>
<tr>
<td>Per Semester</td>
<td>$3,400</td>
</tr>
<tr>
<td>Part Time (8 hours or less)</td>
<td>$378 per credit (or audit) hour or fraction thereof; minimum charge $378</td>
</tr>
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</table>

All students both in- and out-of-state are required to pay the established maintenance fee. Tuition is required of all students who are classified as non-residents for fee assessment purposes.

**UNIVERSITY PROGRAMS AND SERVICES FEE**

**Fall 1996**

| Full Time (9 hours or more) | $140 |
| Part Time (8 hours or less) per credit (or audit) hour | $9 |
| Per Semester | $6 |

Note: The Programs and Services Fee is non-refundable.

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 a Programs and Services fee of $140. Part-time students taking fewer than nine semester hours will be assessed at the rate of $9 per semester hour or fraction thereof; minimum charge $9.

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 or may elect to pay the student health fee ($42 for fall and spring, $33 for summer) plus the appropriate part-time programs and services fee up to the maximum of $140.

Knoxville campus students taking 5 or less hours may elect to pay the student health fee ($42 for fall and spring, $33 for summer), plus the appropriate part-time programs and services fee.

**TECHNOLOGY FEE**

**Fall 1996**

| Full Time (9 hours or more) | $100 |
| Part Time (6 hours or less) per credit (or audit) hour | $12 |

The purpose of the Technology Fee is to provide all students with improved access to the technological infrastructure, resources, and services at UT.

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 Technology Fee.

The Technology Fee is mandatory and may be refunded on the same percentage scale as maintenance and tuition charges.

**MUSIC FEE**

One hour lesson per week per semester ...................................... $60
One-hour lesson per week per semester ...................................... $120

Payable by students receiving individual instruction in music.

**MISCELLANEOUS FEES**

Academic areas, such as Art, Chemistry, Bowling and Golf, charge fees per specific course sections. Refunds on these fees are determined by the department.

**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.
PROFICIENCY FEES

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

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.

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

The Deferred Payment Fee is assessed when payment of any part of a student's account is deferred, including accounts which must be billed to outside agencies. It is the student's responsibility to pay all obligations promptly.

PRIORITY REGISTRATION

For a priority registered student, payment or a Confirmation of Attendance Form is due by the published due date, whether or not the student has received a statement, or the student's schedule will be cancelled. The due date is published in the Timetable available from the Registration Services Office.

FINAL REGISTRATION LATE FEE

For a student who registers during Final Registration (including those who were cancelled during priority Registration), payment of fees or a Confirmation of Attendance form must be submitted to one of the Bursar's Office locations by the Final Registration due date. This due date will be published in the Timetable available from the Registration Services Office. The Final Registration Late Fee is non-refundable.

Students who register during Final Registration will be assessed a late fee based on the following:

- Beginning of Final Registration through 1st week of classes $20
- 2nd week of classes $40
- 3rd week of classes $60
- 4th week of classes $80
- After 4th week of classes $100

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

REINSTATEMENT FEE ......................... $45

VOLXpress accounts which have a balance one month prior to the end of a term will be assessed a reinstatement fee of $45, and grades will be withheld.

RETURNED CHECK SERVICE FEE POLICY

All checks are deposited the day they are received. A $20 service charge will be assessed when checks fail to clear the bank on which they are drawn. Returned checks will not be redeposited. Cash or certified checks are required for payment of the returned check and service charges.

Any student who does not respond within 2 weeks from the date of the first notice may be assessed an additional $10 Service Charge.

Failure to clear returned checks will result in the forfeiture of all university services, including the receipt of grades, transcripts, schedule of classes, and check cashing/writing services. Failure to pay may also result in additional late fees, collection costs and reasonable attorney fees.

TUITION PAYMENTS

All student fees are due in advance and should be paid in full by the due date shown on the VOLXpress statement and listed in the Timetable of Classes. Failure to receive a statement does not relieve students of their obligation to pay on or before the due date.

Deferred Payment Plan

Students in good financial standing will be offered a deferral of up to 50% of the total charges on their VOLXpress statement. The deferred payment may be divided into two equal installments payable on approximately the 28th and 56th day of the term. All financial aid must be applied toward fees before a deferral will be considered. A deferred payment service fee of $10 is assessed at the beginning of the term, 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. Failure to receive a statement does not relieve students of their obligation to pay on or before the due date. An additional $45 reinstatement fee will be assessed if fees are not paid by one month prior to the end of the term.

Room and Board Plan

Semester room and board charges may be paid in monthly installments. The first month's rent, plus a deposit of one month's rent, is due at the beginning of the semester. The remaining installments are due every four weeks.

REFUNDS

Refunds are defined as the portion of maintenance and/or tuition and University housing/meal charges due as a rebate when a student withdraws or drops a portion of class hours. Refunds are also processed as a rebate on some fines/penalties paid such as parking fines, library fines, etc. Once a refund is determined to be appropriate, all amounts will be applied toward outstanding fees/lines owed to the University. When the refund is issued, including outstanding fees due on the Deferred Payment Plan. Any remaining refund balance will be mailed to the student's billing address.

Refund/Charge of Fees for Withdrawal (drop all classes)

After payment of fees and/or a Confirmation of Attendance Form has been submitted by the student, withdrawal for the semester must be by official notification to the Graduate Admissions and Records Office, 218 Student Services Building. Failure to attend class does not automatically withdraw or drop a student from the University 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 request form. The appropriate percentage of fees (maintenance and tuition, housing, and technology fees only) will be charged unless this action is completed by the close of the day before the first official day of classes for the semester.

Failure to notify the Graduate Admissions and Records Office promptly when withdrawing could result in a larger fee assessment. Withdrawal does not cancel fees and charges already incurred. All charges and refunds will be made to the nearest even dollar.

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 class start date of the semester permits a 90% refund/10% charge. Specific dates will be printed in the Timetable of Classes. The first class start date is the date on which all classes begin. Withdrawal between 6 and 10 business days beginning with the first class start date of the semester permits an 80% refund/20% charge. Withdrawal between 11 and 15 business days permits a 60% refund/40% charge. Withdrawal between 16 and 20 business days permits a 40% refund/60% charge. A 100% charge assessed for courses dropped after 20 business days. Refunds, in accordance with the withdrawal refund policy, will be made after the drop deadline.

Financial Aid Withdrawals/Repayments

Refunds 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 dismissed. The amount of repayment is determined by the Refund/Charge stated previously.

Refunds and repayments to the Title IV programs are determined according to the formula published in the "Federal Student Financial Aid Handbook." The Financial Aid 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.

For first-time students who withdraw on or before the 60% point in time of the enrollment period for which they were charged, the school must calculate a statutory proportion of refund and compare this amount to the refund amount from the state and accrediting agency policies (if any) to determine the largest available refund to the student. If both the state and the accrediting agency policies do not exist or are not applicable, the student's refund is the pro rata refund amount.

For continuing students who withdraw on or before the 60% point of the enrollment period or first-time students who withdraw after the 60% point of the enrollment, the school must calculate the student's refund amounts using the applicable state and accrediting agency policies (if any), compare the resulting refunds, and use the calculation that provides the largest refund. If the state and accrediting agency policies do not exist or are not applicable, the school must calculate the refund under the Federal Refund Policy and the school's policy (if any) and provide the largest refund.

Refund/Charge of Fees for Dropped Courses

(continue with a reduced course load)
Students pay fees computed at the appropriate semester-hour rate as indicated in the fee schedule in the VolCard and admission process. Students who drop courses during the first 8 business days following the day before the first semester class begins. An 80% refund/20% charge is made for courses dropped between 9 and 10 business days following the day before the first class begins. A 60% refund/40% charge is assessed for courses dropped between 11 and 15 business days. A 40% refund/60% charge is made for courses dropped between 16 and 20 business days. A 100 percent charge is made for courses dropped after 20 days.

Students who drop courses and continue with a reduced load 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 or the date the drop was entered on the Registration Telephone System. Any refund due for dropped courses will be made after the drop deadline.

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 previously mentioned.

Although the summer term is divided into sections 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 withdrawal and dropped courses for the summer semester is based on the length of the term for the course(s) dropped. Percentages of refunds are based on the date of withdrawal/drop. See Timetable of Classes for specific dates.

