The University of Tennessee
The Graduate School
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and at http://web.utk.edu/~gsinfo

2001–2002 Graduate Catalog
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Map of Campus
University Calendar for 2001-02

Summer Term 2001
May 31 (Thursday) Classes Begin
July 3 (Tuesday) First Session Ends
July 4 (Wednesday) Independence Day
July 5 (Thursday) Second Session Begins
August 8 (Thursday) Second Session Ends
August 10 (Friday) Commencement

Fall Semester 2001
August 22 (Wednesday) Classes Begin
September 3 (Monday) Labor Day
October 11-12 (Thursday-Friday) Fall Break
November 22-23 (Thursday-Friday) Thanksgiving Break
December 6 (Thursday) Classes End
December 7 (Friday) Study Period
December 8, 10-13 (Saturday, Monday-Thursday) Final Exams
December 15 (Saturday) Commencement

Spring Semester 2002
January 9 (Wednesday) Classes Begin
January 21 (Monday) Martin Luther King Holiday
March 18-22 (Monday-Friday) Spring Break
March 29 (Friday) Spring Recess
April 29 (Monday) Classes End
April 30-May 1 (Tuesday-Wednesday) Study Period
May 2-4, 6-7 (Thursday-Saturday, Monday-Tuesday) Final Exams
May 8-29 Mini Term
May 11 (Saturday) Commencement

Summer Term 2002
May 30 (Thursday) Classes Begin
July 3 (Wednesday) First Session Ends
July 4 (Thursday) Independence Day
July 5 (Friday) Second Session Begins
August 7 (Wednesday) Second Session Ends
August 9 Graduation Date*

*There is no commencement ceremony in the summer. This is the official date that will appear on the transcript.

NOTE: Deadlines for degree requirements are at end of section on Degree Program Requirements.
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Executive Director, Tennessee Higher Education Commission

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First
Second
Third
Fourth
Fifth
Sixth
Seventh
Eighth
Ninth
TERM EXPIRES
June 1, 2005
June 1, 2001
June 1, 2006
June 1, 2002
June 1, 2003
June 1, 2005
June 1, 2006
June 1, 2002
June 1, 2001

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June 1, 2006

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R. Clayton McWhorter
TERM EXPIRES
June 1, 2005

From Hamilton County
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TERM EXPIRES
June 1, 2002

From Knox County
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TERM EXPIRES
June 1, 2001
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TERM EXPIRES
June 1, 2001

From Shelby County
Arnold E. Perl
TERM EXPIRES
June 1, 2002

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TERM EXPIRES
June 1, 2002

Student Member
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TERM EXPIRES
July 1, 2001

Faculty Member
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TERM EXPIRES
July 1, 2001

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Mr. Jon Coddington, College of Architecture and Planning
Dr. Billie Collier, College of Human Ecology
Ms. Barbara Dewey, Dean of Libraries

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<th>College or Unit</th>
<th>Elected Members</th>
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<td>Agric. Sci. &amp; Natural Resources</td>
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<td>Dr. Robert M. Auge</td>
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<td>Architecture &amp; Design</td>
<td>Mr. Jon Coddington</td>
<td>July 31, 2001</td>
<td>Mr. Max Robinson</td>
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<td>Arts &amp; Sciences</td>
<td>Dr. Michael Benson</td>
<td>July 31, 2001</td>
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<td>Dr. Ziling Xue</td>
<td>July 31, 2001</td>
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<td>Dr. Mike Lofaro</td>
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<td>Dr. Tom Hood</td>
<td>July 31, 2001</td>
<td>Dr. Joel Lubar</td>
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<td>Dr. Steffi Ohnesorg</td>
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<td>Dr. Carol Harden</td>
<td>July 31, 2003</td>
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<td>Dr. Beauvais Lyons</td>
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<td>Dr. Richard Townsend</td>
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<td>Engineering</td>
<td>Dr. Wayne T. Davis</td>
<td>July 31, 2001</td>
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<td>Dr. Arun Chatterjee</td>
<td>July 31, 2001</td>
<td>Dr. Jack Lawler</td>
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<td>Dr. Bollie Upadhyaya</td>
<td>July 31, 2001</td>
<td>Dr. Rajiv Dubey</td>
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<td>Graduate Student Association</td>
<td>Mr. Jim Schwab</td>
<td>April 30, 2001</td>
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<td></td>
<td>Mr. Nathan Hammer</td>
<td>April 30, 2001</td>
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<td>Ms. Holly Egan</td>
<td>April 30, 2001</td>
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<td>Human Ecology</td>
<td>Dr. Jacky DeJonge</td>
<td>July 31, 2001</td>
<td>Dr. Dileep Sachan</td>
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<td>Dr. Charles Hamilton</td>
<td>July 31, 2002</td>
<td>Dr. Randy Bresee</td>
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<td>Law</td>
<td>Ms. D. Cheryn Picquet</td>
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<td>Nursing</td>
<td>Dr. Debra Wallace</td>
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<td>Dr. Martha Alligood</td>
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<td>School of Information Sciences</td>
<td>Dr. Gretchen Whitney</td>
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<td>Dr. Carol Bean</td>
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<td>Social Work</td>
<td>Dr. Tom Cruthirds</td>
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<td>Dr. Bill Nugent</td>
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<td>Dr. Maryls Staudt</td>
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<td>UT Space Institute</td>
<td>Dr. Basil Antar</td>
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<td>Dr. Kenneth Kimble</td>
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<td>Veterinary Medicine</td>
<td>Dr. Patti Tithof</td>
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<td>Dr. John New</td>
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GRADUATE STUDY
Rules, policies, fees, and courses described in this catalog are subject to change without notice. Refer to inside front cover.
The University of Tennessee is the official land-grant institution for the State of Tennessee, with its main campus in Knoxville. UT is the state's largest and most comprehensive institution, and is the only state-supported "Research University I" (Carnegie classification) in Tennessee. The University of Tennessee is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the bachelor's, master's and doctoral degrees.

A wide range of graduate programs leading to master's and doctoral degrees is available. The University offers master's programs in 76 fields, the Educational Specialist degree, doctoral work in 44 fields, and 2 professional programs. More than 6,000 graduate and professional students are enrolled on and off campus under the tutelage of 1,500 faculty members.

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

The Graduate School includes the Graduate Council, the Graduate School administrative organization, composed of the Dean's Office and the Office of Graduate Student Services; administrators of the various graduate programs; the graduate faculty; and the graduate student body.

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

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

The Graduate School administration develops procedures to implement policies formulated by the Council, and has primary responsibility for Graduate School admissions and records. Much of the day-to-day administration of graduate study is conducted by department heads or faculty advisors and committees responsible for particular programs. In addition to departmental units, numerous interdisciplinary programs, institutes and centers have been developed on campus and in locations throughout the state.

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

Graduate education has been conducted at The University of Tennessee since 1821. The first known master's degree was awarded in 1827. In 1879 the Board of Trustees created a graduate department with authority to confer the Master of Arts, the Doctor of Philosophy, Civil Engineer, and Mining Engineer degrees. The Graduate Department was renamed The Graduate School in 1912. Although a Ph.D. degree was awarded in 1866 and in 1867, formal doctoral programs were not instituted until 1929 for Biological Sciences at Memphis and 1943 for Chemistry on the Knoxville campus. A Committee on Graduate Study was appointed in 1904 and coordinated the graduate programs until the Graduate Council was formed in 1949. More than 8,900 doctoral degrees and 52,300 master's degrees have been awarded to date.

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

Below is a list of all graduate degree programs offered at The University of Tennessee. A degree is awarded upon completion of a specified program of study in a major field. Degree titles are posted on transcripts and diplomas. Major titles are posted on transcripts. A formally approved subcomponent of a degree program is a concentration.

### College of Agricultural Sciences & Natural Resources

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<th>DEGREE</th>
<th>GRE</th>
<th>RATING</th>
<th>DEPT. REQ.</th>
<th>THESIS REQ'D</th>
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<td>Agricultural &amp; Extension Education*</td>
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### College of Architecture & Design

| Architecture*                                     | MArch | G   | 3      | X          | X            |              | First professional degree. Admit Summer and Fall only. Evaluate Feb. (974-5065, jscolding@utk.edu) |

