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

An applicant whose GPA falls between 2.5 and 2.7 may be admitted on probation, upon 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.

The stated criteria are minimums. The actual averages required for admission may be higher, depending on the number and the qualifications of applicants.

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Enrollment in The Graduate School is a privilege which may be withdrawn by the University, or any area of graduate study, if it is deemed necessary by the Dean of The Graduate School to safeguard the University's standards.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 of 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 or at http://www.utk.edu/~gsinfo/)
2. A $35 non-refundable application fee.
3. One official transcript from all colleges and universities attended.
4. Additional departmental/program requirements (refer to Majors and Degree Programs chart in front of Graduate Catalog).
5. A. Reference letters or rating forms. All program forms should be sent to the college or department.
6. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).
7. Scores from Test of English as a Foreign Language (TOEFL) if native language is not English (refer to section on English Certification).
8. Application forms for the above tests can be obtained by writing: Educational Testing Service Princeton, NJ 08540

UT is an approved testing center for all examinations. Examination results reach the University in approximately six weeks. All of the above documents become the property of The University and will not be returned.

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

Admission Classifications

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

DEGREE ADMISSION

Admission to a degree program requires that a person meet the minimum requirements of The Graduate School and 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 Requirements); 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. For a non-degree student who has no declared major, the Associate Dean of The Graduate School, or designee, is the advisor.

A student must maintain a 3.0 grade-point average to continue enrollment in non-degree status (see Academic Standards). Admission to non-degree status does not constitute 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.
GRADUATE CERTIFICATE OF CREDIT

Admission to a graduate certificate of credit 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 certificate program.

Admission to a graduate certificate program does not constitute admission to a degree program. To receive a graduate certificate of credit, students must be classified as degree-seeking students or as certificate-seeking students, but may not be classified as non-degree.

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 $35 application fee, and a Transient Student Certification 10 days prior to registration. Only one semester, or a maximum of 12 hours, of coursework can be taken in transient status. Necessary forms may be obtained from the Office of Graduate Admissions and Records.

POST-DOCTORAL ADMISSION

Persons who hold an earned doctoral degree and desire to take graduate courses may be admitted in the post-doctoral status. A completed Graduate Application for Admission, the application fee, and confirmation of the doctorate are required for admission.

Admission in the post-doctoral status does not constitute admission to a degree program. The student who seeks to enter a degree program must meet all admission requirements of The Graduate School and be recommended by the program.

Admission of International Students

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

- 14 on a 20-point scale.
- 80.0 from Taiwanese institutions.
- 1st Class or Division from Indian institutions.
- 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 fall semester. The Graduate School 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 Graduate Application for Admission.
2. A $35 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.
3. Official or attested university records, with certified translations if the records are not in English (Notarized copies are not accepted).
4. Confirmation of degree(s). Confirmation must be received by the Office of Graduate Admissions and Records at least 2 months prior to the term of first enrollment.
5. Certification of English proficiency. Refer to section on English Certification.
6. Documented evidence of financial resources sufficient to support the student, as stated on the financial statement form supplied to the applicant. This form is sent to the applicant after receipt of application.
7. 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 transfer, by the Immigration and Naturalization Services (INS) to attend UT.

An international student may not enroll as a non-degree student nor on probation.

English Certification

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). A minimum score of 213 on the computer-based test or 550 on the paper test is required for admission consideration. Some departments require higher scores. The score must be no more than two years old from the requested date of entry. Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

All students whose native language is not English must take an English proficiency examination after arrival at UT. Refer to section on English Proficiency.

Admission of Faculty and Staff Members

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

Faculty members of UT or the Institute of Agriculture at the rank of assistant professor or above, and members of the administrative staff at UT, 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. 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 Dean of The Graduate School.