WAIVER OF FEES

Graduate assistants, teaching assistants and associates, research assistants, staff, and others whose fees are billed, prepaid, waived, or partially waived confirm their attendance by making payment or signing a Confirmation of Attendance Form by the due date as published in the Timetable of Classes or the schedule will be cancelled. 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 UT 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 and associates, research assistants, staff, and others whose fees are billed, prepaid, waived, or partially waived confirm their attendance by making payment or signing a Confirmation of Attendance Form by the due date as published in the Timetable of Classes or the schedule will be cancelled. If an appointment terminates during the term, the student owes the appropriate fees from the termination date until the end of the term.

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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.

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 3.7 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 3.7 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 packets are available from November through January in the Office of Graduate Admissions and Records. Completed applications, including all supporting materials, must be submitted by February 15. Offers of awards are announced in March.

ACADEMIC COMMON MARKET

The Academic Common Market is an agreement among Southern states for sharing unique programs. Participating states can make arrangements for their full-time students who are fully admitted to specific programs at UT Knoxville to enroll in an in-state tuition basis if these programs are not available in the state of residence.

Cooperating states in the Academic Common Market are Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia. Nineteen doctoral and twenty-seven master's programs at UT Knoxville are approved by the Academic Common Market for residents of these states to enroll in 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 member states who seek further information should contact the Admissions Specialist in the Office of Graduate Admissions and Records, 974-5251, or the Southern Regional Educational Board, 652 Tenth Street, N.W., Atlanta, GA 30319-5790, tel. (404) 875-9211, FAX (404) 872-1477.

EMPLOYMENT

The Financial Aid Office coordinatess the Federal Work Study Program which provides part-time off- and on-campus jobs for U.S. citizens or permanent residents who have demonstrated financial need by completing the Free Application for Federal Student Aid (FAFSA). A wide range of jobs are available in academic units, administrative offices, and non-profit agencies.

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 (Student Aid Report, SAR, must be on file); 2) subsidized Federal Stafford Loan (SAR must be on file); 3) unsubsidized Federal Stafford Loan (SAR must be on file); 4) PLUS Loan (requires appropriate loan papers on file); and 5) The University of Tennessee Loan. Processing time varies from one loan program...
to another. Interested students should contact the Financial Aid Office for more information.

Students must apply through the Financial Aid Office for all loan programs. Loans are limited to U.S. citizens and certain permanent residents. Additional paperwork is required on subsidized/unsubsidized Stafford and FPLUS loans.

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

All students receiving financial aid are expected to maintain satisfactory academic progress standards to remain eligible to receive aid. In addition, all students receiving federal financial aid must have a social security number. Information on these standards, applications, and additional information are available from the Financial Aid Office, 115 Student Services Building.

VETERANS BENEFITS

Veterans, and widows or children of certain deceased or disabled veterans, who have been admitted to a degree program, may request that such information not be released.

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.

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

All students receiving federal financial aid must have a social security number.

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, disability, or veteran status in provision of educational opportunities or employment opportunities and benefits.

UT Knoxville does not discriminate on the basis of sex or disability in its educational programs and activities, pursuant to requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Public Law 92-318, 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 VI, Title IX, Section 504, and the ADA should be directed to the Office of Diversity Resources and Educational Services (DRES); 1818 Lake Avenue; The University of Tennessee, Knoxville, Knoxville, TN 37996-3850; or telephone (423) 974-2436 (V/TT). Charges of violation of the above policy should also be directed to DRES.

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. Copies of this report are sent to each employee and student of the University each year. Copies are also made available to each applicant for employment and admission. In addition, 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 healthy 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 discharge 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.; 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 the University's Employee Assistance Program (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center or counseling center.

ALCOHOL ABUSE HEALTH RISKS

Liver damage--cirrhosis, alcoholic hepatitis
Heart disease--enlarged heart, congestive heart failure
Ulcers and gastritis
Malnutrition
Cancer--of the mouth, esophagus, stomach, liver
Brain damage--memory loss, hallucinations, psychosis
Damage to fetus if pregnant mother drinks
Death--50% of fatal auto accidents involve alcohol; 31% of suicides are alcoholics

DRUG USE HEALTH RISKS

Overdosing--psychosis, convulsions, coma, death
toward an advanced degree. Appointments are on a one-fourth to one-half time basis or higher. The stipend paid is a maintenance fee, which is greater for graduate assistants than for other students or faculty members. University fees include a maintenance fee paid by the granting agency and are in addition to the stipend paid. Maintenance fees and tuition waivers apply to appointments at a one-fourth time basis or higher.

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

**TYPES OF ASSISTANTSHIPS**

It is imperative that each department adhere to the UTK Faculty Handbook’s four categories of assistantships. All departmental guidelines should reflect the descriptions provided in the Handbook (1996, p.35):

**Graduate Teaching Assistant**

Graduate Teaching Assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the Teaching Assistant works to gain teaching skills and an increased understanding of the discipline.

**Graduate Teaching Associate**

Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools (SACS) 18-hour requirement.

**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.

**Graduate Research Assistant**

Graduate Research Assistants perform duties in support of University research, which may or may not relate directly to the students’ thesis/dissertation. A student appointed as a GRA works under the direct supervision of his/her major professor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the University’s internally sponsored programs. Department Heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees.

**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 changes 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. Appointments 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 those 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 normally 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 at least 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 the student’s academic home unit. The academic home unit 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, provisional students, non-degree students, or transient graduate students). The Southern Association of Colleges and Schools (SACS) 18-hour requirement must also be met.

**SACS Requirement**

Regulations specifically addressing the 18-hour requirement are excerpted from Section 4.8.4 of the SACS publication, *Criteria for Accreditation*, (Atlanta, 1996, p.50) 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 4.8.2[which relate to exceptions] must have earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experi-
enced in the teaching discipline, receive regular in-service training, and be evaluated regularly.

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

Implementation of the SACS 18-hour Requirement at UTK
The appropriate Department Head has responsibility for certifying that the 18-hour requirement is met through coursework or by documentation that the graduate assistant meets the requirements as an exception (e.g., experience in the 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 Office of Human Resource Management. Exception 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 Assistants whose first language is not English are required to demonstrate an appropriate level of comprehension in the classroom teaching by taking the SPEAK Test administered by The Graduate School. 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 Graduate School to the appropriate department to be used in determining the nature and extent of instructional or other duties assigned the Graduate Teaching Assistants or Graduate Teaching Assistants. 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 the requirement of 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 105 105-P3, 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 programe. 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, working 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, the Office of the Associate Vice Chancellor, or the Graduate Council. 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 outlined in the Graduate Council's Appraisal Procedures and/or Hilltops.

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 105 105-P2-3).

4. Graduate assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Teaching Assistants, 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 one term (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 and 5 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 or 11 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 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., discrepancy of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, non-compliance with university policies, etc.). In cases where an assistantship is for the year only, the student should be notified of this at the time of appointment. In some circumstances, graduate assistants may be appointed for an additional 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 Hilltops. 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 specific 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 written by the supervisor with a copy to the department head. In cases where the assistant feels that university-related factors (facilities, 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 department/school/college supervisor of graduate assistants (where one 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 Graduate School provides a seminar for Graduate Teaching Assistants and Graduate Teaching Associates who will be teaching at the University of Tennessee, Knoxville. Presented in several formats, this seminar 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. Supervisors of GTAs are responsible for notifying them about departmental and college policies on attendance at these programs.

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 at the University level is also available to assist with such 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 by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

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 various festivals which promote 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 60-80 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; a nonprofit career fair involving representatives from numerous area nonprofit organizations; 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 UT; and workshops providing instruction in skills and topics 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 275 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 for doctoral candidates. 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. Also those seeking international opportunities are referred directly to employers every year to assist students and recent alumni in their job-seeking activity.

Career Services registrants have access to video conference interviewing, resume access via the World Wide Web, and other state-of-the-art forms of placement assistance.

Center for International Education

The Center for International Education (CIE), 1620 Melrose Avenue, telephone 974-3177, 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, which connect UT Knoxville students with institutions of higher education in other countries is coordinated by CIE.

American students: CIE provides information and advice about study-abroad options for American students.

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 students and scholars and International Perspective for faculty and professional staff, 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 new International House, 1623 Melrose 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
Dining Services Facilities

University-operated dining services 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 dietician 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), and Ten Star (10 meals per week, Monday-Sunday with $300 per semester in a debit bonus account). For students not participating in a meal plan, meals can also be obtained from cafeterias operated on a cash basis.