### College of Arts and Sciences

<p>| Anthropology                                      | MA     | G   | 3      | X          | X            |              | MA &amp; PHD-archaeology, biological anthropology, cultural anthropology, zooarchaeology. Admit Fall only. Evaluate Jan 15. (974-4408, <a href="mailto:dpatton@utk.edu">dpatton@utk.edu</a>) |
| Art*                                             | MFA    |     | 3      |            |              |              | Ceramics, drawing, graphic design, media arts, painting, printmaking, sculpture, watercolor, inter-area studies. Portfolio required. (974-3408, <a href="mailto:blyons@utk.edu">blyons@utk.edu</a>) |
| Audiology*                                       | MA     | G   | 2      |            |              |              | Admit Fall only. (974-5019, <a href="mailto:kgross@utk.edu">kgross@utk.edu</a>) |
| Biochemistry and Cellular and Molecular Biology*  | MS     | G   | 3      | X          | X            |              | Admit Fall only. (974-5148, <a href="mailto:rgandly@utk.edu">rgandly@utk.edu</a>) |
| Botany*                                          | MS     | G   | 3      | X          | X            |              | | MS &amp; PHD-anatomy, bromylogy, cytogenetics, cytology, ecology, genetics, lichenology, morphology, mycology, phycology, physiology, phytochemistry, taxonomy. Evaluate for Fall Jan 1. (974-2266, <a href="mailto:bmrulin@utk.edu">bmrulin@utk.edu</a>) |
| Chemistry*                                       | MS     | G   | 3      |            | X            |              | MS &amp; PHD-analytical chemistry, environmental chemistry, inorganic chemistry, organic chemistry, physical chemistry, polymer chemistry, PHD only-chemical physics (in cooperation with Physics Department), theoretical chemistry. (974-3141, <a href="mailto:ciegerle@utk.edu">ciegerle@utk.edu</a>) |
| Computer Science*                                 | MS     | G   | 3      |            |              |              | (974-5067, <a href="mailto:straight@cs.utk.edu">straight@cs.utk.edu</a>) |
| Ecology and Evolutionary Biology*                | MS     | G   | 3      | X          | X            |              | MS &amp; PHD-behavior, ecology, evolutionary biology. (974-3005, <a href="mailto:gmcrcrack@utk.edu">gmcrcrack@utk.edu</a>) |
| English*                                         | MA     | G   | 3      | X          | X            | X            | MA-writing. Degree-seeking students only. Admit Fall only. Evaluate Feb 1. (974-5933, <a href="mailto:pepko@utk.edu">pepko@utk.edu</a>) |
| French*                                          | MA     |     |        |            |              |              | See Modern Foreign Languages for PHD. (974-7002, <a href="mailto:jromeisa@utk.edu">jromeisa@utk.edu</a>) |
| Geography*                                       | MS     | G   | 3      | X          | X            |              | Evaluate assistantship applications Feb 15. (974-2418, <a href="mailto:ulkgloge@utk.edu">ulkgloge@utk.edu</a>) |
| Geology*                                         | MS     | G   | 2      | X          | X            |              | Evaluate Feb 15. (974-6002, <a href="mailto:adriese@utk.edu">adriese@utk.edu</a>) |</p>
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<th>MAJOR</th>
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<th>LANGUAGE REQD.</th>
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<td>German*</td>
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<td>X</td>
<td>X</td>
<td>See Modern Foreign Languages for PHD. (974-3421, <a href="mailto:hoeyng@utk.edu">hoeyng@utk.edu</a>)</td>
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<tr>
<td>History*</td>
<td>MA</td>
<td></td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>PHD-american, european. Admit Fall only. Evaluate Feb 15. (974-3421, <a href="mailto:phamilto@utk.edu">phamilto@utk.edu</a>)</td>
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<tr>
<td>Life Sciences*</td>
<td>MS</td>
<td>G</td>
<td>3</td>
<td>X</td>
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<td>X</td>
<td>MS &amp; PHD-genome science and technology, plant physiology &amp; genetics. Admit Fall only. (974-1531, <a href="mailto:russelg@utk.edu">russelg@utk.edu</a>)</td>
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<tr>
<td>Mathematics*</td>
<td>MM</td>
<td></td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>MS-applied mathematics. PHD-mathematical ecology. (974-2464, <a href="mailto:mathprogram@utk.edu">mathprogram@utk.edu</a>)</td>
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<td>Microbiology*</td>
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<td>X</td>
<td>X</td>
<td>(974-3441, <a href="mailto:gottcsey@utk.edu">gottcsey@utk.edu</a>)</td>
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<tr>
<td>Modern Foreign Languages*</td>
<td>PHD</td>
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<td>G</td>
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<td>X</td>
<td>First concentration-French, German, Spanish. Second concentration- applied linguistics, French, German, Italian, Portuguese, Russian, Spanish. (974-3421, <a href="mailto:jromeise@utk.edu">jromeise@utk.edu</a>)</td>
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<td>Music*</td>
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<td>X</td>
<td>Accompanying, choral conducting, composition, instrumental conducting, jazz, music education, music theory, musicology, performance, piano pedagogy &amp; literature. Audition required. (974-3331, <a href="mailto:candeliza@utk.edu">candeliza@utk.edu</a>)</td>
</tr>
<tr>
<td>Philosophy*</td>
<td>MA</td>
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<td>3</td>
<td></td>
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<td>X</td>
<td>MA &amp; PHD-medical ethics, philosophy. MA only-religious studies. Admit Fall only. (974-3255, <a href="mailto:nolt@utk.edu">nolt@utk.edu</a>)</td>
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<tr>
<td>Physics*</td>
<td>MS</td>
<td>PHD</td>
<td>3</td>
<td>X</td>
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<td>X</td>
<td>MS &amp; PHD-astrophysics, atomic &amp; low temperature physics, biophysics, chemical physics, condensed matter &amp; surface physics, elementary particle physics, nuclear physics, theoretical physics. MS only-geophysics; health physics. Rating forms required only for consideration for teaching assistantships. (974-3342, <a href="mailto:coddington@utk.edu">coddington@utk.edu</a>)</td>
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<tr>
<td>Planning*</td>
<td>MSP</td>
<td>G</td>
<td>2</td>
<td>X</td>
<td>X</td>
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<td>Environmental planning, land use planning, real estate development planning, transportation planning. Admit Summer and Fall only. (974-8227, <a href="mailto:japeneo@utk.edu">japeneo@utk.edu</a>)</td>
</tr>
<tr>
<td>Political Science*</td>
<td>MA</td>
<td></td>
<td>G</td>
<td>3</td>
<td>X</td>
<td>X</td>
<td>MA-experimental psychology, general psychology. PHD-clinical psychology, experimental psychology. Admit Fall only. Evaluate Feb 15. (974-3328, <a href="mailto:cjogle@utk.edu">cjogle@utk.edu</a>)</td>
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<tr>
<td>Psychology*</td>
<td>MA</td>
<td>G,S</td>
<td>PHD</td>
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<td>4</td>
<td>X</td>
<td>Dual JD-MPA program available. (974-2261, <a href="mailto:dfolz@utk.edu">dfolz@utk.edu</a>)</td>
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<tr>
<td>Public Administration*</td>
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<td>X</td>
<td>MA &amp; PHD-criminology; energy, environment &amp; resource policy; political economy. Admit Fall only. Evaluate Feb 15. (974-7023, <a href="mailto:tomhood@utk.edu">tomhood@utk.edu</a>)</td>
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<td>Sociology*</td>
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<td>See Modern Foreign Languages for PHD. (974-7005, <a href="mailto:rivera@utk.edu">rivera@utk.edu</a>)</td>
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<td>Spanish*</td>
<td>MA</td>
<td></td>
<td></td>
<td></td>
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<td>X</td>
<td>Audiology, hearing science, speech &amp; language pathology, speech-language science. (974-5019, <a href="mailto:kgross@utk.edu">kgross@utk.edu</a>)</td>
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<td>Speech &amp; Hearing Science*</td>
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<td>X</td>
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<td>Admit Fall only. (974-5018, <a href="mailto:kgross@utk.edu">kgross@utk.edu</a>)</td>
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<td>Speech Pathology*</td>
<td>MA</td>
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<td>G</td>
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<td>Costume design, performance, lighting design, scene design, theatre technology. Audition required. (974-6011, <a href="mailto:ldecuir@utk.edu">ldecuir@utk.edu</a>)</td>
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<tr>
<td>Theatre*</td>
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<td>Assurance, systems, taxation. Admit Fall only. Evaluate Mar 1. (974-2551, <a href="mailto:rt.ai@utk.edu">rt.ai@utk.edu</a>)</td>
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<td>Business Administration*</td>
<td>MBA/MPA</td>
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<td>MBA-finance, logistics &amp; transportation, marketing, operations management. PHD-accounting, finance, logistics &amp; transportation, management, marketing, statistics. Admit Fall only. Evaluate Mar 1. Dual JD-MBA, MS-MBA, Executive MBA, Professional MBA programs available. (974-5033, <a href="mailto:mba@utk.edu">mba@utk.edu</a>)</td>
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<td>GMAT may be substituted for GRE. Admit Fall only. Evaluate Feb 1. (974-1697, <a href="mailto:dukemper@utk.edu">dukemper@utk.edu</a>)</td>
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<tr>
<td>Industrial &amp; Organizational Psychology*</td>
<td>PHD</td>
<td>G</td>
<td>3</td>
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<td>Admit Fall only. Evaluate Feb 1. Use forms obtained from department. Degree-seeking students only. (974-4643, <a href="mailto:jortov@utk.edu">jortov@utk.edu</a>)</td>
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<td>Management Science*</td>
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<td>G</td>
<td>3</td>
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<td>GMAT may be substituted for GRE. (974-4116, <a href="mailto:jrosen@utk.edu">jrosen@utk.edu</a>)</td>
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<td>Statistics*</td>
<td>MS</td>
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<td>Industrial statistics. GMAT may be substituted for GRE. Certificate program in applied statistical strategies also available. (974-2665, <a href="mailto:rmee@utk.edu">rmee@utk.edu</a>)</td>
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<td>MS &amp; PHD-advertising, broadcasting, journalism, public relations, speech communication. PHD only-information sciences. Admit Fall only. (974-6661, <a href="mailto:colin@utk.edu">colin@utk.edu</a>)</td>
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College of Education

College Student Personnel

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<td>Evaluate Mar 15. (974-0906, <a href="mailto:mlw@utk.edu">mlw@utk.edu</a>)</td>
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<tr>
<td>Education</td>
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<td>Mental health counseling, rehabilitation counseling, school counseling. Evaluate Feb 1 and Nov 1. (974-0906, <a href="mailto:mlw@utk.edu">mlw@utk.edu</a>)</td>
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<tr>
<td>MS Track 1 (those who are already licensed)</td>
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<td>MS Track 2 (those who are seeking initial license)</td>
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<td>Educational psychology; literacy, language education and ESL education; teacher education; PHD-counseling psychology; counselor education; cultural studies in education; curriculum; educational research, and evaluation; educational administration and policy studies; educational psychology; exercise science; instructional technology; literacy language education and ESL education; school psychology; socio-cultural foundations of sport and recreation; teacher education. Evaluate Jan 1 and Feb 1. (974-0906, <a href="mailto:mlw@utk.edu">mlw@utk.edu</a>)</td>
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<td>Exercise science, sport management, sport studies. (974-0906, <a href="mailto:mlw@utk.edu">mlw@utk.edu</a>)</td>
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College of Engineering

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<td>Evaluate Mar 15. (974-0906, <a href="mailto:mlw@utk.edu">mlw@utk.edu</a>)</td>
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<td>Chemical Engineering*</td>
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<td>MS &amp; PHD-aeroacoustics, aerodynamics &amp; performance, energy conversion &amp; utilization, flight &amp; aerospace mechanics, gaseodynamics, heat transfer &amp; fluid mechanics, propulsion, space engineering, structures &amp; stress analysis, thermodynamics. (974-5115, <a href="mailto:maesinfo@engr.utk.edu">maesinfo@engr.utk.edu</a>)</td>
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<td>Civil Engineering*</td>
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<td>MS &amp; PHD-advanced control systems, chemical bioengineering, chemical engineering, polymer science &amp; engineering. Evaluate Feb 1 for financial aid. Qualified applicants are encouraged to apply directly to the PHD program. PhD applicants receive financial aid preference. (974-2421, <a href="mailto:cheinfo@utk.edu">cheinfo@utk.edu</a>)</td>
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<td>MS &amp; PHD-construction engineering, environmental engineering, geotechnical/materials engineering, public works engineering, structural engineering, transportation engineering. (974-2503, <a href="mailto:cee@utk.edu">cee@utk.edu</a>)</td>
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<td>Engineering Science</td>
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<td>PHD-circuit theory; communication theory; computers, control systems, electro-optics, electromagnetic theory, plasma engineering, power electronics, power systems, solid-state electronics. (974-3461, <a href="mailto:msepace@utk.edu">msepace@utk.edu</a>)</td>
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<tr>
<td>Environmental Engineering*</td>
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<td>3</td>
<td>X</td>
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<td>MS &amp; PHD-biomedical engineering, computational mechanics, fluid mechanics, mechanics of composite materials, optical engineering (UTSI only), solid mechanics. MS only-applied intelligent controls, product development and manufacturing. PHD only-industrial engineering. Dual MS-MBA program available. (974-5115, <a href="mailto:maesinfo@engr.utk.edu">maesinfo@engr.utk.edu</a>)</td>
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<tr>
<td>Industrial Engineering*</td>
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<td>Air quality, environmental risk assessment, mixed waste management, waste management, water quality, water resources. See Civil Engineering for PHD. (974-2503, <a href="mailto:cee@utk.edu">cee@utk.edu</a>)</td>
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<td>Materials Science and Engineering*</td>
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<td>Industrial engineering, engineering management, manufacturing systems engineering, product development and manufacturing. Evaluate March 1 for financial aid. (Thesis required for full-time students receiving departmental financial aid.) Dual MS-MBA program available. See Engineering Science for PHD. (974-3333, <a href="mailto:le@engr.utk.edu">le@engr.utk.edu</a>)</td>
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<td>G</td>
<td>3</td>
<td>X</td>
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<td></td>
<td>MS &amp; PHD-materials, metallurgy, polymers. (974-5336, <a href="mailto:prtsaylor@utk.edu">prtsaylor@utk.edu</a>)</td>
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<td>Nuclear Engineering*</td>
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<td>G</td>
<td>3</td>
<td>X</td>
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<td>MS &amp; PHD-dynamics, control &amp; robotics; energy conversion &amp; utilization; gaseodynamics; heat transfer &amp; fluid mechanics; machine design; power generation; propulsion; space engineering; stress analysis; thermodynamics. MS only-product development and manufacturing. Dual MS-MBA program available. (974-5115, <a href="mailto:maesinfo@engr.utk.edu">maesinfo@engr.utk.edu</a>)</td>
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<td>Polymer Engineering*</td>
<td>MS</td>
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<td>3</td>
<td>X</td>
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<td></td>
<td>MS &amp; PHD-composite materials; mechanical, physical &amp; chemical behavior of polymers; polymer morphology; rheology &amp; polymer processing. (974-5336, <a href="mailto:prtsaylor@utk.edu">prtsaylor@utk.edu</a>)</td>
</tr>
</tbody>
</table>
College of Human Ecology

Child & Family Studies* MS G 3 X
Health Promotion & Health Education MS 3 X
Human Ecology* PHD + G 3 X X
Human Resource Development MS + G X X
Nutrition* MS G 3 X
Public Health* MPH + 3 X
Recreation, Tourism, & Hospitality Management MS + G 3 X
Safety MS 3 X
Textiles, Retailing & Consumer Sciences* MS G 3 X

College of Law

Law* JD LSAT 2

College of Nursing

Nursing* MSN + G 3 X X
PHD + G 3 X X

College of Social Work

Social Work* MSSW + G 3 X X
PHD + G 3 X X

College of Veterinary Medicine

Veterinary Medicine* DVM VCAT

School of Information Sciences

Information Sciences* MS + G 3 X

Intercollegiate

Aviation Systems* MS + 2
Comparative & Experimental Medicine* MS + G 3 X X
PHD + G 3 X X

a Contact academic program for specific requirements.
b Foreign or computer language.
c International applicants only.
d American applicants only.
* Non-degree students must obtain permission from the department/program head to register for courses in these fields.
** Available for the Academic Common Market to residents of reciprocal states. See Fields of Instruction.
G GRE General Test.
S GRE Subject Test.
Admission Requirements

Admission to The Graduate School requires a Bachelor's degree with a satisfactory grade-point average from a college or university accredited by the appropriate regional accrediting agency or foreign equivalent. Admission to The Graduate School does not 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 Student Services 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 Graduate Studies to safeguard the University's standards.