Readmission

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

Revision of Admission Classification

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

UT SENIORS

Subject to approval by The Graduate School, a senior at UT who needs fewer than 30 semester hours to complete requirements for a Bachelor's degree and has at least a B average (3.0) may enroll in graduate courses for graduate credit, provided the combined total of undergraduate and graduate coursework does not exceed 15 credit hours per semester. Students who have met all requirements for graduation are not eligible for senior privilege. Approval must be obtained each semester at the Office of Graduate Admissions and Records during registration. A maximum of 9 hours of graduate credit at the 400 and 500 level 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 VETERINARY MEDICINE STUDENTS

A student in good standing in the College of Veterinary Medicine may enroll in UT 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 LAW STUDENTS

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

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

Law Courses

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

Grades for law courses will not be reflected in the cumulative grade-point average, as law courses do not carry graduate credit.

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

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

Graduate Certificate of Credit Programs

A graduate certificate of credit program is a series of academically coherent graduate-credit courses offered by the university as a planned program that does not lead to a degree. A candidate for a graduate certificate of credit program must be a fully admitted graduate student who has satisfactorily completed (minimum 3.0 grade-point average) the minimum requirements for a certificate described in the Graduate Catalog under Fields of Instruction. A candidate must be a graduate student in good standing and comply with all other applicable policies of The Graduate School. Graduate certificate programs require a minimum of 12 semester credit hours taken at the UT. Use of credits to fulfill requirements for a graduate degree will be at the discretion of the academic department.

To receive the certificate, students must submit an application endorsed by the academic department to The Graduate School for approval. Only those certificate programs that are officially approved by the Graduate Council will be posted on student transcripts. Graduate students in non-degree classification are not eligible to receive a graduate certificate.

Senior or Disabled Citizens

Legislation gives Tennessee citizens who are 60 years of age or older, 30-year state retirees, 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 any of these conditions is required for enrollment. Students who are 65 or over, or who are totally disabled, and who desire to receive UT credit for their courses, may pay a reduced charge of $7 per credit hour up to a maximum of $75 for a full-time...
load. Registration for day and evening classes is handled by the Evening School, 451 Communications and University Extension Building, (865) 974-5361 or 1-800-676-8657.

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 as a non-degree student, paying the application fee, registering as an auditor, and paying regular fees. Graduate students paying regular fees also are entitled to audit courses. The names of all auditors properly registered will appear on the intermediate class rolls, but will be removed from the final grade report. No record of audited coursework will appear on the permanent record. Persons may not attend class without being properly admitted to the University and registered in the class.

Courses in Non-Standard Format

The University offers a wide variety of short courses, workshops and other courses in non-standard format for graduate credit. Minimum criteria acceptable for such credit are as follows:

1. The number of contact hours should never be fewer than the equivalent of one hour per week during the term for each hour of credit awarded, i.e., 15 hours per semester hour.
2. For every contact hour, there should be at least two hours of student preparation.
3. For each hour of graduate credit under the semester system, there should be a minimum elapsed time of one week.

The workload in a short course of several weeks' duration need not be distributed evenly. However, substantive and meaningful interaction between the faculty member and student should be maintained throughout. Graduate credit should not be awarded for courses considered inappropriate as part of a graduate degree program.

The Curriculum Committee of the Graduate Council monitors the policy. Each new course or change in a current course must be approved in both content and format.

Correspondence Study

No graduate credit is accepted at UT for work done by correspondence study at any university.

Proficiency Examinations

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are available in the Office of the Registrar, 209 Student Services Building. To be eligible, a student must be admitted to The Graduate School. The request for examination must be approved by the head of the department offering the course. A student applying for this privilege must present evidence to the department head that he/she has the knowledge and abilities expected of graduate students who have taken the same course. Upon passing the examination with a minimum grade of B, the student will receive graduate credit. A maximum of one-fourth of the total credit hours in a master's degree program may be earned by this method, subject to 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 student is expected to maintain close consultation 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 Timetable of Classes each term. Registration is accomplished via telephone. During priority registration, a schedule and bill is mailed to the registrant. Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration.

Additional information can be obtained from the Computer Assisted Registration Services Office, (865) 974-2223. Failure to pay tuition and fees before the deadline, as noted each semester on the schedule bill, will result in cancellation of the schedule. Retroactive registration is not allowed.

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

**Conditional Registration**

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 transcripts and additional 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, including summer term, 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 so request at registration.

The official course title appears following the course number. Numbers in parentheses following the course title indicate the semester hours credit. If the credit is variable, to be determined in consultation with the instructor, the minimum and maximum are shown (e.g. 2-3). The credit hours are followed by a course description indicating the content to be covered.