The Department of Dining Services offers additional dining options. (1) The AllStar account debit plan where students make a minimum deposit of $300, receive a bonus, and can make purchases at any Dining Services location. (2) The AllStar Plus Debit Account requires a minimum deposit of only $10.00. There is no bonus with this plan regardless of the size of the deposit. AllStar Plus can be used at all campus dining facilities PLUS laundries, UT Bookstore, and selected vending areas as well as other participating campus locations. (3) The Dining Club account works just like a charge card. No money is deposited in advance, and no bonus is associated with this account. Food may be purchased at any Dining Services location, and monthly statements are sent to students or parents.

For the late evening snack or morning coffee break, popular spots on campus are the bakery outlets, 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, (423) 974-4111.

Disability Services

Disability Services (DS) seeks to eliminate the barriers that students with disabilities encounter and to work with them to achieve and maintain individual autonomy. The program's primary objective is to provide these students with access to the academic, social, cultural, and recreational opportunities of the University. Prospective students are encouraged to contact DS personnel so that they can be assured that the campus facilities and services are adequate to meet their needs. The staff can be of service to the students to the extent that their individual needs are made known. Contact with the students prior to registration enables DS staff to better access the need for interpret-
to promote academic performance, increase personal growth and contribute to the mental health of the entire community. Services include: crisis intervention, group therapy, individual therapy, academic courses, outreach programs and consultation.

To access services, students may come in for an intake interview Monday-Friday from 10:00-11:30 a.m. and 1:00-3:30 p.m. The Center is located at 900 Volunteer Blvd. and can be reached at 974-2196 or see our web page at http://funnelweb.utcc.utk.edu/-counsel/.

**Student Health Service**

Health services provided by the University are available to any student who has paid the health fee (either through paying the full University Programs and Services Fee or, if taking fewer than 9 hours, paying the optional health fee). These outpatient services are available continuously throughout every term.

The Health Service has a regular staff of primary care physicians, nurses, laboratory and x-ray technicians of Tennessee licensure. Outpatient services in the fields of family practice, internal medicine, pediatrics and psychiatry are available on a full-time basis. Appointments may be made by calling 974-3648. Specialty consultants in dentistry, surgery, sports medicine, and gynecology are available on campus through referral by a staff physician. Care beyond that provided by the regular staff can be arranged. Those students requiring allergy injections may arrange to receive them at the Clinic.

Virtually all medical services at the campus clinic except lab tests performed off campus are provided to eligible students at no additional cost.

The primary clinic at 1818 Andy Holt Avenue maintains scheduled daytime hours Monday through Friday. After-hours care (nights, weekends, and holidays) is available through the emergency room at The University of Tennessee Memorial Hospital. Insurance reimbursement is accepted as payment in full for all services except inpatient care and specialty consultation. Transportation service for the campus is provided by the Campus Police or Van Pool.

All students are strongly encouraged to ensure personal immunity to measles. Immunity may be assumed if the student either: was born prior to 1957; had a confirmed case of measles; was immunized with a live vaccine after 1979; or received two measles vaccinations since the age of twelve months. The vaccine may be received at cost at the clinic.

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.

1. Staff and students with current UT Knoxville motor vehicle registration tags in their vehicles may park in any reserved 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 nor 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 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 including racism, violence against women, spirituality, and sex roles. The Women's Coordinating Council is the programming branch of the Center responsible for educational, social, and cultural events pertaining to women's issues. The Women's Center is located in 301 University Center. If you need more information or are interested in volunteering, please call 974-1029.
COLLEGES
The College of Agricultural Sciences and Natural Resources began in 1869 when the University was designated as Tennessee's Federal Land-Grant Institution. As such, the University was enabled for the first time to offer instruction in agriculture. Graduate instruction began as early as 1889. The College is not only an academic unit of The University of Tennessee, Knoxville campus, but is also (with the Agricultural Experiment Station, the Agricultural Extension Service and the College of Veterinary Medicine) one of the four administrative units of The University of Tennessee's Institute of Agriculture.

There are many shared resources and positive interactions between various units of the Institute. For example, most of the faculty in the College of Agricultural Sciences and Natural Resources hold joint appointments in the Agricultural Experiment Station and are actively involved in significant basic and applied research in agriculture and the associated natural resources. On campus and field research laboratories are utilized in the instructional programs of the College; extension and research activities provide many students excellent part-time job opportunities. Very significant is the fact that the Agricultural Experiment Station provides more than 100 graduate research assistantships to support graduate students.

The unique association the College has with the UT Knoxville campus and the other units of the Institute of Agriculture makes it possible for the College to offer comprehensive high quality graduate programs.

Graduate programs of the College of Agricultural Sciences and Natural Resources are designed to prepare men and women for positions of leadership in industry, state and federal government, teaching, research, and extension.

The graduate student is expected to demonstrate a thorough knowledge of the subject matter in his/her specialized field of study and its relationship to the sociological, economic, and environmental impact on society. The student must demonstrate the ability to plan, conduct, analyze, and report original research. Emphasis is given to intellectual growth and the development of scholarly habits of study, reasoning and analysis so that the graduate will continue to grow and develop professionally throughout his/her career.

**MASTER OF SCIENCE PROGRAMS**

Programs of graduate study leading to the Master of Science degree are offered through all departments in the College of Agricultural Sciences and Natural Resources. The graduate program may be entirely in one major subject or may include subject matter areas related to the major.

Both majors and minors are available in Agricultural Economics, Agricultural and Extension Education, Animal Science, Biosystems Engineering, Biosystems Engineering Technology, Entomology and Plant Pathology, Food Technology and Science, Ornamental Horticulture and Landscape Design, and Plant and Soil Science. Majors only are available in Forestry and Wildlife and Fisheries Science, and minors are available in General Agriculture and Rural Sociology. The minor in General Agriculture requires 12 hours of coursework. A complete listing of majors is shown on the Majors and Degree Programs Chart.

**DOCTORAL PROGRAMS**

Graduate study leading to the Doctor of Philosophy degree in Agricultural Economics, Animal Science, Biosystems Engineering, Food Technology and Science, and Plant and Soil Science is offered in the college.

**College of Architecture and Planning**

Marleen Davis, Dean
William J. Lauer, Associate Dean
David A. Patterson, Acting Director
Jon P. Coddington, Graduate Program Head, Architecture

**Schools**
Architecture
Planning

**Facilities for Research and Service**
Center for Research, Service and Inquiry

The College of Architecture and Planning was formed in 1990 with the union of the School of Planning and the School of Architecture into a new academic unit. Both schools are committed to preparing students to work with the planning, design or management of our built environment. The college provides an administrative umbrella for academic programs which share many common objectives and methods, yet retain distinctive identities with their professions. Most states require that an individual intending to become an architect hold an accredited degree. There are two types of degrees that are accredited by the National Architectural Accrediting Board: (1) The Bachelor of Architecture, which requires a minimum of five years of study, and (2) The Master of Architecture, which requires a minimum of three years of study following an unrelated bachelor's degree or two years following a related preprofessional bachelor's degree. These professional degrees are
structured to educate those who aspire to registration/licensure as architects.

The four-year, preprofessional degree, where offered, is not accredited by NAAB. The preprofessional degree is useful for those wishing a foundation in the field of architecture, as preparation for either continued education in a professional degree program or for employment options in architecturally related areas.

The UT Knoxville School of Architecture offers a program of professional studies which prepares its graduates for the practice of architecture. This is accomplished through a five-year Bachelor of Architecture degree program or through the Master of Architecture degree program for students already having a baccalaureate degree.

The School of Planning offers a program of studies which prepares its graduates for professional practice in urban or regional planning. This is accomplished through a two-year master's degree program. The school also manages the undergraduate program in Urban Studies which awards a Bachelor of Arts degree.

The faculty and students of both units cooperate in a variety of ways, including joint field projects, guest lectures, service on thesis projects, etc. This expands the resources of talent available to students. The college also has a research and public service arm, the Center for Research, Service and Inquiry. The offices of the dean and other college staff are located at 217B Art and Architecture Building.