Application Procedures

Anyone with a Bachelor's degree from a regionally accredited institution or foreign equivalent who wishes to take courses for graduate credit, whether or not the person desires to become a candidate for a degree, must make formal application for admission to The Graduate School or apply for transient status. No action is taken until a file is complete. The applicant will be notified by mail of the action taken.

To apply for admission, the following materials must be sent to The Graduate School:
1. The completed Graduate Application for Admission (inside front cover of the Graduate Catalog or at http://web.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).
   a. Reference letters or rating forms. All program forms should be sent to the college or department.
   b. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).
   c. Scores from Test of English as a Foreign Language (TOEFL) if native language is not English (refer to section on English Certification).
   d. 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 Graduate Studies 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 acceptable, candidates must have demonstration of scholarship, research or other ability that is related to the student's capability in the selected field. Letter of recommendation from professors familiar with the applicant's capabilities, and other evidence of scholarly achievement.

A student must maintain a 3.0 grade-point average to continue enrollment in a degree program (see Academic Standards). An applicant may not be admitted simultaneously to more than one degree program. Two or more applications cannot be considered concurrently. For admission to dual programs, applications are processed consecutively.

NON-DEGREE ADMISSION

Applicants may apply for non-degree status who, for example:
1. need additional time to fulfill application requirements for a degree program.
2. do not wish to pursue a degree program.

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

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

There is no specific limit on the number of courses that a student may take in non-degree status. However, before accumulating 15 hours of graduate coursework in this status, the student must either:
1. apply and be admitted to a specific degree program (see Revision of Admission Classification for procedures); or
2. submit a Plan of Study form to the Office of Graduate Student Services 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 pursued 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 Dean of Graduate Studies, 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

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 (Admission Requirements). Refer to the appropriate field of instruction for specific requirements for admission to the certificate program.

Admission to a graduate certificate of credit 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 Student Services.

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:

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

If graduating from a U.S. institution, the minimum is the same as that for domestic students (see Admission Requirements). Other grading systems are evaluated, upon receipt of transcripts, in accordance with standard recommendations. Many departments require a higher average than the minimum established by The Graduate School.

International students may apply for admission any semester, but normally enter the fall semester. The Graduate School deadlines for submission of applications are:

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

The Office of Graduate Student Services 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 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 Student Services at least 2 months prior to 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 to be 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).
8. 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 or on probation.

English Certification

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). 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 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 Graduate Studies.

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 Student Services 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 Student Services. The form must include the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree status to a degree
program, or from one degree to another within the same department. The student must be in good standing in The Graduate School for a revision to be processed. Acceptance into a new degree program is contingent upon review and recommendation by that department. If the student is not accepted into the program requested, he/she remains in the former program. The results of each request for program change are communicated to the student by mail.

Registration and Enrollment Requirements

Graduate Credit

To earn graduate credit, a student must be admitted by the Dean of Graduate Studies and enrolled in an appropriate status as a graduate student. The registration must reflect the desire for graduate credit, and the course must have been approved by the Graduate Council. Coursework taken in any other status is unacceptable for graduate credit and cannot be changed retroactively to graduate credit. Special privileges are accorded UT seniors and professional students, as stated in the section on Undergraduates and Professional Students. Courses numbered at the 600 level, as well as those 400-level courses approved for graduate credit, must be taught by faculty members who (1) meet the criteria of an assistant professor or above as defined in the Faculty Handbook and (2) have been designated by the department head as being appropriate. Graduate teaching associates are ineligible to teach courses approved for graduate credit.

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

Courses at the 600 level are taught by faculty who have been approved by the college or by departments, where the college has given them that responsibility. All departments/colleges have a statement of criteria used in eligibility to teach at the 600 level.

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 Student Services 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 Student Services. 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 Student Services 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 graduate 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. Acceptance into a new degree program is contingent upon review and approval by the academic department. 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 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 $27 per credit hour up to a maximum of $75 for a full-time
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 classes 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 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 transferable.

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 with the Dean of Graduate Studies. 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 nondepartmental 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 or web. During prior 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 University Registrar's Office, (865) 974-2101.

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 Student Services. 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 courses, a student must request registration. The official course title appears following the course number. Numbers in parentheses following the course title indicate the semester hours credit. 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, Dissertaton 600, and Registration for Use of Facilities 502. Courses may be cross-listed with two or more departments, an arrangement indicated by a parenthetical statement: (Same as Psychology 543). The course description is given only under the primary department. "S/NC only" indicates that the course may be taken only for Satisfactory/No Credit grading. Refer to section on Grades. A symbol indicating the semester or frequency that the course is normally offered is included at the end of many course descriptions:

- F-Fall
- E- Every semester
- Sp-Spring
- A- Alternate years
- Su-Summer

These codes are indicated only for Knoxville campus classes and are subject to change without notice. The 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 courses for which the student has withdrawn during the first 10 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.

**TYPE OF CHANGE**

<table>
<thead>
<tr>
<th>TYPE OF CHANGE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Add course</td>
<td>10 days</td>
</tr>
<tr>
<td>Between 11-42 days</td>
<td></td>
</tr>
<tr>
<td>with instructor's and</td>
<td></td>
</tr>
<tr>
<td>advisor's signature</td>
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</tr>
<tr>
<td>Change credit/grading</td>
<td>10 days</td>
</tr>
<tr>
<td>Between 11-42 days</td>
<td></td>
</tr>
<tr>
<td>with advisor's signature</td>
<td></td>
</tr>
<tr>
<td>Drop course without W</td>
<td>10 days</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop course with W</td>
<td>84 days</td>
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</tbody>
</table>

See Graduate School News or Timetable of Classes each term for exact date.

A student may change registration by accessing the telephone registration system. If additional permission is necessary, a student must execute a change of registration at the Office of the University Registrar.

Course Loads

The maximum load for a graduate student is 15 hours, and 9 to 12 hours are considered a full load. For the summer term, graduate students may register for a maximum of 12 semester hours in an entire summer term or for a maximum of 6 semester hours in a 5-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half time assistantship normally should enroll for 6-11 semester hours. A one-fourth time graduate assistant normally should take 9-13 semester hours. A student on a one-half time assistantship who takes six semester hours will be considered full time. Refer to the Policy for the Administration of Graduate Assistantships for additional information. Students receiving financial aid should consult with the department/program head concerning appropriate course loads.

Courses audited do not count toward minimum graduate hours required for financial assistance. Registration for more than 15 hours during any semester, or for more than 12 hours during the summer term, is not permissible without prior approval. The academic advisor may allow registration of up to 18 hours during a semester if the student has achieved a cumulative grade-point average of 3.0 or better in at least nine hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.

Grade-Point Average and Grades

A cumulative grade-point average of 3.0 is required on all graduate coursework taken at UT 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:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>(4 quality points per semester hour), superior performance.</td>
</tr>
<tr>
<td>B+</td>
<td>(3.5 quality points per semester hour), better than satisfactory performance.</td>
</tr>
<tr>
<td>B</td>
<td>(3 quality points per semester hour), satisfactory performance.</td>
</tr>
<tr>
<td>C+</td>
<td>(2.5 quality points per semester hour), less than satisfactory performance.</td>
</tr>
<tr>
<td>C</td>
<td>(2 quality points per semester hour), performance well below the standard expected of graduate students.</td>
</tr>
<tr>
<td>D</td>
<td>(1 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.</td>
</tr>
<tr>
<td>F</td>
<td>(no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.</td>
</tr>
</tbody>
</table>
| I     | (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is NOT given to enable a student to do additional work to raise a deficient grade. All incompletes must be removed within one semester, excluding the summer term. If a supplementary grade report has not been received in the Office of Graduate Student Services 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
Academic Standards

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 or repeat an examination to receive a final grade. A change of grade may occur only in cases of arithmetic or clerical error. An instructor may initiate a change of grade as a result of a reevaluation of the quality of the student’s performance or 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 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 affording 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 photograph).

Appeals Procedure

The Graduate Council Appeal Procedure can be obtained at the Office of Graduate Student Services. 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 Graduate Studies, the Graduate Council, and ultimately to the Provost. 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 grades, 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 Hilltopics under “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).
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. Diffsers from "concentration" in that a minor is not a subdivision of the major.

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


Cognate: A limited block of courses or hours 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.

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

Minors

For the 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 provisions.

The minor area must be approved by the major and minor academic units, and a member from the minor unit must serve on the graduate committee.

Transfer Credits

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

To be transferred into a master's or Ed.S. 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 residence requirements for the program, nor will they be counted in determining the student's grade-point average. Credits transferred from universities outside The University of Tennessee system cannot be used to meet the 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.

MASTER'S 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 listed on the Admission to Candidacy form and will be placed on the student's UT transcript only after admission to candidacy.

ED.S. DEGREE

A maximum of six semester (nine quarter) hours of coursework beyond the master's degree may be transferred to an Ed.S. program. Transferred courses in the most recent 30 hours taken for the degree must have been completed within the six-year period prior to the receipt of the degree. The courses must be listed on the Admission to Candidacy form and will be placed on the student's UT transcript only after admission to candidacy.

DOCTORAL DEGREE

Coursework transferred prior to admission to a doctoral program may be used toward the degree, as determined by the student's doctoral committee. Although the courses are used as part of the requirements toward the degree and are listed on the admission to candidacy, they are not officially transfer courses and are not placed on the student's UT transcript.

Theses and Dissertations

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

The student, major professor and committee share responsibility for the accuracy and professionalism of the final product of the student's research. The student should confer with the Thesis/Dissertation Consultant regarding problems and questions in advance of preparing the final copy. The UT Knoxville Guide to the Preparation of Theses and Dissertations (5th ed.) provides the correct format for theses or dissertations. Workshops are held periodically throughout the academic year. The date for each workshop is announced in the Graduate School News.

The thesis/dissertation normally should be written in English. Under exceptional circumstances, another language may be used if prior approval is obtained from the Dean of Graduate Studies. A request to write in a language other than English should be submitted to the Dean of Graduate Studies 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, one thesis/dissertation abstract must be written in English.

A basic principle in graduate education is that theses and dissertations produced by graduate students will be published and made available to other researchers in the field. When a graduate student is involved in classified or proprietary research, and such research is intended to lead toward a thesis or dissertation, prior approval should be secured from the Department Head and Dean, and from the Dean of Graduate Studies. 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.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 these 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 Student Services no later than the 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 student's committee, certifying that they have examined the final copy of the thesis and have judged it to be satisfactory.