Prerequisite courses must be taken prior to the course in question. Corequisite courses may be taken prior to or concurrently with the specific course. Both prerequisites and corequisites are checked during registration. Recommended prerequisites should be taken previously but are not mandatory. Required background is the knowledge base needed before taking the course.

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/C 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
- Sp-Spring
- E-Every semester
- A-Alternate years
- Su-Summer

These codes are indicated only for Knoxville campus classes and are subject to change without notice. The Timetable of Classes, published 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. Students have 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 (e.g. from graduate to undergraduate, undergraduate to graduate withdrawal) is approximately 42 calendar days after the first day of classes each semester. (See Graduate School News or Timetable of Classes each term for exact date.) A student may change registration for a course at any time prior to and including this date by 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.

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. Students are considered full time 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 the summer term if the student has achieved a cumulative grade-point average of 3.6 or better in at least nine hours of graduate work with no outstanding incomplete grades.

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 have a grade-point average of 3.6 or better in at least nine hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.

**Grade-Point Average and Grades**

A cumulative grade-point average of 3.0 is required on all graduate coursework taken at UT to remain in good standing and to receive any graduate degree or certificate 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.
cases of arithmetic or clerical errors and must grade. A change of grade may occur only in the student's performance nor as a result of a reevaluation of the quality of the student's work. 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 in which 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.

The grading system available for a course is based on the level of the course. Courses numbered 100-499 are graded letter grade or S/NC, except where noted otherwise in the catalog. Courses numbered 500-699 are graded letter grade only, except where the graduate catalog indicates S/NC only or optional S/NC or letter grade. Veterinary Medicine courses are letter grade only except where noted S/NC only. Law courses are numeric, except where noted otherwise. There are restrictions regarding the use of S/NC graded courses, including the number of hours that may be used toward any degree program.

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 judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade-point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

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

**ACADEMIC PROBATION**

Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade-point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

**DISMISSAL**

If a student is on academic probation, the degree or non-degree status will be terminated by The Graduate School if the student's semester GPA falls below 3.0 in a subsequent semester. When the particular circumstances are 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 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.

**PLAGIARISM**

Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the University. Some examples of plagiarism are:

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photography).

Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor and the Dean of The Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

**Appeals Procedure**

The Graduate Council Appeal Procedure can be obtained at the Office of Graduate Admissions and Records. Normally, grievances should be handled at the departmental level through the student's academic advisor or the department or program head. Further appeal may be made to the dean of the respective college, the Dean of The Graduate School, the Graduate Council, and ultimately to the Chancellor.

The Graduate Council hears appeals concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education. The Council does not review grievances concerning
degrees, which are reviewed at the department or college level. Grades are appealed first to the faculty member and then, if necessary, to the department head and dean of the college.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in the Office of Student Rights and Responsibilities. Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the Office of Diversity Resources and Educational Services (DRES).

Degree Program Requirements

A complete list of programs is found under the Majors and Degree Programs chart. For specific degree requirements, consult individual program descriptions listed by college and field of instruction in this Catalog. See also the Summary of Procedures and the Graduate School News each semester for specific deadlines. Department policies and procedures, which are specific to degree programs, are provided in the Graduate Handbook and are 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. The major specifies the minimum requirements for a degree.

**Minor**  An area of interest secondary to the major that is represented by a specified set of hours and/or courses. Differing 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.

**Option**  The means of designating thesis/ non-thesis requirements.

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

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

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

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

Minors

The following are the Graduate School's requirements for minor programs.

For the student’s master's degree at UT, a minor is defined as 6-12 semester hours in one field outside the major. Usually the minor courses are within a single teaching discipline that also offers a major.

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

Transfer Credits

Courses taken at another institution may be considered for transfer into a master's or Ed.D. 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.D. program at UT, 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.

Courses transferred to any graduate program will not affect the minimum residency 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 thesis or dissertation requirements 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.