**College of Arts and Sciences**

Lorayne Lester, Dean
Anne Mayhew, Associate Dean
Otis Stephens, Associate Dean
Clifton Woods, III, Associate Dean

**Departments**
- Anthropology
- Art
- Audiology and Speech Pathology
- Biochemistry and Cellular and Molecular Biology
- Botany
- Chemistry
- Classics
- Computer Science
- Ecology and Evolutionary Biology
- English
- Geography
- Geological Sciences
- Germanic and Slavic Languages
- History
- Life Sciences
- Mathematics
- Microbiology
- Music
- Philosophy
- Physics and Astronomy
- Political Science
- Psychology
- Religious Studies
- Romance and Asian Languages
- Sociology
- Speech Communication
- Theatre

**Facilities for Research and Service**
- Center for Applied and Professional Ethics
- Center for Environmental Biotechnology
- Center for Psychoanalysis and the Humanities
- Center for Quaternary Studies of the Southeastern U.S.
- Center for the Study of War and Society
- Child Behavior Institute
- Forensic Anthropology Center
- Hearing and Speech Center
- Institute for Applied Microbiology
- Institute for Resonance Ionization Spectroscopy
- Joint Institute for Heavy Ion Research
- Psychological Clinic
- Science Alliance
- Social Science Research Institute

The University of Tennessee began as a liberal arts institution. Before the turn of the century, less emphasis was placed on the liberal education. However, the liberal arts continued to thrive, emerging as a college in 1904. Thus, the College of Liberal Arts (now known as the College of Arts and Sciences) is one of the oldest established colleges in the University.

The College of Arts and Sciences consists of a wide array of academic disciplines and interdisciplinary programs. The central purposes of a liberal education include the encouragement of intellectual tolerance, a dedication to the quest for knowledge as a worthwhile goal in and of itself, and the cultivation of a responsible, creative individual mind. These qualities enable one to develop an ability to reason and to express oneself clearly, an incentive to absorb emerging knowledge, and a competence to confront the uncertainties of human experience. Faculty research and creative activity is the foundation on which education in this College is built. As a result of that endeavor, the lives of students are enriched and the world's body of knowledge grows.

The College of Arts and Sciences offers programs in twenty-eight academic disciplines leading to seven advanced degrees: M.A., M.S., M.F.A., M.Math., M.Music, M.P.A., and Ph.D. See the Majors and Degree Programs chart for specific majors and degrees.

**GENERAL INFORMATION**

**Foreign Study Courses**

Foreign study courses offered in some departments of the college provide an opportunity to undertake independent study outside the United States. Prior to departure the student must have a plan of study approved by the department head and a supervising faculty member of the department concerned. Credit will be given only upon fulfilling all requirements set by the department and may vary from 1-15 hours. The maximum credit that may be applied toward a degree in the college is established in each individual case by the department in which the student is working.

**Off-Campus Study**

Recognizing that learning is not restricted to formal classroom situations, the college provides for students to earn credit toward graduation for approved off-campus study. Such study may be undertaken only with prior approval of the faculty member and the department concerned. It may include certain kinds of work experiences, community involvement, or political campaigns. Credit per semester will vary from 1-15 hours. The maximum credit that may be applied toward a degree in the college is established in each individual case by the department in which the student is working.

**Independent Study**

Certain educational goals may best be met through independent study by an individual under the direction of a faculty member. Students who wish to do such independent work should obtain the approval of the faculty members and the departments concerned prior to embarking upon their study. Credit per semester will vary from 1-15 hours. The maximum credit which may be applied toward a degree in the college is established in each individual case by the department in which the student is working.

**College of Business Administration**

C. Warren Neel, Dean
Michael J. Stahl, Associate Dean
Jan R. Williams, Interim Associate Dean
William F. Fox, Director, Center for Business and Economic Research
John E. Ribeitt, Director, Management Development Center
Gary N. Dicer, Interim Associate Dean and Director, Graduate Business Programs

**Departments**
- Accounting and Business Law
- Economics
- Finance
- Management
- Management Science
- Marketing, Logistics and Transportation
- Statistics

**Facilities for Research and Service**
- Center for Business and Economic Research
- Management Development Center

The College of Business Administration was originally the School of Commerce, dating back to 1919. Commerce was changed to Business in 1937 and gained college status in 1947. The college-wide MBA program was approved in 1966 and the doctoral program in 1971.

Graduate programs of the College of Business Administration are designed to prepare men and women to assume positions in the increasingly complex world of business and industry, teaching and research, and government.

Viewing the business firm as operating in dynamic social, political, and economic environments that demand leaders capable of dealing with innovation and rapid change, the College places central importance on development of students' thought processes and leadership potential. Emphasis is focused on flexibility of mind, receptivity to new ideas, and capacity to adapt one's reasoning powers. Our objective is to encourage the student to develop the ability to reason analytically and logically, and to develop a commensurate plan of action.
Above all else, we strive to instill the irreplaceable desire to continue to learn and grow in knowledge throughout the student's life.

The College of Business Administration has made a commitment to total quality management by integrating the principles of productivity through quality and statistical process control throughout the graduate curriculum. Interdisciplinary partnerships are encouraged among academic units in the College, with other University academic units and with the private sector, enhancing the process of inquiry and critical thinking which is crucial to total quality management.

The College of Business Administration is fully accredited by the American Assembly of Collegiate Schools of Business and is associated with other leading graduate schools of business as a member of the Graduate Management Admission Council.

GRADUATE PROGRAMS

The College of Business Administration offers programs leading to five advanced degrees: the Doctor of Philosophy with majors in Business Administration, Economics, and Management Science; the Master of Arts with a major in Economics; the Master of Science with a major in Statistics; the Master of Accountancy; and the Master of Business Administration. The Department of Management and the Department of Psychology in the College of Liberal Arts jointly offer an interdisciplinary program in Industrial and Organizational Psychology leading to the Master of Science and Doctor of Philosophy degrees (see Industrial and Organizational Psychology). Also, the Department of Management Science coordinates an interdisciplinary program leading to the Master of Science (see Management Science).

The two College-wide programs, the MBA and the Ph.D. in Business Administration, are described in Business Administration, Fields of Instruction. Descriptions of other degree programs are under the appropriate departmental or program headings.

FINANCIAL ASSISTANCE

A limited number of teaching and other assistantships that require from 10 to 20 hours of service per week are available through the departments of the College. Remuneration includes remission of fees and tuition as well as a monthly stipend. Awards are generally made on the basis of scholarship and performance on the appropriate (GMAT or GRE) admission test. Application forms may be obtained in any of the departments. Information on College-administered fellowships is available from the Office of Graduate Business Programs in the College of Business Administration.

Applications must be received by March 1 for consideration of assistantships and fellowships to be awarded for the following fall term.

College of Communications

Dwight L. Teeter, Jr., Dean
Herbert H. Howard, Associate Dean for Graduate Studies
Roxanne Hovland, Associate Dean for Undergraduate Studies

Departments and Schools
Advertising
Broadcasting
Journalism

Facility for Research and Service
Communications Research Center (CRC)

The College of Communications grew out of the School of Journalism, which was originally located in the College of Business Administration. The master's program began in 1966 under the name of Journalism and was changed to Communications after the School gained College status in 1970. The doctoral program was initiated in 1974.

A chair of excellence was established in 1987 to support a distinguished professorship in communications. In 1990, Communications communications media are a vital force in today's complex society. Specialization, gaps among segments of society, and the nature of world conflict point to the need for more understanding of how people communicate. Educating men and women in the perceptive understanding of the communications media is a necessity. The graduate programs in the College acquaint students with the nature of communications and prepare them for professional work in many fields.

The College of Communications offers the Master of Science and the Doctor of Philosophy degrees with a major in Communications.

In addition, Communications is available as a minor for students majoring in other departments. Required coursework will be selected after discussion with the major advisor and an advisor from the College of Communications.

The M.S. program is accredited by the Accrediting Council on Education in Journalism and Mass Communication. The College is a member of the Association of Schools of Journalism and Mass Communication and the Broadcast Education Association. For application forms and other information about the M.S. and Ph.D. programs in Communications, write to Associate Dean for Graduate Studies, College of Communications, 426 Communications Building, The University of Tennessee, Knoxville, TN 37996-0347.