**FINAL EXAMINATION FOR THESIS AND PROBLEMS IN LIEU OF THESIS**

A candidate presenting a thesis or problems in lieu of thesis must pass a final comprehensive oral (or oral and written) examination on all work offered for the degree. The examination, which is concerned with coursework and the thesis or problems, measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis or problems. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. Except with prior approval from The Graduate School, the examination must be given in University-approved facilities. This examination must be scheduled through the Office of Graduate Student Services at least one week prior to the examination. Final examinations not properly scheduled must be repeated. This examination must be held at least two weeks before the final date for acceptance and approval of the thesis by The Graduate School. The major professor must submit the results of the defense by the thesis deadline. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

**FINAL EXAMINATION FOR NON-THESIS STUDENTS**

Each non-thesis student must pass a final comprehensive written examination. A department may require an additional oral examination. The examination is not merely a test over coursework, but a measure of the student's ability to integrate material in the major and related fields. Except with prior approval from The Graduate School, the examination must be given in University-approved facilities. It must be scheduled through the Office of Graduate Student Services in accordance with the deadlines specified in the Graduate School News and will be conducted by the master's committee. Final examinations not properly scheduled must be repeated. Students taking the final examination but not otherwise using University facilities may pay a fee equal to one hour of graduate credit instead of registering. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

**TIME LIMIT**

Candidates have six calendar years 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 30 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 or the student's work experience. 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 Admission to Candidacy form must be signed by the student's committee and list all courses to be used for the degree, including transfer coursework. This form is submitted to the Office of Graduate Student Services 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 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.

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

2. In the thesis program, or problems in lieu of thesis, 6 hours of research credit (518 or 503) must be earned in preparation of an acceptable piece of work. The student must continue to register for thesis or problems while working on the project, including the semester it is accepted by The Graduate School. The thesis must be prepared according to instructions in the UT Knoxville Guide to the Preparation of Theses and Dissertations (8th ed.), and approved by the student's committee prior to submission to The Graduate School for final approval and acceptance.

FINAL EXAMINATION

A candidate presenting a thesis, or problems in lieu of thesis, must pass an oral examination covering the student's research and program of study. A non-thesis student must pass a final written, or written and oral examination, on all work offered for the degree. The examination is not merely a test over coursework, but a demonstration of the candidate's ability to integrate materials in the major and related fields. Each examination must be scheduled through the Office of Graduate Student Services 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 in the Catalog. See also Summary of Procedures for Doctoral Degrees chart.

DOCTORAL COMMITTEE

A student on admission to a doctoral program may be given a written and/or oral qualifying examination 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.

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 and/or oral diagnostic examination to help determine the student's level of preparation, areas of strength 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 specialty, knows how to use academic resources, and is deemed capable of completing the dissertation. The comprehensive examination must be passed prior to admission to candidacy. A written examination is required, and an oral examination is encouraged.

The faculty of the graduate program and/or the student's doctoral committee will determine the content, nature and timing of the comprehensive examination and certify its successful completion. The department or committee may at its discretion subdivide the examination, administering portions of the examination at several times during the student's course of study. Students should review carefully the written statement from each doctoral degree program which details the timing, areas covered, grading procedures, and provisions for repeating a failed examination.

Defense of Dissertation Examination
A doctoral candidate must pass an oral examination on the dissertation. The dissertation, in the form approved by the major professor, must be distributed to the committee at least two weeks before the examination. The examination must be scheduled through the Office of Graduate Student Services 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 Student Services in accordance with the dates and times for the examinations printed in the Graduate School News.

Satisfactory completion (grade of B or better) of German 332 or French 302 may be substituted for a language examination. Some programs may accept a computer language in lieu of a foreign language.

RESIDENCE REQUIREMENTS
Residence is defined as full-time registration for a given semester on the campus where the program is located. The summer term is included in this period. During residence, it is expected that the student will be engaged in full-time on-campus study toward a graduate degree.

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

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of the major professor and the Department Head/Program Director. More information about the rationale for the residence requirement may be obtained from the Graduate Council report available 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 semester and the semester in which the dissertation is approved and accepted by The Graduate School. A minimum total of 24 hours of course 600 is required before the dissertation will be accepted.

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request, to be made in advance, will be considered by The Graduate School upon written recommendation of the department head.

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

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

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

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<tr>
<th>PROCEDURES</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 Student Services 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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### GRADUATION REQUIREMENTS FOR NON-THESIS OPTION

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<tr>
<th>PROCEDURE</th>
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<th>DATE</th>
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<tbody>
<tr>
<td>Submission of application for diploma</td>
<td>Office of Graduate Student Services</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 Student Services</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>Submission of application for diploma</td>
<td>Office of Graduate Student Services</td>
<td>At beginning of term of graduation*</td>
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<tr>
<td>Payment of graduation fee</td>
<td>Bursar's Office</td>
<td>At beginning of term of graduation*</td>
</tr>
<tr>
<td>Submission of 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 Student Services</td>
<td>Not later than one week prior to Final Examination*</td>
</tr>
<tr>
<td>Final Examination</td>
<td>Master's/Ed.S. Committee</td>
<td>Not later than four weeks prior to Commencement*</td>
</tr>
<tr>
<td>Approval and acceptance of final copy of thesis</td>
<td>Master's/Ed.S. Committee and The Graduate School</td>
<td>After Final Examination and not later than two weeks prior to Commencement*</td>
</tr>
<tr>
<td>Removal of Incomplete(s)</td>
<td>Instructor of Course</td>
<td>Not later than one week prior to Commencement*</td>
</tr>
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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

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<td>Office of Graduate Student Services and Major Department</td>
<td>Prior to completing 15 hours of graduate courses</td>
</tr>
<tr>
<td><em>Appointment of doctoral committee</em></td>
<td>The Graduate School on recommendation of department head</td>
<td>Preferably during the first year of graduate study, but at the latest, prior to application for admission to candidacy</td>
</tr>
<tr>
<td><em>Comprehensive Examination</em></td>
<td>Major department</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td><em>Language examination(s)</em></td>
<td>Office of Graduate Student Services</td>
<td>Prior to admission to candidacy</td>
</tr>
<tr>
<td>Submission and approval of application for admission to candidacy</td>
<td>Doctoral Committee and The Graduate School</td>
<td>At least one semester prior to graduation***</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATION REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>Submission of application for diploma</td>
<td>Office of Graduate Student Services</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 Student Services</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).
Fees and Financial Assistance

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 Student Services. A student wishing to appeal a classification should contact the Sr. Admissions Specialist, who will provide an application for reconsideration 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 reconsideration that semester.

RULES OF RESIDENCY CLASSIFICATION

Intent

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

Definitions

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

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

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

(4) "Emancipated person" shall mean a person who is no longer in the care, custody and control of his or her parent.

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

(6) "Continuous enrollment" shall mean enrollment at a public higher educational institution or institutions 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 of years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be 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 emancipated person is that of his or her parent. Emancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.

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

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

(2) An 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 at school, shall not be required to pay out-of-state tuition if his or her parent thereafter is stationed on military orders.

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

(4) Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.

(5) Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition.

(6) A person who is domiciled in the Kentucky counties of Fulton, Hickman, or Graves shall be classified out-of-state and shall not be required to pay out-of-state tuition at the University of Tennessee at Martin if qualified for admission. This exemption is on condition that Murray State University in 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, firefighter, 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 who are admitted to a 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 TEC) 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-state under the TEC. The TEC may adjust the number of the non-residents admitted pursuant to this section every three 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 tuition, maintenance and course-related 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.

### UNIVERSITY PROGRAMS AND SERVICES FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Full Time (9 hours or more)</td>
<td>$150</td>
</tr>
<tr>
<td>Per Semester</td>
<td>$35</td>
</tr>
<tr>
<td>Part Time (8 hours or less)</td>
<td>$10</td>
</tr>
<tr>
<td>Per Semester</td>
<td>$7</td>
</tr>
</tbody>
</table>

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.

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

### UNIVERSITY PROGRAMS AND SERVICES FEE

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Full Time (9 hours or more)</td>
<td>$100</td>
</tr>
<tr>
<td>Part Time (8 hours or less)</td>
<td>$12</td>
</tr>
</tbody>
</table>

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, 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.
FACILITIES FEE

The Facilities Fee is a mandatory fee assessed to all students enrolled in credit and audit courses. The fee is used to provide students with upgraded classroom facilities, expand information technology into the classroom, and fund campus infrastructure improvements. These revenues are targeted to assist in funding a backlog of campus and classroom projects that will enhance the University’s facilities. The fee is $25 per semester for full-time, in-state students and $150 per semester for full-time, out-of-state students. The fee will be pro-rated for part-time students.

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.

SPECIAL COURSE FEES

Academic areas, such as Art, Biology, Chemistry, Engineering, 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-half 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.

The student's responsibility to pay all obligations promptly.

Students are responsible for charges and fees which are to be paid by a third party. Non-Person Entity (NPE) accounts, which include government sponsored agencies and private organizations, are automatically assessed a $10.00 billing fee when an authorization is presented to the Bursar’s Office. Late authorizations and payments are subject to late payment fees and University schedule cancellation policies and procedures.

PRIORITY REGISTRATION

For a priority registered student, payment of 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 that have a balance due may 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/check 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/check 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/check cashing privileges are suspended until the returned check and services charges are paid/cleared.

3rd returned check—Check writing/check cashing privileges are suspended for 1 year from the date of the third check.

4th returned check—Check writing/check 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 by 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 mid-semester.

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/charges owed to the University at the time the refund is issued, including outstanding fees due on the Deferred Payment Plan. Any remaining refund balance
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 officially notified to the Graduate Student Services 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 Student Services 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 Student Services 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 Timetable of Classes. The first class start date is the date on which all classes begin. Withdrawal between 6 and 10 business days beginning with the first class start date of the semester permits an 80% refund/20% charge. Withdrawal between 11 and 15 business days permits a 60% refund/40% charge. Withdrawal between 16 and 20 business days permits a 40% refund/60% charge. A 100% charge 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 repaid when a student withdraws or is dismissed. The amount of repayment is determined by the Refund/Charge stated previously.

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

Refund/Repayment Examples:

Dependent Student
Withdraw after 3 weeks into the semester
Received Stafford loan of $1,697.50 (Actual loan amount $1,750)
Lived in dorm housing
Enrolled on food plan
Total institutional costs were $1,881
Non-institutional costs (i.e., book/supplies, transportation, personal living expenses) totaled $4,697
Refund to Title IV program is $1,444.57

Independent with No Dependents
Withdraw after 8 weeks into the semester
Received Stafford loan of $1,940 (Actual loan amount $2,000)
Tuition charge $1,681
Art fee $15
Institutional charge totaled $1,666
Non-institutional costs (i.e., book/supplies, transportation, personal living expenses) totaled $4,697
Refund to Title IV program is $1,293.98

Graduate Student
Withdraw after 6 weeks into the semester
Received Stafford loan of $4,122.50 (Actual loan amount $4,250)
Institutional charge totaled $2,002
Non-institutional costs (i.e., book/supplies, transportation, personal living expenses) totaled $5,756
Refund to Title IV program is $2,061.25

Dependent Student
Withdraw after 9 weeks into the semester
Received Stafford loan of $1,697.50 (Actual loan amount $1,750)
Lived in dorm housing
Total institutional costs were $1,701
Non-institutional costs (i.e., book/supplies, transportation, personal living expenses) totaled $4,697
Refund to Title IV program is $633.47

Independent with Dependents
Withdraw after 12 weeks into the semester
Received Stafford loan of $2,695 (Actual loan amount $2,750)
Institutional charge totaled $1,651
Non-institutional costs (i.e., book/supplies, transportation, personal living expenses) totaled $4,697
Refund to Title IV program is $0 (No refund due)

Note: The above are examples of the current award year and are subject to change.

Refund/Charge of Fees for Dropped Courses (continue with a reduced course load)

Students pay fees computed at the appropriate semester-hour rate as indicated in the fee section. No charge is made for courses dropped during the first 9 business days following the day before the first official class begins. An 80% refund/20% charge is made for courses dropped between 9 and 10 business days following the day before the first class begins. A 60% refund/40% charge is assessed for courses dropped between 11 and 15 business days. A 40% refund/60% charge is made for courses dropped between 16 and 20 business days. A 100% charge is made for courses dropped after 20 days.