MASTERS' DEGREE

A minimum of one-half of the total hours required for a master's degree must be taken at UT. A maximum of one-third of the total hours may be transferred from institutions outside The University of Tennessee system, upon request by the academic unit. In addition, the student may transfer courses taken at other campuses of The University of Tennessee. Transferred courses must have been completed within the six-year period prior to receipt of the degree. The courses must be approved by the student's graduate committee and approved by The Graduate School. 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 transferred courses and are not placed on the student's UT transcript.

EDS. DEGREE

A maximum of six semester (nine quarter) hours of coursework beyond the master's degree may be transferred to an Ed.D. 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 transcript only after admission to candidacy.

DOCTORAL DEGREE

Coursework 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 transferred courses and are not placed on the student's UT transcript.

Theses and Dissertations

All theses and dissertations are submitted to The Graduate School Thesis/Dissertation Consultant for examination. The Consultant will review the material and assure that it is attractively presented, free of technical errors in format, suitable for binding, and reflects credit upon the University and The Graduate School. If the thesis or dissertation is not accepted, the student must make corrections and resubmit the material.

The student, major professor and committee share responsibility for the accuracy and professionalism of the final product of the student’s research. The student should confer with the Thesis/Dissertation Consultant regarding problems and questions in advance of preparing the final copy. The UT Knoxville Guide to the Preparation of Theses and Dissertations 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 for the exception. In all cases, the thesis/dissertation abstract must be written in English.

A basic principle in graduate education is that theses and dissertations produced by graduate students are 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 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 skills 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 (9-12 in some approved programs) must be earned in course 500 while the student is preparing the thesis. Hours applied to the master's degree may be entirely from one major subject or may be distributed to include one or two minor areas. In a 30-hour program, the major subject must include at least 12 hours of graduate coursework, exclusive of course 500, and a minor must include no fewer than 6, nor more than 12, hours of graduate credit.

At least two-thirds of the minimum 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 he/she plans to graduate.

THESIS REGISTRATION

A student must be registered for course 500 each semester. During work on the thesis, including a minimum of 3 hours the semester in which the thesis is accepted by The Graduate School. Six hours of 500 are required for the thesis option. After receiving the master's degree, a student is no longer permitted to register for Thesis 500.

THESIS

The thesis represents the culmination of an original research project completed by the student. It must be prepared according to the UT Knoxville Guide to the Preparation of Theses and Dissertations (8th ed.). Two copies of the thesis must be approved and accepted by The Graduate School on or before the deadline specified each semester in the Graduate School News. Each copy must include an approval sheet, signed by the members of the master's committee, certifying that the thesis has fulfilled all requirements for the degree.

FINAL EXAMINATION FOR NON-THESIS STUDENTS

Each non-thesis student must pass a final comprehensive written examination. A student may require an additional oral examination. The examination is not merely a test over coursework, but a review 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 held at least two weeks before the final date for acceptance of the thesis and approval 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.

TIME LIMIT

Candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward 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 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 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 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尽情 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 departments for list of thesis, problems in lieu of thesis, and non-thesis options. Some departments offer only a thesis program.
- In the non-thesis program, a candidate will study research methods and understandings and will demonstrate skill in adapting them to professional needs as defined by the major department.
- In the thesis program, or programs in lieu of thesis, 8 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 (5th 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, oral and written 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-approved 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 Programs 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 residency 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 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 in the term in which examinations are taken.
Diagnostic Examination
A student on admission to a doctoral program may be given a written 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.

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 specialization, 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 Office of Graduate Admissions and Records at least one week prior to the examination and must be conducted in University-approved 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 rules and regulations 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 a significant body of literature 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. Information about the rationale for the residence requirement may be obtained from the Graduate Council report available from 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 or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by The Graduate School at least one full semester prior to the date the degree is to be conferred.

CONTINUOUS REGISTRATION
The student must register continuously for course 600 (minimum of 3 hours) from the time the doctoral research proposal is approved, admission to candidacy is accepted, or registration for course 600 is begun, whichever comes first, including summer term. The semester in which the dissertation is approved 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. The 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 must register for 12 hours of course 600 per semester.