College of Education

C. Glennon Rowell, Interim Dean
Thomas W. George, Associate Dean for Student and Academic Services
Carol E. Kasworm, Associate Dean for Research and Technology

Units
Counselor Education and Counseling Psychology
Cultural Studies in Education
Education in the Sciences, Mathematics, Research, and Technology
Exercise Science
Holistic Teaching/Learning
Inclusive Early Childhood Education
Language, Communication and Humanities Education
Leadership Studies in Education
Psychoeducational Studies
Rehabilitation, Deafness, and Human Services
Sport and Physical Activity

Facilities for Research and Service
Bureau of Educational Research and Service
Center for Environmental/Energy/Science Education
Center for Literacy Studies
Center for Physical Activity and Health
Cognitive Enrichment Network Project
Institute for Assessment
Institute for Educational Innovation
Instructional Services Center
Project INFOE
Public Schools for Cooperative Research
Reading Center
State Testing and Evaluation Center
Tennessee Internship Consortium in Professional Psychology

Education programs were first offered at the graduate level in 1905 by the School of Education. Through the Summer School of the South, the programs thrived, and the School became a College in 1928. The Ed.D. program was initiated in 1950, and the college-wide Ph.D. program began in 1979.

The College of Education, as a professional school, promotes critical inquiry, reflection, and social action through interdisciplinary studies. Its graduates are prepared to work in a changing multicultural world in leadership roles in educational programs and institutions, health and social institutions, and private and corporate sectors. The College is committed to providing lifelong learning for both faculty and students by promoting courses of study that involve students and faculty in academic peer relationships that stress shared responsibility for learning and for the discovery of new knowledge. The faculty is committed to research, scholarship, and creative work that results in superior teaching and service to the community and to the professions. The College is committed to work towards equity and economic and social justice within the University community and throughout the broader society.

Beginning in 1991, the faculty of the College of Education initiated planning new approaches to organization, new approaches to working with students, and new approaches to working with colleagues in teaching and the other professions served by the college. The purpose of the restructuring process was to enable the college to better meet the needs of students, faculty, and constituent groups in the 21st century. As a result of this process, the College, previously organized into seven departments, is now organized into eleven faculty program units. The College of Education holds membership in the American Association of Colleges for Teacher Education and in the Holmes Group. All certification and degree programs through the
doctrinal level are fully accredited by the National Council for Accreditation of Teacher Education, the Southern Association of Colleges and Schools, and the Tennessee State Department of Education.

MASTER OF SCIENCE PROGRAMS

On the master's level, professional study may be planned (1) in one of the areas listed on the Majors and Degree Programs chart, (2) in appropriate combinations of these areas, or (3) in combinations of one or more of these areas with appropriate subjects or areas in other colleges.

Students in the College of Education's Track 2 master's programs (i.e., five-year teacher preparatory programs) must gain admission to The Graduate School before enrolling in internship.

Degree program requirements are described under Education, Fields of Instruction.

SPECIALIST IN EDUCATION PROGRAM

The College of Education offers a program leading to the Specialist in Education with a major in Education.

Degree program requirements are described under Education, Fields of Instruction.

DOCTORAL PROGRAMS

The College of Education offers programs of advanced study leading to the Doctor of Education and the Doctor of Philosophy, both with a major in Education.

Degree program requirements are described under Education, Fields of Instruction.

TEACHER LICENSURE

Applicants for initial teacher licensure must gain admission to the college's Teacher Education Program. Further details concerning the teacher licensure program are described under Education, Fields of Instruction, and are available through the College of Education Graduate Center (Claxton Addition, Rm. 211).

College of Engineering

Jerry E. Stoneking, Dean
Fred Gilliam, Associate Dean, Academic Affairs
Fred D. Tompkins, Associate Dean, Administration

Departments
Chemical Engineering
Civil and Environmental Engineering
Electrical Engineering
Industrial Engineering
Materials Science and Engineering
Mechanical and Aerospace Engineering and Engineering Science
Nuclear Engineering

Facilities for Research and Service
Measurement and Control Engineering Center
Center of Excellence for Materials Processing
Maintenance and Reliability Center

The College has its beginnings in the University when surveying was introduced into the curriculum in 1898. The first two professional degrees, Civil Engineer and Mining Engineer, were established in 1879 at the same time that the Board of Trustees authorized the establishment of a graduate school. Known as Mechanic Arts originally, Engineering became a college in 1904.

The purpose of the College of Engineering is to educate men and women to the high levels of research, technical competence, and social understanding that will enable them to fulfill their responsibilities as professional engineers.

Graduate programs of the College of Engineering provide opportunities for advanced study leading to the Master of Science and the Doctor of Philosophy degrees. For a listing, consult majors and degrees available on the Majors and Degree Programs chart.

GRADUATE PROGRAM AT THE UT SPACE INSTITUTE

At the University of Tennessee Space Institute near Tullahoma, graduate-level courses are offered in engineering fields such as aerospace, chemical engineering, electrical engineering, engineering science, industrial engineering, mechanical engineering, metallurgical engineering, engineering management, and mathematics and physics. All programs lead to the Master of Science degree. Also, Ph.D. programs are available in many of these fields. Information may be obtained from the Registrar, The University of Tennessee Space Institute, Tullahoma, TN 37388.

College of Human Ecology

Jacquelyn O. DeJonge, Dean
James D. Moran III, Associate Dean: Graduate Studies
Jackie H. McInnis, Associate Dean: Academic Administration

Facilities for Research and Service
Center of Excellence for Materials Processing
Child Development Laboratories
Institute for Tourism and Leisure Industries
Small Animal Research Laboratory
Textiles and Nonwovens Development Center

The Child Development Laboratory (CDL) serves as a research and training facility for students in the College.

The mission of the Institute for Tourism and Leisure Industries is to serve as a catalyst for stimulating economic growth by providing a medium through which tourism and leisure industries can collectively develop and focus on strategies that will address how to improve the economic climate and overall quality of life in the region.

Refer to the section on Facilities for Research and Service for additional information.

College of Law

Richard S. Wirtz, Dean
John Sobieski, Jr., Associate Dean

The University of Tennessee College of Law commenced operation in 1890 and has continuously sought to provide high-quality legal education in a university community.

While the principal objective of the college is to prepare students for the private practice of law, its total mission is more broadly conceived. The college exposes students to the legal issues of our society enabling them to develop analytical skills with respect to decisional law and statutes, the ability to communicate effectively their knowledge of the law, an awareness of the historical growth of the law, a knowledgeable appreciation of the interrelationship of law and society, and the ability to use
1976 and approval for the doctoral program was granted in 1986. More specific information about the programs may be obtained under Nursing, Fields of Instruction, or by contacting the Director of M.S.N. or Ph.D. Program. The University of Tennessee, College of Nursing, 1200 Volunteer Blvd., Knoxville, TN 37996-4110, (423) 974-4151.

MASTER OF SCIENCE IN NURSING

The general purpose of the M.S.N. program is to prepare nurses at the graduate level to function as advanced practitioners, teachers, or managers in a variety of health care or educational settings. The program is accredited by the National League for Nursing and is unconditionally approved by the Tennessee Board of Nursing. Students admitted to the program select a concentration in adult health nursing, family nurse practitioner, mental health nursing, nursing administration, and nursing of women and children.

THE DOCTORAL PROGRAM

The College of Nursing offers a doctoral program leading to the Ph.D. with a major in Nursing. The doctoral program prepares nursing scholars capable of integrating research, theory, and practice into their roles as researchers, educators, and/or administrators. This unified program offered jointly with The University of Tennessee, Memphis College of Nursing enables students to complete all or part of the program at either site. The dissertation must be completed in its entirety at one site.

College of Social Work

Charles Gilsson, Acting Dean
William J. Bell, Associate Dean, Nashville
Jeanette Jennings, Associate Dean, Knoxville
Hisashi Hirayama, Associate Dean, Memphis
Paul M. Campbell, Director, Office of Social Work Research and Public Service

The College of Social Work began as the Nashville School of Social Work, founded in 1942 under the auspices of Vanderbilt University, Scarritt College, and George Peabody College. It joined the University of Tennessee in 1951. By 1974 the three branches, located in Nashville, Memphis and Knoxville, offered the two-year master's program. The doctoral program was inaugurated in 1983. In 1986 the B.S.S.W. program was added, and the School achieved college status.

The University of Tennessee College of Social Work is the only graduate professional social work education program in Tennessee and offers the full continuum of social work education degrees at the baccalaureate, master's and doctoral levels.

Social work is a helping profession which focuses on providing skilled intervention in the prevention and amelioration of individual and societal problems. It is the purpose of the College to provide an education which fosters growth in both individual and career development.
College of Veterinary Medicine

The Doctor of Veterinary Medicine (DVM) degree is awarded by the College of Veterinary Medicine. The program is designed to provide students with a comprehensive education in veterinary medicine, covering a wide range of topics including small animal, large animal, and companion animal medicine.