Students who drop courses and continue with a reduced course load are eligible for a refund only if the sum of charges computed at the
Identifications 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.

These cards are non-transferable and may not be duplicated. The VolCard MUST BE CARRIED AT ALL TIMES FOR PURPOSES OF IDENTIFICATION. Students are responsible for the safekeeping of this card and must immediately report it lost or stolen if the card is not in their possession. Failure to notify the VolCard office will make the student liable for any unauthorized charges to the debit on charge accounts the student may have.

To obtain a new VolCard or replace a lost or stolen card, report to the VolCard Office, Room 472, S. Stadium Hall (between gates 12 & 13 at Neyland Stadium) on Stadium Drive. There is a minimum charge of $10.00 for replacement of a VolCard.

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 Hilton A. Smith Graduate Fellowships, the Herman E. Spivey Fellowships, and the UT Graduate Student Fellowships. These awards are for full-time study at UT, and awardees are selected on the basis of high achievement, broad intellectual ability and potential for significant career contributions. Candidates from any field of study are invited to apply for the Hilton A. Smith and the Graduate Student Fellowships if they have a 3.7 grade-point average or above in all previous academic work. Candidates for graduate study in the humanities are invited to apply for the Herman E. Spivey fellowships if they have a 3.7 grade-point average or above in all previous academic work. The Hilton A. Smith and the Herman E. Spivey fellowships include monthly stipends, tuition, and maintenance fees. The Graduate Student Fellowships include a monthly stipend. Application packets are available from November through January in the Office of Graduate Student Services and on The Graduate School website. Completed applications, including all supporting materials, must be submitted by February 14. Offers of awards are announced on or after March 14.

Academic Common Market

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

Cooperating states in the Academic Common Market are Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia. Fifteen doctoral and twenty-four master’s programs at UT are approved by the Academic Common Market for residents of these states to enroll at in-state tuition rates.

Students must be fully admitted to the appropriate degree program, and the letter of certification must be received in the Office of Graduate Student Services no later than the first day of classes for the effective semester.

Residents of member states who seek further information should contact the Sr. Admissions Specialist in the Office of Graduate Student Services, 974-3251, or the Southern Regional Educational Board, 592 Tenth Street, N.W., Atlanta, GA 30318-5790, tel. (404) 875-9211, FAX (404) 872-1477, e-mail ann.creech@sreb.org or info@sreb.org or visit the SREB website at http://www.sreb.org.

Employment

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

Graduate Student Travel Fund

The University Program and Services Fee (UPSF) Graduate Student Travel Fund is administered by the Office of the Dean of Students in cooperation with the Graduate Student Association. Allocations from this fund are utilized to provide travel awards for UT graduate students attending professional meetings. The awards are made on the basis of merit, not need, and allow for partial reimbursement of transportation, lodging and registration expenses.

Travel award requests must be filed using the current UPSF Graduate Student Travel Fund application. Applications can be picked up at the Office of the Dean of Students (413 Student Services Bldg.) or downloaded from the GSA website at http://web.utk.edu/~gsa. Applications must be submitted to the Office of the Dean of Students by the following deadlines:

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term</td>
<td>April 20</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>September 4</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>November 10</td>
</tr>
</tbody>
</table>

Loans

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

Students must be admitted into a degree program and be enrolled for a minimum of 6 credit hours each semester to receive student loans.

Four types of loan programs are administered by the Financial Aid office: 1) Federal Perkins Loan (Student Aid Report, SAR, must be on file); 2) subsidized Federal Stafford Loan (SAR must be on file); 3) unsubsidized Federal Stafford Loan (SAR must be on file); and 4) The University of Tennessee Loan. Processing time varies from one loan program to another.

Students who have attended any post-secondary institution other than UT may have to provide a Financial Aid Transcript to the Financial Aid Office even if no financial aid was received from the previous institution if entrance is at mid-year.

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

Veterans Benefits

Veterans, reservists and widows or children of certain deceased or disabled veterans, who have been admitted to a degree program, may apply for benefits by contacting the Veterans Affairs Office in Room 209, Student Services Building. Maximum benefits are paid by the Department of Veterans Affairs for course loads of 9 or more graduate hours each semester.
Special Federal and State Laws and University Policies

Family Educational Rights and Privacy Act

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

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

Use of Social Security Number

UT requires assignment of an individual student number for internal identification of each student's record. The University began using the social security number as the student identification number prior to 1 January 1975; therefore, federal law allows continued use of this number. However, if a student does not desire to use the social security number, notification to the University must be made at the time of application for admission. A student identification number will then be assigned instead. For prompt and accurate records and for conducting business about their own records, students and alumni must give their student identification number. Student identification numbers, whether social security or assigned numbers, are used administratively within the University only and are not given to third parties without expressed consent of the student.

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

EEO/Title IX/Section 504 Statement

The University of Tennessee, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of educational opportunities or employment opportunities and benefits. UT does not discriminate on the basis of sex or disability in its educational programs and activities, pursuant to requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Public Law 92-315, Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336. This policy extends both to employment by and admission to the University.

Inquiries concerning Title VI, Title IX, Section 504, and the ADA should be directed to the Office of Diversity Resources and Educational Services (DRES); 2110 Terrace Avenue; The University of Tennessee; Knoxville, TN 37996-3850; or telephone (865) 974-2496 (V/TT). Charges of violation of the above policies should also be directed to DRES.

Security Information

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

Drug-Free Campus and Workplace

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

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

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

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

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

Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8888). Students needing treatment information should contact their campus Student Affairs Office, student health center or counseling center.

ALCOHOL ABUSE HEALTH RISKS

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

DRUG USE HEALTH RISKS

- Overdosing—psychosis, convulsions, coma, death
- Long-term use—organ damage, mental illness, malnutrition, death
- Casual use—heart attack, stroke, brain damage, death
- Needles—infections, hepatitis, AIDS, death
- If a pregnant mother uses drugs, her baby can be born addicted or dead.

Policy for the Administration of Graduate Assistantships

PREAMBLE

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it serves as an ideal instrument to facilitate the desired transformation. The primary goal of an assistantship, then, is to facilitate progress toward the graduate degree. While the student assistant makes progress toward an advanced degree, he or she also receives work experience in a profession under the supervision of a faculty mentor.

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

- Tennessee Conference of Graduate Schools

DEFINITION

An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree. Appointments are normally on a one-to-one or one-half time basis, and the annual stipend is payable in either nine or twelve monthly installments. In addition to the stipend, Graduate Teaching Assistants, Graduate Research Assistants, Graduate Assistants, and Graduate Research Assistants are entitled to a waiver of fees for the period of appointment. In accordance with university policy, University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), a program fee, and a technology fee. The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include the program and services fee or the technology fee. For Graduate Research Assistants the maintenance fee is paid by the granting agency and is in addition to the stipend paid.

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

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

TYPES OF ASSISTANTSHIPS

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

Graduate Teaching Assistant

Graduate Teaching Assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may perform primary teaching and evaluation responsibilities and should be given duties to support research, or those basically clerical in nature.

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

Graduate Teaching Associate

Graduate Teaching Associates are advanced graduate student positions given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit.

Associates must have met the Southern Association of Colleges and Schools (SACS) 18-hour requirement.

Graduate Assistant

Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to supervisory or administrative functions of the University.

Graduate Research Assistant

Graduate Research Assistants perform duties in support of University research, which may or may not relate directly to the students’ thesis/dissertation. A student appointed as a GRA works under the direct supervision of his/her major professor or other faculty member.

Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the University’s internally sponsored programs. Department Heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees.

WORK ASSIGNMENTS AND RELATED FACTORS

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

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

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

An important part of each graduate assistant’s work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments. Thus, weekly work assignments, when specified, are done so in terms of averages.

For a one-fourth time appointment, the graduate assistant’s normal work time should not exceed 10 hours per week. For a one-half time appointment, the average number of hours should not exceed 20 hours per week. Examinations exceeding 50% must have prior approval of the Graduate School. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

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

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

QUALIFICATIONS OF GRADUATE ASSISTANTS

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

SACS Requirement

Regulations specifically addressing the 18-hour requirement are excerpted from Section 4.8.4 of the SACS publication, Criteria for Accreditation (Atlanta, 1996, p. 50) and read as follows:

- Graduate teaching associates who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course, and whose professional and scholarly preparation does not satisfy the requirements of Section 4.8.2 of the catalog (which relate to exceptions) must have earned at least 18 graduate semester hours in the teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly.

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

Implementation of the SACS 18-hour Requirement at UT

The appropriate Department Head has responsibility for certifying that the 18-hour requirement is met either through coursework or by documentation that the graduate assistant meets the requirement as an exception (e.g., experience in the performing arts). The Dean and Department Head must sign the appropriate form (APR FORM 1-89) that is attached to the PAF form.
COMPETENCY IN ENGLISH

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

New international students who have been offered an appointment as Graduate Teaching Assistant or Graduate Teaching Associate will take the SPEAK test after their arrival at UT, and the results of the test will be used to determine the nature of their assignment. The student who has already taken the TSE and received acceptable scores may be excused from the requirement of taking the SPEAK test.

Validation of competence in communicating with students in English is required for all who are responsible for working with students. Deans, Department Heads, and Directors are responsible for validating such competence, using the appropriate university form (APR FORM 1-89).

RIGHTS/RESPONSIBILITIES OF GRADUATE ASSISTANTS

1. As specified in the Personnel Policies and Procedures Manual (Section 100 105-Pr2-3), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of an assistantship is predicated on the fact that satisfactory progress can be concurrently achieved in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.

2. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, working conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, the student should speak to his/her immediate supervisor, the appropriate Department Head, the appeals committee in the home unit or College, and the Dean of the College/
ORIENTATION/TRAINING OF GRADUATE TEACHING ASSISTANTS AND GRADUATE TEACHING ASSOCIATES

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

There are several kinds of training that should occur beyond the initial orientation/training. Such training is usually specific to a particular job function. The Graduate School provides a graduate assistantship orientation, and the Graduate School and Graduate Teaching Assistants and Graduate Teaching Associates who will be teaching at the University of Tennessee. Presented in several formats, this seminar includes attention to styles of learning and other student characteristics, communicating in the classroom, leading discussions, lecturing, directing laboratory work, using media and computers, designing syllabi, constructing and using tests, grading, evaluating courses and instructors, and similar topics. Special programs are offered for international GTAs. Supervisors of GTAs are responsible for notifying their department about departmental and college policies on attendance at these programs.

The Graduate School also offers the GTA Mentoring Program, "Developing Future Faculty as Teacher-Scholars," which is a year-long program of workshops, team meetings, and other activities to support the professional development of UT GTAs.

ORIENTATION/TRAINING OF GRADUATE ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

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

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

ACCEPTING/DECLINING AN ASSISTANTSHIP

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

Acceptance of an offer of financial aid (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by an actual or prospective graduate student completes an agreement which both student and graduate school expect to honor. In those instances in which the student accepts the offer before April 15, and subsequently desires to withdraw, the student may submit in writing a resignation of the appointment at any time through April 15.

However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that if a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Student Services

Black Cultural Center

The Center is an integral part of The University of Tennessee. The Center provides academic, cultural, and social outlets through programming and services as an ongoing part of the University's retention efforts. The Tutorial and Early Alert Programs, along with the Resource Library and Computer Lab, serve as an extension to services provided across campus. The Center houses several student organizations that plan activities ranging from Brown Bag Lecture Series, Black History Month activities, the Welcome Week Splash Party, carnivals and renown speakers such as Maya Angelou, Tavis Smiley, Cornel West and Alice Walker.