Two copies of the dissertation (prepared according to the regulations in the UT Knoxville Guide to the Preparation of Theses and Dissertations, 8th ed.) must be submitted to and accepted by The Graduate School. Each copy must include an approval sheet, signed by all members of the doctoral committee, which certifies to The Graduate School that they have examined the final copy and found that its form and content demonstrate scholarly excellence. Microfilm Agreement form, Survey of Earned Doctorates, and Abstract form are also submitted at this time. The student should check with the department head concerning additional required copies of the dissertation.

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

## PROCEDURES

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<tr>
<th>Procedure</th>
<th>Under Direction Of</th>
<th>Date</th>
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<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>
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</tbody>
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## GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

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<tr>
<th>Requirement</th>
<th>Office of Graduate Admissions and Records</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Submission of application for diploma</td>
<td></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>
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## GRADUATION REQUIREMENTS FOR THESIS/PROBLEMS OPTIONS

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<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>
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</table>

*Deadline dates are printed in the Graduate School News each semester, in addition to a separate publication of Deadline Dates for Graduation. Both are available on the Graduate School Web Page (http://web.utk.edu/~gsinfo).*
## Summary of Procedures for Doctoral Degrees

### PROCEDURES

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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>Appointment of doctoral committee</td>
<td>The Graduate School on recommendation of department head</td>
<td>Preferably during the first year of graduate study, but at the latest, prior to application for admission to candidacy</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>'Language examination(s)'^</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>
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</tbody>
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### GRADUATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Under Direction Of</th>
<th>Date</th>
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</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 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. Both are available on the Graduate School Web Page (http://web.utk.edu/~gsinfo).
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 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 Sr. Admissions Specialist in the Office of Graduate Admissions and Records.

A student wishing to appeal a classification should contact the Sr. 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 a given 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 Legislative body 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 unemancipated 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 unemancipated person.

(6) "Continuous enrollment" shall mean enrollment at a public higher educational institution or institutions of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion 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 lapses in 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 his or her domicile in this State shall be classified "in-state" for fee and tuition purposes and for admission purposes.

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

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

(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 Tennessee at Martin if qualified for admission. However, the 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 service technician who was killed or totally and 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 County, Arkansas, or either Dunlin County or Pemiscot 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. The 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 seeks 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 it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

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

Effective Date for Reclassification.
If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which 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 student until all 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 ............................................. $35

Each graduate application for admission must be accompanied by a non-refundable fee of $35 before it will be processed (fee not required if: 1) former UT graduate student; 2) paid to UT 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 take care 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 billing address to the Enrollment Data 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

<table>
<thead>
<tr>
<th>Fall 1999</th>
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<tbody>
<tr>
<td>MAINTENANCE FEE</td>
<td>Full Time (9 hours or more)</td>
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<td>Per Semester</td>
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<tr>
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<td>Part Time (8 hours or less)</td>
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</table>

OUT-OF-STATE FEES

<table>
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<tr>
<th>Fall 1999</th>
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</thead>
<tbody>
<tr>
<td>MAINTENANCE FEE AND TUITION</td>
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<td></td>
<td>Per Semester</td>
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<td>Part Time (8 hours or less)</td>
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Fees and Financial Assistance

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

| Full Time (9 hours or more) | $150 |
| Per Semester |  |
| Per Summer Term | $90 |
| Part Time (8 hours or less) per credit (or audit hour) | $10 |
| Per Semester |  |
| Per Summer Term | $7 |

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 students. The student health fee is included in the full programs and services fee. Refer to Student Health Insurance and Student Health Service for additional information.

All students enrolled in excess of eight semester hours per term are assessed a Programs and Services fee of $150. Part-time students taking fewer than nine semester hours will be assessed at the rate of $10 per semester hour or fraction thereof.

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 ($48 for fall and spring, $36 for summer) plus the appropriate part-time programs and services fee up to the maximum of $150.

Knoxville campus students taking 5-3 hours may elect to pay the student health fee ($48 for fall and spring, $36 for summer), plus the appropriate part-time programs and services fee.

TECHNOLOGY FEE

| Full Time (9 hours or more) | $100 |
| Part Time (8 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 half-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, Biology, Chemistry, Bowling and Golf, charge fees per specific course sections. Refunds on these fees are determined by the department or on the same percentage as maintenance and tuition.