College of Social Work

The College of Social Work offers a variety of undergraduate and graduate programs to prepare students for careers in social work. The Bachelor of Social Work (BSW) program is designed to provide students with a solid foundation in social work theory and practice, while the Master of Social Work (MSW) program focuses on advanced practice and research.

Graduate Program

The Graduate Program in Social Work is designed to prepare students for careers in social work at the master's level. The program is offered on a full-time and part-time basis and includes coursework in areas such as social policy, research methods, and clinical practice.

College of Nursing

The College of Nursing offers a range of undergraduate and graduate programs to prepare students for careers in nursing. The Bachelor of Science in Nursing (BSN) program provides a strong foundation in nursing theory and practice, while the Master of Science in Nursing (MSN) program focuses on advanced practice and research.
FIELDS OF INSTRUCTION
FIELDS OF INSTRUCTION
Fields of Instruction

Accounting and Business Law
(College of Business Administration)

MAJORS

Accounting .............................................. M.Acc.
Business Administration ...................... Ph.D.

DEGREES

Keith G. Stanga, Head

Professors:

Anderson, Kenneth E., CPA, Ph.D. .......... Indiana
Dittrich, Norman E. (Emeritus), CPA, Ph.D. ........ Ohio State
Fisher, Bruce D., LL.M. ....... George Washington
Herring, Hartwell C., III, CPA, Ph.D. ....... Alabama
Kiger, Jack E. (Warren L. Slagle Prof. of Acct), CPA, Ph.D. ...... Missouri
Read, W. H. (Emeritus), CPA, MBA ...................... Northwestern
Reeve, James M. (Distinguished Prof.), CPA, Ph.D. ........ Oklahoma State
Roth, Harold P., CPA, Ph.D. ......................... VPI
Stanga, Keith G. (Arthur Andersen Prof.), CPA, Ph.D. ........ Louisiana State
Williams, Jan R. (Ernst & Young Prof.), CPA, Ph.D. ................... Arkansas

Associate Professors:

Gatian, Amy W., Ph.D. ..................... VPI
Massingale, Cheryl S., J.D. ............... Tennessee
Murphy, Daniel, CPA, Ph.D. .............. North Carolina
Posey, Imogene A., CPA, M.S. .......... Tennessee
Townsend, Richard L., CPA, Ph.D. ........ Texas

Assistant Professors:

Ayers, Susan, CPA, Ph.D. ................ Arizona State
Behn, Bruce K., CPA, Ph.D. ............ Arizona State
Carcello, Joseph V., CPA, Ph.D. .... Georgia State
Hethcox, Kathleen B., Ph.D. .............. Oklahoma

The Master of Accountancy Program

The objective of the M.Acc. program is to provide persons who have a high level of ability and motivation with the depth and understanding of accounting that will enhance their probability of success in a career in professional accounting. Moreover, the student's educational experience should develop perspectives toward the discipline of accounting in a manner that will enable the student to spearhead innovation and change in response to needs in public accounting, industry, and government.

Admission Requirements

Application deadlines for international students are: Fall and Summer, January 15. Application deadlines for U.S. citizens and permanent residents are: Fall and Summer, March 1. The program is designed both for students who have completed an accredited baccalaureate degree program with a major in Accounting and others. Those with outstanding undergraduate records in areas other than accounting may earn the M.Acc. degree by completing prerequisites in accounting and by including courses in other business and related disciplines to supplement the applicant's undergraduate background. Students entering the program should be computer literate and are expected to have completed coursework in calculus, principles of accounting, and introductory economics.

In addition to the general admission requirements for The Graduate School, M.Acc. applicants are required to take the Graduate Management Admission Test (GMAT) and submit information on forms provided by the College of Business Administration. Applicants whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL).

Course Requirements

A student's program encompasses a minimum of 30 semester hours of graduate coursework. Specifically, the student must complete courses in accounting and other areas as indicated below. Each course is 3 semester hours of graduate credit.

A student with an undergraduate degree in accounting can usually complete the program in about three semesters. A student without an undergraduate accounting degree can usually complete the program in four semesters.

For students with an undergraduate accounting degree, the requirements are:

**Accounting Core (9 hours):** 511, 513, Business Law 511.

**Accounting Concentration (9 hours):** Three concentrations are available:
3. Taxation: 531, 532, 533, 534, 539.

Students must take at least three courses from the same concentration and one of the course numbers must end with 9.

**Accounting Electives (6 hours):** Elective courses to be taken from concentration courses listed above.

**Non-accounting Electives (6 hours):** Non-accounting courses taken in either other business or non-business areas, upon approval of M.Acc. advisor.

For students without an undergraduate accounting degree, the requirements are:

**Prerequisites:** Accounting 311, 341, 431, Management 301, 401, Finance 301, all for undergraduate credit.

**Accounting Core (9 hours):** 511, 513, Business Law 511.

**Accounting Concentration (9 hours):** Three concentrations are available:
3. Taxation: 531, 532, 533, 534, 539.

Students must take at least three courses from the same concentration and one of the course numbers must end with 9.

**Required Additional Courses (12 hours):** Marketing 510, Accounting 411, 414, and 521.

Transfer Credits

A maximum of six semester hours taken at other AACSB accredited institutions that otherwise conform to the transfer policy of The Graduate School may be credited toward M.Acc. degree requirements.
Other Requirements

To qualify for the degree, a student must maintain a B average (3.0) or above in the core and concentration area accounting courses and a B average or higher in the overall program. The student must satisfactorily demonstrate his/her ability to recognize, analyze, and solve accounting policy problems and integrate concepts from the various areas of accounting by passing a comprehensive written examination. This examination is included in the capstone courses in each concentration as follows: 519, Research in Financial Accounting and Auditing; 539, Tax Policy and Special Topics; and 549, Systems Policy.

BUSINESS ADMINISTRATION CONCENTRATION

For complete listing of Ph.D. program requirements, see Business Administration. Ph.D. Concentration: Accounting.

This degree provides a research-oriented terminal qualification for those seeking entry-level faculty positions in accounting. Students take approximately three years of coursework beyond the bachelor's degree, including a doctoral sequence designed to expose students to various areas of accounting research. Courses in accounting and other areas are selected to supplement the student's individual background and to prepare the student in an area of accounting specialization (financial, managerial, auditing, tax, or systems). The final year is normally spent completing the doctoral dissertation.

Minimum course requirements are 12 hours including 611, 612, 619, and one other accounting course to be approved by Ph.D. accounting program advisor.

ACADEMIC STANDARDS

A graduate student in the College of Business Administration whose grade-point average falls below 3.0 will be placed on probation. A student on probation will be dropped from the program unless his/her cumulative grade-point average is 3.0 or higher at the end of the probationary period. The probationary period is defined as the next semester's coursework as established by the degree program for full-time students and the next two semester's coursework as established by the degree program for part-time students.

ACADEMIC COMMON MARKET

An agreement among southern states for sharing graduate programs allows legal residents of some states to enroll in certain programs at UT Knoxville on an in-state tuition basis. The M.Acc. program in Accounting is available to residents of the state of West Virginia. Additional information may be obtained from the Admissions Specialist in the Office of Graduate Admissions and Records.

Accounting

GRADUATE COURSES

411 Financial, Compliance, and Operational Auditing (3) Role of auditing in society from an internal and external perspective, the IIA Code of Ethics, the IIA Standards for the Professional Practice of Internal Auditing, auditing methodology, role of internal control and statistical sampling in auditing, fraud auditing, operational auditing, compliance auditing, and applications of auditing procedures to specific transaction cycles. Prereq: Principles of Managerial Accounting.


415 Governmental and Nonprofit Accounting (3) Contemporary issues in theory and practice of governmental accounting principles; environment of governmental and non-governmental entities; fund accounting; governmental and public non-profit entities. Prereq: 414 or consent of instructor.

451 Operational Auditing and Consulting (3) Approaches to evaluate an entity's efficiency and effectiveness in a variety of settings and techniques used in consulting to provide entity competitive advantage.

502 Registration for Use of Facilities (3-15) Required for the student not otherwise registered during any semester when student uses University facilities and/or faculty time before degree is completed. May not be used toward degree requirements. May be repeated. S/NC only.


513 Advanced Auditing (3) Theory and concepts underlying practice of internal and external auditing, fraud auditing, audit reporting, and other current auditing issues. Prereq: Auditing and admission to M.Acc. program or consent of instructor.