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

Career Services

Career Services, located in Dunford Hall, 974-5435, is a university-wide department providing career-related assistance to UT students through a wide range of programs and services. Included in the services offered are two annual career fairs providing opportunity to speak informally with representatives from over 100 different companies about their entry level jobs and hiring practices; a nonprofit career fair involving representatives from numerous area nonprofit organizations; employer information which includes types of majors sought, job descriptions, career profiles, annual reports and other pertinent information for hundreds of companies that recruit at UT; a website including valuable links to dozens of other career-related web resources; a part-time employment service for students seeking such positions; and workshops providing instruction in skills and tactics for successful interviewing, resume preparation, business and dining etiquette, and other topics.

A web-based resume book is available to employers. Interviews are scheduled by registrants on the web. Many job listings are also available from the department's website. Career Services also administers a Credentials Service for doctoral candidates. Setting up a credential file is a simple process involving the submission of a resume and academic transcript, along with letters of recommendation. An alumni placement service offers assistance in the job search after graduation. Also thousands of resumes are referred directly to employers every year to assist students and recent alumni in their job-seeking activity. A web-based resume book is made available to employers.

Career Services registrants have access to video conference interviewing, resume access via the World Wide Web, and other state-of-the-art forms of placement assistance. Visit the website at http://career.utk.edu.

Center for International Education

The Center for International Education (CIE), 1620 Melrose Avenue, telephone 974-3177, promotes and supports all aspects of international education and international exchange at UT, both for American students and faculty and for students and faculty from other countries. The administration of official linkage agreements between UT and institutions of higher education in other countries is coordinated by CIE.

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

International students and scholars: CIE provides information and assistance in matters relating to United States visa regulations, to UT requirements for international students, and to UT academic policies and registration procedures. It publishes The Link, a newsletter for UT's international students and scholars, and administers the insurance policy required of all international students at the University. International student advisors are available to discuss academic and personal concerns.

Orientation programs conducted at the beginning of each term facilitate adjustment to the campus and community, as does the international student orientation camp prior to the fall term.

The International House, 1623 Melrose Avenue, is CIE's on-campus social, recrea-
Dining Services

UT Dining Services recognizes that campus dining is a large part of the college experience. Students have the choice of the following meal plan options depending on the type of dining desired. Meal plans are available to all students living on or off campus.

UNLIMITED ACCESS PLUS PLAN*

Unlimited Access means just that! Students may enter Presidential Court Cafe, Sophie's Place, and Morrill dining facilities as many times as they like and eat as much as they want, full meals or snacks. Students also receive $300 bonus bucks per semester.

THE ANY TEN PLUS PLAN*

Students choose up to 10 meals weekly that may be eaten at Presidential Court Cafe, Sophie's Place, and Morrill dining facilities. Students also receive $500 bonus bucks per semester.

UNLIMITED ACCESS PLAN*

This plan allows students to eat as much as they want as often as they like at Presidential Court Cafe, Sophie's Place, and Morrill dining facilities. Students also receive $100 bonus bucks per semester.

THE ANY TEN PLAN*

Students choose up to 10 meals weekly that may be eaten at Presidential Court Cafe, Sophie's Place, and Morrill dining facilities. Students also receive $300 bonus bucks per semester.

THE VARSITY INN FIFTEEN PLAN+

Fifteen meals per week are provided to be eaten exclusively at Varsity Inn Dining. These 15 meals include breakfast, lunch, and dinner, Monday through Friday. Bonus bucks are not included with the Varsity Inn Fifteen Plan.

- Rates subject to final University approval.
- Local sales tax is added to the price of off-campus meal plans.
- Meal plan contracts the entire academic year (i.e. fall and spring semesters). Meal plan is not valid between semesters and during Spring Break.
- Meal week begins on Monday at breakfast and ends on Sunday after lunch.
- Bonus bucks may be used whenever students choose any Dining Services' facility on campus, including convenience stores. Unused bonus bucks are forfeited at the end of the semester.
- Meal equivalency is another feature of the meal plan that may be used at select retail dining facilities. Certain restrictions apply at these locations.

- Any Ten Plus and Any Ten meal plan participants can elect to eat all meals exclusively at Varsity Inn Dining. Please contact Dining Services at (865) 974-4111 for more information.
- Students living in North Carrick, South Carrick, Humes, Reese, Gibbs and Morrill Halls are required to select a meal plan.
- The AllStar Account and The Diner's Club may also be used in Dining Services' facilities. Please call the VolCard office at (865) 974-3430 for more information on these accounts.
- To initiate or amend a meal plan, call UT Dining Services at (865) 974-4111.

Disability Services

Disability Services (DS) seeks to eliminate the barriers that students and employees with disabilities encounter and to work with them to achieve and maintain autonomy. The primary objective of the services offered is to provide these individuals with access to the academic, social, cultural, and recreational opportunities offered within the University.

Prospective students with disabilities are encouraged to contact the Office of Disability Services in advance of their arrival so that they can be assured that the campus facilities and services are adequate to meet their needs. Contact with the students prior to registration enables DS staff to better assess the need for interpreters, readers, accessible facilities and other support services. Van service is also provided to those individuals with mobility limitations, whether permanent or temporary. Recent documentation of a disability from an attending physician or psychologist is required.

Students with learning disabilities, deaf and hard of hearing students, and blind and visually impaired students are encouraged to contact the Office of Disability Services one month prior to the semester in which they plan to attend to ensure appropriate services in a timely manner. The office is located at 191 Hoskins Library. VITDD (865) 974-8087.

Early Education Programs

The Child Development Laboratories, operated by the Child and Family Studies department within the College of Human Ecology, currently offer early education programs for young children ages six weeks to five years. The Child Development Laboratories are accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. For application and enrollment information, call (865) 974-0843.

The UT Child Care Referral Center, (865) 974-8911, offers free assistance in finding state-licensed child care in a 15-country area surrounding Knoxville.

Graduate Student Association

The Graduate Student Association represents the student body in all matters relating to graduate and professional students. The GSA participates in the establishment of policies and regulations relating to graduate programs. The GSA also makes recommendations to the appropriate decision-making officials in matters concerning graduate and professional students. In addition, the GSA receives funding through the Student Activities Fee and coordinates the delivery of travel monies for graduate students attending conferences.

The voting membership of the Graduate Student Association consists of the President and Vice President of the GSA and representatives from every department offering a graduate degree program. The President and Vice President are elected in the spring in the annual SGA elections. The representatives are elected by the students in their program either in the spring or fall. GSA is the official voice of graduate students at UT and is the organization that the administration turns to when the graduate student body's opinion is desired.

For more information on the GSA, call (865) 974-2373, email: gsa@utk.edu, or check the website at http://web.utk.edu/~gsa.

Hearing and Speech Services

The Hearing and Speech Center, located at the corner of Peyton Manning Pass and Phil Fulmer Way, offers complete diagnostic and treatment services to all University students with speech and language disorders/differences and/or hearing disorders. Services are available to any student who has paid the full University Programs and Services Fee or, if part-time, any student who has paid the optional student health service fee. A fee for special testing may be charged.

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

Housing

UNIVERSITY APARTMENTS

The University has provided excellent apartment facilities in several locations for married students with or without families. Apartments not needed to house married students are made available to single graduate and professional students. Information and application for these facilities may be secured from the Department of University Housing, 405 Student Services Building.
RESIDENCE HALLS

The Department of University Housing provides housing on-campus for single graduate students. Graduate students are given the same priority for housing in residence halls as undergraduate students. All of the residence halls are conducive to academic achievement and personal development. However, many graduate students choose to live in Melrose or the Apartment Residence Halls, since they remain open between the Fall and Spring semesters. Melrose Hall is arranged into smaller communities of six to ten students with personal responsibility emphasized. The Apartment Residence Hall provides apartment-style living for four students. An attempt is made to assign graduate students together to the extent possible. It is the responsibility of each resident to maintain the apartment to University standards. Applications and further information can be obtained from the Department of University Housing, 405 Student Services Building.

A limited number of Assistant Hall Director positions are available for single graduate students. This position assists the Hall Director in coordinating and supervising all aspects of the hall operation. This is a live-in position with part-time responsibilities for a nine-and-a-half month period. For additional information, contact the Department of University Housing at 974-2671.

OFF-CAMPUS HOUSING

A list of off-campus housing available to students is provided by the Department of University Housing, 405 Student Services Building. This list may be found at the University Housing website at http://web.utk.edu/~reshalls. The University does not inspect or approve these facilities. The terms and conditions for the rental of off-campus housing are between the student and the landlord. Students living in off-campus housing are expected to observe the same rules of conduct and standards applicable to all students.

Minority Student Affairs

The Office of Minority Student Affairs is housed in a four-story, free-standing structure—the Black Cultural Center. The office serves as a link between the University and its minority student population. The office, located at 812 Volunteer Boulevard, provides academic, educational, social and cultural programs to assist with the academic performance and retention of African-American students. Programming through the Office includes mentorship programs for freshmen and upperclassmen, academic support, leadership opportunities, graduate networking, and workshops for all students on a variety of academic, intellectual, and social topics. Through the Office, students learn to share ideas and embrace a sense of community.

Religious Resources

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

Student Counseling Services Center

The Student Counseling Services Center (SCSC) provides services designed to help students with educational, vocational, personal, and social problems. Professional counselors work with students in a setting that allows for confidential discussion of concerns. Services include: crisis intervention, group therapy, individual therapy, academic counseling, cooperation with faculty/staff/students, and various workshops and presentations.

To access services, students may come to the center during walk-in hours Monday-Friday from 10:00-11:30 a.m. and 1:00-3:30 p.m. If schedules will not accommodate these terms, students can call the Center to schedule some other time. Anyone experiencing a crisis during the week is seen immediately between 8:00 a.m. and 5:00 p.m. After these hours, students are encouraged to go to the UT Medical Center emergency room.

The Center is located at 900 Volunteer Blvd. and can be reached at 974-2196 or see our web page at http://web.utk.edu/~counsel/.

Student Health Service

Health services provided by the University are available to any student who has paid the health fee (either through paying the full University Programs and Services Fee or, if taking fewer than 9 hours but at least 3 hours, paying the optional health fee). These outpatient services are available continually throughout every term.

The Health Services has a regular staff of primary care physicians, nurses, laboratory and x-ray technicians of Tennessee licensure. Outpatient services in the fields of family practice, internal medicine, pediatrics, sports medicine and psychiatry are available on a full-time basis while specialty consultants in dermatology, surgery and gynecology are available on campus through referral by a staff physician. Care beyond that provided by the regular staff may be arranged. Students requiring allergy injections may receive these at the Clinic. Students traveling abroad may receive information, health alerts, and immunizations through the Travel Clinic (974-8647).

Most medical services for the physical campus clinic are provided to eligible students at no additional cost.

The primary clinic at 1818 Andy Holt Avenue maintains scheduled daytime hours Monday through Friday. While urgent-care

Vehicle Operation and Parking

The University of Tennessee endeavors to provide adequate facilities for vehicles operated by students and staff. However, areas available for parking are limited. To reduce traffic congestion within the campus area, large student parking areas are located on the perimeter of the campus. Free bus service is provided from the Main Campus to the Agricultural Campus and Perimeter Lot located off Concord Street behind Tyson Park. Also, bus service is provided to University Apartments at a nominal fee.

Each person who operates a motor vehicle in connection with attendance or employment at the University must register that vehicle with the Parking Services Office. There is no charge for vehicle registration; however, a parking permit is required for parking on all University lots, streets, parking structures, or leased lots with the following exceptions:

1. Staff and students with current UT parking permits may park in unreserved staff areas from 5 p.m. to 3 a.m. After this time, vehicles without permits for these areas may be towed.

2. Parking is not permitted in the Student Commuter Parking Areas or in the Student Aquatic Center Parking Area between 3 a.m. and 6 a.m. except by special permit.
3. At times, certain areas will be reserved for parking for special events, such as athletic events, conferences, etc. Parking for these events will be by special parking permit for the specific event.