GRADUATION FEE

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

There are no additional charges for diploma, binding, or microfilming. The graduation fee is non-refundable and is valid for two semesters after the semester in which it is paid. The doctoral hood rental applies only to those students who have not purchased a doctoral hood and are participating in the graduation ceremony.

PROFICIENCY FEES

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

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 $20
(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 full 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. Grades will be withheld until all past due amounts are paid.

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 funds 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, and schedule of classes. Check cashing privileges may be suspended or terminated in accordance with University policy. Failure to pay may also result in additional late fees, collection costs and reasonable attorney fees.

RETURNED CHECK POLICY

Payments made by checks that are returned by the bank adhere to the following returned check guidelines:

- 1st returned check--Check writing/cashing privileges are suspended until the returned check and service charges are paid/cleared.
- 2nd returned check--If the 2nd returned check is within 1 calendar year of the 1st returned check, check writing/cashing privileges are suspended for 6 months from the date of the second check. If the 2nd returned check is not within 1 calendar year of the first, check writing/cashing privileges are suspended until the returned check and service charges are paid/cleared.
- 3rd returned check--Check writing/cashing privileges are suspended for 1 year from the date of the third check.
- 4th returned check--Check writing/cashing privileges are permanently suspended.

TUITION PAYMENT PLANS

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 deferment of up to 50% of the total charges on their VOLXpress statement. The first payment is due on the published due date and the second payment is due approximately 45 days after the first. All financial aid must be applied toward fees before a deferment will be considered. A deferred payment service fee of $20 is assessed when any portion of tuition, fees, and other charges are deferred, including third party deferments, with the approval of the Bursar's Office. An additional $35 late payment charge will be assessed if the second installment is 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 Plan

Semester room 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 other outstanding fees/fines owed to the University at the time 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. Refunds on payments made by credit card will be applied back to the credit card.

Refund/Charge of Fees for Withdrawal

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 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 official class start date of the semester permits a 90% refund/10% charge. Specific dates will be printed in the Time Table of Classes. The first official 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 information about a 60% refund/40% charge. Withdrawal between 16 and 20 business days permits a 40% refund/60% charge. A 100% charge is 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

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

Withdrawals between 6 and 10 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 Time Table of Classes. The first official 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. A 100% charge is assessed for courses dropped after 20 business days. Refunds, in accordance with the withdrawal refund policy, 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 sessions of varying lengths, tuition and fees are assessed at the regular semester-hour rate up to the point of withdrawal. 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 is based on the date of withdrawal/drop. See Time Table 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 Time Table 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 premiums. Priority emphasis is placed on hospitalization benefits, since inpatient care is not provided on campus. Students not otherwise covered are urged to avail themselves of this or comparable insurance, since paying for hospital care is the student's responsibility. Information about the insurance is mailed by the company to the student's home, and participation is solicited. Enrolment in the plan (or alternative coverage) is mandatory for international students. Students may obtain applications from the Student Health Service or the Center for International Education. Except for international students, enrollment for insurance is not part of registration for classes. NOTE: The family health insurance policy should be carefully reviewed, since most family policies do not cover a dependent child after a given age, some as early as nineteen.

IDENTIFICATION CARD

The VolCard is issued to a new student after admission at the appropriate University level or anytime during the year to all students. The VolCard is used in nearly all aspects of campus life to obtain services including meals, vending machines, computers, laundry machines, check cashing, sporting events, cultural attractions, residence halls access, library, recreational facilities and equipment, University Bookstore, and much more. Many students have established debit or charge accounts which are accessed through the use of the VolCard ID.

FEES FOR SPONSORED INTERNATIONAL STUDENTS

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

Financial Assistance

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

ASSISTANTSHIPS

Graduate assistantships, scholarships, traineeships, and some fellowships are offered through many departments and colleges. Information concerning these types of assistance can be obtained from the department in which the student plans to study. All assistantships are governed by the Policy for the Administration of Graduate Assistantships. See section on Federal, State and University Policies.

FELLOWSHIPS

The Graduate School administers the Hiltion A. Smith Graduate Fellowships, the Herman E. Spivey Graduate Fellowships and the UT Graduate Student Fellowships. These