514 Auditing Practice (3) Design and performance of audits in computerized environments. Relationships among design of internal control, internal control effectiveness, and risk of material misstatement. Prereq: A variety of auditing contexts, highly automated situations. Prereq: 513 and admission to M.Acc. program.

518 Seminar in Professional Accounting Practice (3) Topics in financial reporting and auditing: taxation of business enterprises and emerging professional accounting standards. Development of written and communication skills. Prereq or coreq: 511 and admission to M.Acc. program.


521 Seminar in Advanced Managerial Cost Accounting (3) Analysis of cost behavior and variance analysis; impact on development and practice of managerial and cost accounting. Approaches to management accounting, decision and control models, and planning and control under conditions of uncertainty. Prereq: Cost and Managerial Accounting and admission to a graduate business program or consent of instructor.

522 Budgetary Planning and Control Systems (3) Alternative approaches to formulation and use of planning and control systems to meet organizational objectives. Control systems and corporate structure, discretionary expenditures, transfer pricing, and transfer pricing and control in manufacturing, service, and not-for-profit organizations. Prereq: Admission to a graduate business program or consent of instructor.

531 Tax Research, Methods, and Procedures (3) Development of expertise in tax research using authoritative sources through available technologies. Advanced study of tax accounting methods, periods, procedures, and review of fundamental tax concepts to provide foundations for tax practice. Prereq: 451 and admission to M.Acc. program.

532 Corporate Taxation and Reorganizations (3) Organization and structure, distributions, liquidations, recapitalizations, and special problems in taxation of corporations and shareholders. Prereq: Admission to M.Acc. program or consent of instructor. Prereq or coreq: 551.

533 Taxation of Partnerships and S Corporations (3) Formation, operation, termination, and other special problems of partnerships. Election for S Corporations, and comparison of partnerships and S Corporations. Prereq: Admission to M.Acc. program or consent of instructor. Prereq or coreq: 531.

Family Tax Planning (3) Review of tax planning and analysis of laws pertaining to inter vivos and post-mortem property transfers and taxation of estates. Financial planning techniques and strategies used by individuals to design family tax planning objectives. Prereq or coreq: 531.


541 Database Systems (3) Design, implementation, and use of database systems for collection, organization, and distribution of economic information about organizations. Prereq: Accounting Information Systems and admission to a graduate program or consent of instructor.

542 Systems Analysis and Design (3) Analysis and design of information systems for management and distribution of economic information about organizations. Prereq: Accounting Information Systems and admission to a graduate program or consent of instructor.

543 Systems Issues and Policies (3) Seminar on emerging topics in management systems and knowledge-based systems. Prereq: 541 and admission to a graduate program or consent of instructor. Prereq or coreq: 542.

592 Graduate Internship in Accounting (3) Full-time student professional employment for one academic semester involving qualified job experience, written report of responsibilities, and evaluation of student performance. Prereq: Admission to M.Acc. program or consent of M.Acc. advisor.

593 Individual Research in Accounting (3) Directed research topic of mutual interest. Prereq: Admission to M.Acc. program or consent of M.Acc. advisor. May be repeated. May be repeated no more than once per maximum 6 hrs.

594 Graduate Seminar in Accounting (3) Topics vary. Prereq: Admission to M.Acc. program or consent of instructor.

600 Doctoral Research and Dissertation (3-15) P/NP only.

611-12 Doctoral Seminar in Accounting (3,3) Analysis of issues reflected in accounting literature. Prereq: Consent of Ph.D. program advisor.

619 Doctoral Research in Accounting (3) Study of research methodology and application of various research methods in accounting literature. Prereq: Consent of Ph.D. program advisor.

621-22 Accounting Colloquium (1,1) Research and discussion of contemporary issues in practice of accounting. Prereq: Consent of Ph.D. program advisor. May be repeated. S/NC only.

Business Law

GRADUATE COURSES

511 Business Law and Professional Responsibility (3) Legal framework and ethical implications of business transactions. Principles and practices in law of contracts, commercial transactions, negligence, property, trusts, estates, and professional responsibility. Prereq: Legal Environment of Business and admission to M.Acc. program or consent of instructor. Not available for students with credit for 401.

Advertising

(College of Communications)

MAJOR

DEGREES

Communications ........................................... M.S., Ph.D.

Ronald E. Taylor, Head
Aerospace and Engineering
See Mechanical and Aerospace Engineering

Agricultural and Extension Education
College of Agricultural Sciences and Natural Resources

MAJOR
Agricultural and Extension Education .......... M.S.

Professors:

Roy R. Lessly, Head

Associate Professor:
Waters, Randol G., Ph.D. ................. Penn State

Assistant Professors:

Hoy, Mariea, Ph.D. ....................... Oklahoma State

The Department of Advertising offers a concentration area for the master’s degree with a major in Communications and participates in the interdisciplinary doctoral program. See Communications for additional information.

GRADUATE COURSES

490 Special Topics (3) Topics vary: advanced media strategy, advanced creative strategy, direct marketing, and advertising and social issues. E

510 Advertising and Society (3) Analysis of advertising as an institution in a free-enterprise democratic society and its relation to social, legal, cultural, and economic institutions. F

520 Advertising and Communications Theory (3) Application of contemporary communication theories of attitude change, information processing, and persuasion as applied to creative strategy decisions. Prereq: Consent of instructor or admission to program. F

530 Advertising Research (3) Nature, scope, and applications of research function to advertising decisions. Market segmentation, copy appeals, media strategy. Prereq: Statistics 201 or equivalent. Sp

540 Advertising Planning (3) Analysis of decision-making in budgeting, creative strategy, media strategy, research, evaluation, and agency-client relationships. Advertising response functions. Prereq: Consent of instructor or admission to program. Sp

597 Independent Study (3) Prereq: Consent of instructor. May be repeated. Maximum 6 hrs. E

521 Extension Program Planning (2) Methods of developing county extension programs: sources of essential basic information, determination of problems and needs of people, functions of lay people and various groups of extension workers. Use of committees, step-by-step planning procedures, coordinated county and state plans, and characteristics of effective programs. Prereq: 411 or consent of instructor. Sp

522 Extension Teaching Methods (2) Teaching learning methods and techniques applicable to extension work, interpersonal relations and relative effectiveness. Result demonstrations, method demonstrations, meetings, tours, audio-visual aids. Prereq: 411 or consent of instructor. Sp

523 Extension Program Evaluation (2) Principles, instruments and techniques of identifying, gathering, analyzing and using data to appraise planning and teaching and to determine progress of clientele. Prereq: 411, 521, or consent of instructor. Sp

524 Research Methodology (3) Social research design, hypothesis testing, sampling, survey construction, scaling, interviewing, data coding, basic descriptive and relational statistics, and presentation of results. Prereq: 436, 523, or consent of instructor.

525 Curriculum Planning in Agricultural Education (3) Models, principles and procedures for developing curricula in agricultural education and scheduling learning activities for planned instructional programs. Prereq: 435, 436 or consent of instructor.

526 Agricultural Education for First-Year Teachers (2) Developing competencies needed by first-year teachers for planning, organizing and conducting program of vocational agriculture in local community. Group meetings in selected centers and visits by instructor. Prereq: 435, 436. Sp

527 Adult Education and Strategies for Teaching (3) Psychological, philosophical and sociological theories for adult education in agriculture; methods and strategies for organizing classes and teaching adults. Prereq: 411 or 436 or consent of instructor.

528 Advanced Techniques for Teaching Agricultural Mechanics (3) Teaching techniques; determining needed competencies, organizing and managing agricultural mechanics facilities. Prereq: 435, 436 or consent of instructor.

529 Supervised Occupational Experiences in Agricultural Education (3) Historical and philosophical bases for supervised occupational experience programs and organizational patterns and procedures for conducting programs for farm and off-farm agricultural occupations. Prereq: 435, 436 or consent of instructor.