A University Traffic and Parking Authority determines parking policy, traffic regulations, and fees. This information is published each year in the "University Traffic and Parking Regulations", and is available at the Parking Services Offices located in Room 24 of the University Center and at 2121 Stephenson Drive. Information is also available from Campus Information Center at Circle Park.

Women’s Center

The Women’s Center provides essential informational and referral services to UT students and faculty. The library's specialized collection provides books, journals, and brochures about issues and concerns of women from both a current and historical perspective. Information is available on a variety of topics including racism, violence against women, spirituality, and sex roles. The Women’s Coordinating Council is the programming branch of the Center responsible for educational, social, and cultural events pertaining to women's issues. The Women’s Center is located in 301 University Center. If you need more information or are interested in volunteering, please call 974-1029.
Women's Center

The University Women's Center promotes the welfare and advancement of women students at the institution. It offers social, cultural, and educational programming to support the personal and professional development of its members. The center also advocates for gender equality and encourages women to participate actively in all aspects of university life. For more information, please contact the Women's Center office.
COLLEGES
Colleges

College of Agricultural Sciences and Natural Resources
C. A. Speer, Dean
Mary Lewnes Albrecht, Associate Dean
Thomas H. Klindt, Associate Dean
C. Roland Mote, Assistant Dean

Departments
- Agricultural and Biosystems Engineering
- Agricultural and Extension Education
- Agricultural Economics
- Animal Science
- Entomology and Plant Pathology
- Food Science and Technology
- Forestry, Wildlife and Fisheries
- Ornamental Horticulture and Landscape Design
- Plant and Soil Sciences

The College of Agricultural Sciences and Natural Resources began in 1869 when the University was designated as Tennessee's Federal Land-Grant Institution. As such, the University was enabled for the first time to offer instruction in agriculture. Graduate instruction began as early as 1889. The College is not only an academic unit of The University of Tennessee but is (with the Agricultural Experiment Station, the Agricultural Extension Service and the College of Veterinary Medicine) one of the four units of The University of Tennessee's Institute of Agriculture.

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

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

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

MASTER OF SCIENCE PROGRAMS

Programs of graduate study leading to the Master of Science degree are offered through all departments in the College of Agricultural Sciences and Natural Resources. The graduate program may be entirely in one major subject or may include subject matter areas related to the major. Both majors and minors are available in Agricultural Economics, Agricultural and Extension Education, Animal Science, Biosystems Engineering, Biosystems Engineering Technology, Entomology and Plant Pathology, Food Science and Technology, Ornamental Horticulture and Landscape Design, and Plant and Soil Science. Majors only are available in Forestry and Wildlife and Fisheries Science, and minors are available in General Agriculture and Rural Sociology. The minor in General Agriculture requires 12 hours of coursework. A complete listing of majors is shown on the Majors and Degree Programs Chart.

DOCTORAL PROGRAMS

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

College of Architecture and Design
Marleen Davis, Dean
Max A. Robinson, Director
Jon P. Coddington, Graduate Program Head, Architecture

Schools
- Architecture

The College of Architecture and Design is committed to preparing students to work with the design or management of our built environment.

Most states require that an individual intending to become an architect hold an accredited degree. There are two types of degrees that are accredited by the National Architectural Accrediting Board: (1) The Bachelor of Architecture, which requires a minimum of five years of study, and (2) The Master of Architecture, which requires a minimum of three years of study following an unrelated bachelor’s degree or two years following a related preprofessional bachelor’s degree. These professional degrees are structured to educate those who aspire to registration/licensure as architects.

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

The offices of the dean and other college staff are located at 217B Art and Architecture Building.
College of Arts and Sciences

Lorayne Lester, Dean  
Stuart Rigsby, Associate Dean  
Susan Martin, Interim Associate Dean

Departments
- Anthropology  
- Art  
- Audiology and Speech Pathology  
- Biochemistry and Cellular and Molecular Biology  
- Botany  
- Chemistry  
- Classics  
- Computer Science  
- Ecology and Evolutionary Biology  
- English  
- Geography  
- Geological Sciences  
- History  
- Life Sciences  
- Mathematics  
- Microbiology  
- Modern Foreign Languages and Literatures  
- Music  
- Philosophy  
- Physics and Astronomy  
- Political Science  
- Psychology  
- Religious Studies  
- Sociology  
- Theatre  
- Urban and Regional Planning

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

The University of Tennessee began as a liberal arts institution. Before the turn of the century, less emphasis was placed on the liberal education. However, the liberal arts continued to thrive, emerging as a college in 1904. Thus, the College of Liberal Arts (now known as the College of Arts and Sciences) is one of the oldest established colleges in the University. The College of Arts and Sciences consists of a wide array of academic disciplines and interdisciplinary programs. The central purposes of a liberal education include the encouragement of intellectual tolerance, a dedication to the quest for knowledge as a worthwhile goal in and of itself, and the cultivation of a responsible, creative individual mind. These qualities enable one to develop an ability to reason and to express oneself clearly, an incentive to absorb emerging knowledge, and a competence to confront the uncertainties of human experience. Faculty research and creative activity is the foundation on which education in this College is built. As a result of that endeavor, the lives of students are enriched and the world's body of knowledge grows.

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

GENERAL INFORMATION

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

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

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

College of Business Administration

Jan R. Williams, Acting Dean  
David W. Schumann, Associate Dean for Research and Technology  
Sarah F. Schumann, Associate Dean for College, with other University academic units in the College, with other University academic units and with the private sector, enhancing the process of inquiry and critical thinking which is crucial to total quality management.

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

GRADUATE PROGRAMS

The College of Business Administration offers programs leading to five advanced degrees: the Doctor of Philosophy with majors in Business Administration, Economics, Industrial and Organizational Psychology, and Management Science; the Master of Arts with a major in Economics; the Master of Science with majors in Management Science and Statistics; the Master of Accountancy; and the Master of Business Administration.

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

FINANCIAL ASSISTANCE

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

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

College of Communications

Dwight L. Taeter, Jr., Dean
C. Edward Caufield, Associate Dean for Graduate Studies
Eric Haley, Associate Dean for Undergraduate Studies

Departments and Schools

Advertising
Broadcasting
Journalism and Public Relations
Speech Communication

Facility for Research and Service

Communications Research Center (CRC)

The College of Communications grew out of the School of Journalism, which was originally located in the College of Business Administration. The Department of Speech Communication became part of the College of Communications in 1997. The master's program began in 1949 under Journalism and was changed to Communications after the School gained College status in 1970. The doctoral program was initiated in 1974.

A chair of excellence was established in 1987 to support a distinguished professorship in science, technology, and medical writing.

Communications media and interpersonal communications are vital forces in today's complex society. Specialization, gaps among segments of society, and the nature of world conflict point to the need for more understanding of how people communicate.

Educating men and women in the perceptive understanding of the communications field is a necessity. The graduate programs in the College acquaint students with the nature of communications and prepare them for professional work in many fields.

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

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

The M.S. program is accredited by the Accrediting Council on Education in Journalism and Mass Communication. The College is a member of the Association of Schools of Journalism and Mass Communication and the Broadcast Education Association.

For application forms and other information about the M.S. and Ph.D. programs in Communications, write to Associate Dean for Graduate Studies, College of Communications, 428 Communications Building, The University of Tennessee, Knoxville, TN 37996-0347.

College of Education

C. Glennon Rowell, Dean
Thomas W. George, Associate Dean for Academic Programs and Administration
Lynn C. Cagle, Associate Dean for Professional Licensure Programs, Instructional Support and Faculty Development

Departments

Counseling, Deafness and Human Services
Educational Administration and Cultural Studies
Educational Psychology
Exercise Science and Sport Management
Instructional Technology, Curriculum and Evaluation
Theory and Practice in Teacher Education

Facilities for Research and Service

Bureau of Evaluation, Research, and Service
Center for Literacy Studies
Center for Physical Activity and Health Center on Deafness
Curriculum Lab
Exercise Physiology Lab/Biomechanics Lab
Institute for Assessment and Evaluation
Institute for Educational Innovation
Instructional Services Center
Reading Center
Tennessee Internship Consortium in Professional Psychology

Education programs were first offered at the graduate level in 1905 by the School of Education. Through the Summer School of the South, the programs thrived, and the School became a College in 1926. The Ed.D. program was established in 1950, and the college-wide Ph.D. program began in 1979.

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

The College of Education is fully accredited by the Southern Association of Colleges and Schools. All teacher education and school-related licensure and degree programs are fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and the Tennessee State Department of Education. Specific program accreditations are found under the respective Fields of Instruction.

MASTERS OF SCIENCE PROGRAMS

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

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

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

SPECIALIST IN EDUCATION PROGRAM

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

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

DOCTORAL PROGRAMS

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

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

TEACHER LICENSURE

Applicants for initial teacher licensure must gain admission to the college's Teacher Education Program. Further details concerning the teacher licensure program are
College of Engineering

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

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

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

The College of Engineering provides opportunities for students to fulfill their responsibilities as professional engineers. Graduate programs of the College of Engineering provide opportunities for advanced study leading to the Master of Science and the Doctor of Philosophy degrees. For a listing, consult majors and degrees available on the Majors and Degree Programs chart.

GRADUATE PROGRAM AT THE UT SPACE INSTITUTE

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

College of Human Ecology

James D. Moran III, Dean
Billie J. Collier, Associate Dean for Research and Graduate Studies
Delares Smith, Assistant Dean for Outreach and Undergraduate Studies

Departments
Child and Family Studies
Consumer and Industry Services
Management
Health and Safety Sciences
Human Resource Development
Nutrition

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

Human Ecology brings together the natural and social sciences to enhance the well-being of individuals, families and communities across the life span.

The University of Tennessee was one of the first institutions of higher education in the South to offer home economics, with the first class being offered in 1897. Initially called a School of Home Economics, it combined with Agriculture in 1947 to become the College of Agriculture and Home Economics. In 1959, the two colleges became separate units, although they continue to share resources. In 1985 the name was changed to Human Ecology, reflecting its focus on people interacting with their environments.

Graduate study in Human Ecology prepares students for teaching, research, and public service in colleges and universities or managerial positions in government, business, and industry.

The Master of Science degree is offered with majors in Child and Family Studies, Health Promotion and Health Education, Human Resource Development, Nutrition (including public health nutrition), Recreation, Tourism and Hospitality Management, Safety Education and Service, and Textiles, Retailing and Consumer Sciences; the Master of Public Health degree is offered with a major in Public Health; and the Doctor of Philosophy degree is offered with a major in Human Ecology and concentrations in child and family studies, community health, human resource development, nutrition science, retail and consumer sciences, and textile science. For additional information, contact the Associate Dean, College of Human Ecology, The University of Tennessee, Knoxville, TN 37996-1900, (865) 974-6224.

FACILITIES FOR RESEARCH AND SERVICE

The Small Animal Research Lab, housed in the Jessie Harris Building, has received certification by the American Association for Accreditation of Laboratory Animal Care (AAALAC). Renovated in 1985, it has strict environmental controls, an operating theater and diet preparation room.

The College of Human Ecology participates with the College of Engineering in the Center of Excellence for Materials Processing. These research efforts in Textile Science are also supported by the Textiles and Nonwovens Development Center (TANDEC).

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

The mission of the Institute of Tourism and Leisure Industries is to serve as a catalyst for stimulating economic growth by developing strategies that will address how to improve the economic climate and overall quality of life in the region.

The Nutrition Institute provides a communication link for all efforts in nutrition sciences, coordinates collaborative research efforts and provides a forum for interchange with the larger nutrition community.

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

College of Law

Thomas C. Galligan, Jr., Dean
John L. Sobieski, Jr., Associate Dean
Rachel E. Inman, Assistant Dean

The University of Tennessee College of Law commenced operation in 1890 and has continuously sought to provide high-quality legal education in a university community. While the principal objective of the college is to prepare students for the private practice of law, its total mission is more broadly conceived. The college exposes students to the legal issues of our society enabling them to develop analytical skills with respect to decisional law and statutes, the ability to communicate effectively their knowledge of the law, an awareness of the historical growth of the law, a knowledgeable appreciation of the interrelationship of law and society, and the ability to use law as an implement of societal control and development. Students are thus equipped to serve their communities not only as advocates and counselors, but as policy makers and active, responsible citizens.