530 Special Topics in Agricultural and Extension Education (1-3) Current issues. Prereq: Consent of instructor. May be repeated. Maximum 9 hrs. E

531 Extension History, Philosophy and Objectives (2) Historical and philosophical foundation of the extension education in American agriculture, key figures, issues, legislative movement, farmer organizations and programs. Cooperative Extension Service, origin, legislation and growth and nature of present-day objectives and programs. Prereq: 411 or consent of instructor. Sp

532 Managing Extension Organizations, Programs and Personnel (3) Theory and principles of management for individual and organizational effectiveness. Prereq: 521, 531, or consent of instructor. Sp

593 Special Problems in Agricultural and Extension Education (1-4) Special research and/or special reports based on supervised independent study. Prereq: Consent of instructor. May be repeated. Maximum 6 hrs. E

GRADUATE DEGREE

Agricultural and Extension Education
Agricultural Economics and Rural Sociology

(College of Agricultural Sciences and Natural Resources)

MAJOR DEGREES

Agricultural Economics .................. M.S., Ph.D.

Handy Williamson, Head

Professors:
Badenhop, M. B. (Emeritus), Ph.D. ....... Purdue
Brooker, J. R. (Liaison), Ph.D. ............ Florida
Cleland, C. L. (Emeritus), Ph.D. ........... Wisconsin
Eastwood, D. B., Ph.D. .................. Tufts
English, B. C. Ph.D. .................. Iowa State
Keller, L. H. (Emeritus), Ph.D. ........... Kentucky
Klintz, T. H., Ph.D. .................. Kentucky
Leuthold, F. O., Ph.D. .............. Wisconsin
McLemore, D. L., Ph.D. .............. Clemson
McManus, B. R. (Emeritus), Ph.D. ........... Purdue
Martin, J. A. (Emeritus), Ph.D. ............ Minnesota
Mundy, S. D., Ph.D. .................. Tennessee
Ort, R. H., Ph.D. .................. Illinois
Park, W. M., Ph.D. .................. Virginia Tech
Pentecost, B. H. (Emeritus), J.D....... Tennessee
Ray, Daryl E. (Bernard Blasingame Chair of Excellence), Ph.D. ............ Iowa State
Riley, John B., Ph.D. ................ Oklahoma State
Roberts, R. K., Ph.D. ................ Iowa State
Sappington, C. B. (Emeritus), Ph.D. ........ Illinois
Whatley, T. J. (Emeritus), Ph.D. ........... Purdue
Williamson, H. Ph.D. ................ Missouri

Associate Professors:
Jensen, K. L., Ph.D. ................ Oklahoma State
Pompelli, G. K., Ph.D. ................ California (Davis)

Assistant Professors:
Jakus, Paul M., Ph.D. .................. NC State
Larson, J. A., Ph.D. .................. Oklahoma State
Stokes, R. J., Ph.D. ................ Texas A&M

The Department of Agricultural Economics and Rural Sociology offers programs of graduate study leading to the Ph.D. and M.S. The doctoral program includes concentrations in agricultural marketing and price analysis, agricultural policy, farm management and production economics, natural resource economics, and rural development. The M.S. program may be completed under a thesis option with concentrations in agricultural economics or rural sociology. A non-thesis option is available with a concentration in agricultural economics only. For specific information, contact the department head.

THE MASTER'S PROGRAM

Thesis Option

A candidate for the master's degree must complete a minimum of 32 hours of graduate credit in courses approved by the student's master's committee. Six hours of thesis may be counted toward this requirement. At least 6 hours of graduate credit must be earned in courses numbered at or above the 500 level. In the agricultural economics concentration, 15 hours of agricultural economics, 6 hours of economic theory and 6 hours of quantitative methods are required. In the rural sociology concentration, 12 hours in the department (9 hours rural sociology), 8 hours of sociological theory, 3 hours of research methods and 3 hours of statistics are required. Each student must successfully complete a final oral examination.

Non-Thesis Option

A minimum of 36 hours of graduate coursework is required. At least 30 hours must be in courses numbered at or above the 500 level. The program must include a minimum of 21 hours in agricultural economics and 6 hours of quantitative methods. In the agribusiness concentration, 6 hours of internship are required. In the agricultural economics concentration, 6 hours of economic theory are required. Each student must successfully complete both written and oral comprehensive exams.

Minor

A minor will include 6 hours of coursework in the department, with at least 3 hours in 500- or 600-level courses. The student's committee must include a member of the faculty from the department who will be responsible for designating courses required for the minor.

THE DOCTORAL PROGRAM

A minimum of 78 hours of graduate credit beyond the B.S. degree, including 24 hours of dissertation research, but excluding any master's research credit, is required. A minimum of 27 hours of coursework in agricultural economics, 15 hours of economic theory, and 9 hours of quantitative methods are required. The program must include a minimum of 9 hours in courses numbered at or above the 600 level (excluding dissertation credits).

Qualifying exams are required in macroeconomic and microeconomic theory. Comprehensive exams include three written exams and one oral exam. The written exams are in general agricultural economics, quantitative methods, and the area of concentration.

Minor

A minor will consist of a minimum of 9 hours of coursework taken in the department and approved by the minor professor. At least 6 hours of credit in the minor area must be in 500- and 600-level courses.

MINOR IN ENVIRONMENTAL POLICY

The department participates in a program designed to give graduate students an opportunity to develop an interdisciplinary specialization in environmental policy. See Economics for program description.

Agricultural Economics

GRADUATE COURSES

412 Agricultural Finance (3) Macroeconomics, financial objectives, acquisition of debt and equity funds, capital investments, capital allocation, credit analysis, borrower and lender loan application analysis, insurance strategies; computer applications, kinds and sources of agricultural credit, and financial intermediation. Prereq: Intermediate Agricultural Economics or consent of instructor.

420 International Agriculture Trade and Marketing (3) Trade and marketing aspects of international trade and affecting agricultural commodity flows; partial equilibrium analysis of international trade in agricultural products; institutional aspects of international marketing of agricultural products. Prereq: Intermediate Agricultural Economics or consent of instructor.

430 Agricultural Policy (3) Values, goals and policy process. Economic rationale and effects of policy; historical development and current characteristics of commodity, credit, food, and trade policy. Prereq: Intermediate Agricultural Economics or consent of instructor.

440 Agricultural Production Economics (3) Application of microeconomic theory to problems of resource allocation, enterprise selection, scale of operation of agricultural firms; economic interpretation of technical agricultural production relationships. Prereq: Intermediate Agricultural Economics or consent of instructor.

442 Agribusiness Management (3) Advanced decision analysis in farm and agribusiness settings. Planning and organizing functions, analyzing investment alternatives, analyzing budgets and financial statements, assessing profitability and solvency, use of computers in business decisions. Prereq: Farm Business Management and Microcomputer Applications to Problem Solving or consent of instructor.

450 Agricultural Price Analysis (3) Analysis of demand and supply mechanisms in agriculture; price determination; production, microeconomic forecasting models; pricing institutions. Prereq: Intermediate Agricultural Economics, Marketing of Agricultural Products and Statistical Methods.

460 Rural Economic and Community Development (3) Historical and theoretical perspective on problems facing rural communities; linkages between farm and nonfarm sectors; models and tools for analyzing rural development. Prereq: 210 or consent of instructor.

470 Natural Resource Economics (3) Nature of natural resource economic problems, their basis for natural resource use; externalities in natural resource use; factors influencing environmental quality; alternative public policy for influencing environment, the factors determining environmental quality. Prereq: 210 or consent of instructor.

500 Thesis (1-15) P/NP only. E

502 Registration for Use of Facilities (3-15) Required for the student not otherwise registered during any semester when student uses University facilities and/or faculty time before degree is completed. May not be used toward degree requirements. May be repeated. S/NC only.

505 Microeconomic Analysis (3) Theory of utility maximization and demand, production, cost, firm behavior, and supply; price in production and factor markets; efficiency and welfare. Prereq: Calculus and Intermediate Microeconomics or equivalent.

528 Mathematical Programming Methods in Agricultural Economics (3) Linear, integer and quadratic programming techniques with empirical applications to problems of firm and region; profit maximization, cost minimization, transportation, risk allocation over space and time. Prereq: Consent of instructor.

530 Agricultural Policy Analysis (3) Evaluation of public policy as related to agricultural industry and rural areas. Prereq: 505 and Economics 513 or consent of instructor.

540 Advanced Agricultural Production Economics (3) Theoretical and empirical concepts in agricultural resource allocation; evaluation of both static and dynamic issues; decision theory with application to agricultural firms; aggregate income of firm decision makers on industry. Prereq: 440 or equivalent.

550 Advanced Agricultural Marketing (3) Analysis of structure, conduct and performance of agricultural marketing; application of price theory to problems arising from existing circumstances in agricultural industries; examination of methods used to evaluate conduct and performance; analysis of transportation issues and location.