THE PROFESSIONAL PROGRAM

The program of the college has three dimensions: teaching and learning, research into and appraisal of our legal systems and institutions, and service to the community. Each plays a significant role in the college as a modern law center.

The teaching and learning element of legal education at the college involves a cooperative classroom interaction between faculty and students in the analytical study of a host of questions and problems found in today's legal profession. These involve decisional law, statutory interpretation, administrative regulation, techniques of trial and appellate advocacy, and the roles and responsibilities of the lawyer in advising and representing clients. While proper consideration is given to the problems of Tennessee
law, the course of study is conducted with a view toward providing an awareness and understanding of the regional and national perspective to prepare students for service in any state.

The college is also directly involved in providing service to the community. A major element of public service is centered in the Legal Clinic where students, under the guidance of skilled and experienced licensed practitioners, provide legal services to clients. Additionally, through research, consultation, and other services to legal institutions and groups within the state, the college seeks to participate in the development and improvement of the society in which its students may eventually practice law.

In combination, the direction and objectives of the college lead to the development not of a narrow technician, but of a student of the law with the perspective, breadth, and understanding necessary to accomplish the many tasks assigned by society to the legal profession.

GRADUATE PROGRAM

Two dual degree programs are available in conjunction with the College of Law: the J.D.-MBA program with the College of Business Administration and the J.D.-M.P.A. program with the Department of Political Science. Refer to details under the respective field of instruction.

Graduate students in other disciplines may also take law courses upon approval of the College of Law and the major professor. See Law under Fields of Instruction.

College of Nursing

Joan Creasia, Dean
Carol Seavor, Associate Dean for Academic Affairs
Maureen Groer, Associate Dean for Research and Evaluation
Martha Allgood, Director of Master's Program
Sandra P. Thomas, Director of Doctoral Program
Johnie Moxingo, Director of Undergraduate Program

Facilities for Research and Service
Center for Nursing Practice
Center for Nursing Research

The College of Nursing was established in July 1971. The major program was initiated in 1976 and approval for the doctoral program was granted in 1988. More specific information about the programs may be obtained under Nursing, Fields of Instruction, or by contacting the Director of M.S.N. or Ph.D. Program, The University of Tennessee, College of Nursing, 1200 Volunteer Blvd., Knoxville, TN 37996-4110, (865) 974-4151.

MASTER OF SCIENCE IN NURSING

The general purpose of the M.S.N. program is to prepare nurses at the graduate level to function as advanced practitioners, teachers, or managers in a variety of health care or educational settings. The program is accredited by the National League for

Nursing Accrediting Commission that may be contacted at 81 Broadway, New York, NY 10006, Tel: 1-800-669-9656, and is unconditionally approved by the Tennessee Board of Nursing. Students admitted to the program select a concentration in adult health nursing, family nurse practitioner, mental health nursing, nurse anesthesia, nursing administration, and nursing of women and children.

THE DOCTORAL PROGRAM

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

College of Social Work

Karen Sowers, Dean
William J. Bell, Associate Dean, Nashville
David R. Dupper, Associate Dean, Knoxville
Hugh Vaughn, Associate Dean, Memphis
Paul M. Campbell, Director, Office of Social Work Research and Public Service

Charles Glisson, Director, Children's Mental Health Services Research Center

The College of Social Work began as the Nashville School of Social Work, founded in 1942 under the auspices of Vanderbilt University, Scarritt College, and George Peabody College. It joined the University of Tennessee in 1951. By 1974 the three branches, located in Nashville, Memphis and Knoxville, offered the two-year master's program. The doctoral program was inaugurated in 1983. In 1985 the B.S.S.W. program was added, and the School achieved college status.

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

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

GRADUATE PROGRAMS

The two-year program (thesis or non-thesis option) leading to the Master of Science in Social Work is fully accredited by the Council on Social Work Education and is offered on all three campuses. The foundation curriculum of the Ph.D. program is available only in Knoxville.

The College also offers a post-master's certificate program in management and community practice.

The College of Veterinary Medicine, established in 1974, offers a professional curriculum leading to the Doctor of Veterinary Medicine (D.V.M.) degree. The college offers graduate studies leading to the Master of Science and the Doctor of Philosophy degrees. Residency training programs in the various clinical specialties are also offered.

The primary objective of the college is to enable students to attain essential information, skills, attitudes and behaviors to meet the varied needs of society and the veterinary profession. The professional curriculum provides an excellent basic science education in addition to training in diagnosis, disease prevention, medical treatment, and surgery. Graduates are qualified to pursue careers in the many facets of veterinary medicine and related health professions.

About two-thirds of the veterinarians in the United States are engaged exclusively in pet or companion animal practice. A growing number are concerned with the health problems of zoo animals, laboratory animals, wildlife, and aquatic species. A number of veterinarians are involved in the health care of food and fiber animals ensuring the supply of safe and healthy food.

Veterinarians also find rewarding careers in the U.S. Public Health Service, the Armed Forces, and in state, county, or local health agencies. A number of veterinarians are employed by the U.S. Department of Agriculture and by state departments of agriculture for important work in livestock disease control, meat and poultry inspection, serum and vaccine production, and the protection of our country against the importation of foreign animal diseases.

Excellent research opportunities exist for veterinarians—research directly benefiting animals and research conducted with animals which benefit humans. Such opportunities are available at colleges and universities and with governmental agencies, private research institutions and biological and pharmaceutical companies.
FIELDS OF INSTRUCTION
The objective of the M.Acc. program is to provide persons who have a high level of ability and motivation with the depth and understanding of accounting that will enhance their probability of success in a career in professional accounting. Moreover, the student’s educational experience should develop perspectives toward the discipline of accounting in a manner that will enable the student to spearhead innovation and change in response to needs in public accounting, industry, and government.

The M.Acc. degree program is a full-time, weekday program. The nature of the program precludes students from simultaneously working full-time outside of classes. UT’s accounting undergraduate and graduate programs are accredited by the American Assembly of Collegiate Schools of Business and are among the initial programs in the nation to receive this accreditation.

Admission Requirements
Application deadlines for international students are accepted for fall semester only, and the application deadline is March 1. Applications received after March 1 will be considered as space allows. The program is designed both for students who have completed an accredited baccalaureate degree program with a major in Accounting and others. Those with outstanding undergraduate records in areas other than accounting may earn the M.Acc. degree by completing prerequisites in accounting and related disciplines to supplement the applicant’s undergraduate background.

Students entering the program should be computer literate and are expected to have completed coursework in principles of accounting and business law.

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

For admission to the M.Acc. program, consideration is given to (1) applicant’s academic records with particular attention to the last two years of undergraduate work, (2) scores on the GMAT, and TOEFL for those whose native language is not English, (3) internships and/or work experience and other activities that demonstrate potential for leadership, and (4) recommendations from professors and/or work supervisors. The admission decision is based on all factors that make up the total application; therefore, there is no automatic cut-off for either grade-point averages or GMAT scores.

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

Students take 12 hours each semester and 6 hours in the first summer session.

Program requirements are:
Business Core (9-12 hours*):
Business Administration 502-03.

Accounting Concentration (12 hours*):
Three concentrations are available:
Assurance Services: 507, 514, 518, 519, 521, 531, 541.
Systems: 514, 519, 521, 541, 542, 549.
Taxation: 507, 531, 532, 533, 534, 539.

Students must take at least four courses from the same concentration including either 519 or 539.

Accounting Electives (6-9 hours*):
Elective courses to be taken from graduate accounting courses. Students who do not have an undergraduate Accounting degree must complete the following prerequisites: 311, 341, 411, 414, and 431 and include 521 in their graduate program. All prerequisites must be completed prior to the start of the graduate program.

*As approved by the Director of the Master of Accountancy Program.
Transfer Credits
A maximum of six semester hours taken at other AACSB accredited institutions that otherwise conform to the transfer policy of The Graduate School may be credited toward M.Acc. degree requirements.

Other Requirements
To qualify for the degree, a student must maintain a B average (3.0) or above in the program. The student must satisfactorily demonstrate his/her ability to recognize, analyze, and solve accounting problems and integrate concepts from the various areas of accounting by passing a comprehensive written examination. This examination is included in the capstone courses in each concentration as follows: 519 Seminar in Business Risk and Assurance Methodology and 539 Multi-Jurisdictional Tax Planning and Policy.

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

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

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

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

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

Accounting

GRADUATE COURSES

415 Governmental and Nonprofit Accounting (3)
Advanced study of governmental and nonprofit entities. Governmental accounting principles, revenues and expenditures, budgeting, and financial reporting. Consent of Ph.D. program advisor.

416-17 Doctoral Seminar in Accounting (3,3)
Advanced study of accounting principles and reporting models of governmental and nonprofit organizations. Integration of economic and social issues with reporting standards for governmental and nonbusiness organizations. Prereq: Financial Reporting by Business and Nonprofit Organizations or consent of instructor.

419 Doctoral Research in Accounting (3)
Study of an entity’s efficiency and effectiveness in various settings and situations using comprehensive written examination. Consent of instructor.

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

506-07 Professional Accounting Practice I, II (3,3)
Various advanced accounting topics to meet complex and changing needs of profession. Prereq: Admission to M.Acc. program.

511 Risk Management in Networked Business Environments (3)
Security, integrity, and cost management-oriented risks and control measures for variety of different business system platforms and applications: centralized mainframe environments, distributed client/server environments, intranets/ extranets, electronic commerce, and ERP systems. Prereq: Admission to M.Acc. program or information management concentration, or consent of instructor. (Same as Information Management 511.)

518 Professional Standards (3)
Basic standards and contemporary issues relevant to assurance providers. Actual practice cases to illustrate application. Prereq: Admission to graduate programs or consent of instructor.

519 Seminar in Business Risk and Assurance Methodology (3)
Business risk and emerging methodology used by assurance providers. Actual practice cases to illustrate application. Prereq: Admission to graduate programs or consent of instructor.

521 Seminar in Advanced Managerial Cost Accounting (3)
Analysis of conceptual and current issues; impact on development and practice of managerial and cost accounting. Prereq: Admission to M.Acc. program or consent of instructor.

531 Tax Research Strategy, and Entity Taxation (3)

532 Corporate Taxation and Reorganizations (3)
Organization and structure of tax systems and reorganizations, and special problems in taxation of corporations and shareholders. Prereq: Admission to M.Acc. program or consent of instructor. Prereq or coreq: 531.

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

534 Family Tax Planning (3)
Review and analysis of family tax law as it pertains to business transactions. Identification of tax planning opportunities and design of strategies to accomplish tax planning objectives. Policy issues related to multi-jurisdictional taxation. Prereq or coreq: 531.

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

542 Electronic Commerce (3)
Essential technological, strategic, and information security issues for conducting business-to-business and business-to-consumer electronic commerce. Effects of internet on business and society. Prereq: 541 or Business Administration 506, or consent of instructor. (Same as Information Management 512.)

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

592 Graduate Internship in Accounting (3)
Full-time professional employment for one academic semester involving qualified job experience, written report of responsibilities, and evaluation of student performance. Prereq: Admission to M.Acc. program or consent of M.Acc. advisor. May be repeated. Maximum 6 hrs.

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

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

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

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

693 Independent Study (3)
Directed research in topic of mutual interest. Prereq: Admission to doctoral program with concentration in accounting. May be repeated. Maximum 6 hrs.

Business Law

GRADUATE COURSES

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

Advertising

(College of Communications)

MAJOR DEGREES

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

Ronald E. Taylor, Head

Professors:

Hovland, Roxanne. Ph.D. ......................... Illinois

Taylor, Ronald E., Ph.D. ......................... Illinois