

Admission Requirements

Admission to graduate study 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.

The Graduate Council 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 study 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 an 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. 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 graduate study prior to having received the baccalaureate degree, that degree must be awarded before the date of first registration in graduate courses.

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Enrollment in graduate programs is a privilege which may be withdrawn by the University, or any area of graduate study, if it is deemed necessary by the Dean of Graduate Studies to safeguard the University's standards.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

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

Additional departmental/program requirements (refer to Majors and Degree Programs chart in front of *Graduate Catalog*) may include:

- a. Departmental application. Contact the program for forms.
- b. Reference letters or rating forms. All program forms should be sent to the college or department.
- c. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

Application forms for the GRE, GMAT and TOEFL can be obtained by contacting: Educational Testing Service Princeton, NJ 08450 <http://www.ets.org> Examination results reach the University in approximately six weeks.

All documents submitted 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

DEGREE ADMISSION

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

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

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

NON-DEGREE ADMISSION

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

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

Admission to the non-degree status requires that a person meet the minimum requirements (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 proposed to achieve that objective.

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

Every graduate student must meet with an academic advisor at least once each semester to discuss his/her program. For non-degree students with a declared major, the advisor must be from the appropriate academic unit. If no advisor has been assigned, the department head or designee is the advisor. For a non-degree student who has no declared major, the 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 admission requirements and any additional program requirements (see Admission Requirements). Refer to the appropriate field of instruction for specific requirements for admission to the certificate program.

Admission to a graduate certificate of credit program does not constitute admission to a degree program. To receive a graduate certificate of credit, students must be admitted to a certificate program or a degree program.

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 form 10 days prior to registration. Only one semester, or a maximum of 12 hours, of coursework can be taken in transient status. Necessary forms may be obtained from the Office of Graduate Admissions.

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 and be recommended by the program.

Admission of International Students

For admission to a graduate program, 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.

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

Fall	1 March
Spring	15 July
Summer	15 November

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

The following items must be received before admission will be considered:

1. A completed Graduate Application for Admission.
2. A \$35 non-refundable processing fee. Payment should be made in United States dollars by a cashier's check, money order, or personal check payable to the University of Tennessee. If payment is by personal check, it must be drawn on a United States bank to

be honored in United States currency. Checks drawn on overseas banks are not accepted. International money orders are suggested.

3. Official or attested university records, with certified translations if the records are not in English (**Notarized copies are not accepted**).

4. Confirmation of degree(s). Confirmation must be received by the Office of Graduate Admissions 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 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. Departmental application. Contact the program for forms.

b. Reference letters or rating forms. All program forms should be sent to the college or department.

c. Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

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

Fall	15 June
Spring	1 November
Summer	15 March

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

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

English Certification

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL). A minimum score of 213 on the computer-based test or 550 on the paper test is required for admission consideration. Some programs 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 graduate study, members of the faculty or staff located in Knoxville may take courses as graduate students.

Faculty members of UT or the Institute of Agriculture at the rank of assistant professor or above, and members of the administrative staff at UT, the UT Central Administration, and the Institute of Agriculture will not normally be admitted to an Ed.D. or Ph.D. degree program at UT. Exceptions may be granted on an individual basis upon petition to the Dean of Graduate Studies. 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.

Readmission

A student who has not registered for graduate courses at UT for three consecutive terms (including summer) must apply for readmission. A readmission application should be submitted to the Office of Graduate Admissions 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 Office of Graduate Admissions. 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 online or from the Office of Graduate Admissions. The form requires the signature of the head of the department in which admission was previously granted. No signature is needed if a student requests to change from non-degree status to a degree program, or from one degree to another within the same department.

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

Consistent with the accreditation requirements of the Southern Association of Colleges and Schools (SACS) 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 will exceed expectations for undergraduates. Graduate and undergraduate completion of the same course will not be considered equivalent. 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 Dean of Graduate Studies, 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. 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 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 Dean of Graduate Studies 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.

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

Law Courses

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

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

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

the supporting area via the arrangement described under Business Administration.

Graduate Certificate of Credit Programs

A graduate certificate of credit program is a series of academically coherent graduate-credit courses offered by the university as a planned program that does not lead to a degree. A candidate for a graduate certificate of credit program must be a fully admitted graduate student who has satisfactorily completed (minimum 3.0 grade-point average) the minimum requirements for a certificate described in the Graduate Catalog under Fields of Instruction. A candidate must be a graduate student in good standing and comply with all other applicable policies. 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 Office of the University Registrar. 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 rate. Registration for day and evening classes is handled by the Evening School, 451 Communications Building, (865) 974-5361 or 1-800-676-8657.

Auditors and Audited Courses

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

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

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

Courses in Non-Standard Format

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

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

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

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

Correspondence Study

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

Proficiency Examinations

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are available in the Office of the Registrar, 209 Student Services Building. To be eligible, a student must be admitted to graduate study. The request for examination must be approved by the head of the department offering the course. A student applying for this privilege must present evidence to the department head that he/she has the knowledge and abilities expected of graduate students who have taken the same course. Upon passing the examination with a minimum grade of B, the student will receive graduate credit. A maximum of one-fourth of the total credit hours in a master's degree program may be earned by this method, subject to approval by the student's graduate committee. A fee of \$7 per credit hour must be paid before each examination. Proficiency examinations may not be used to raise the grade or change the credit in a course previously completed, nor may such an examination be repeated. Proficiency examinations taken at other institutions are not transferrable.

English Proficiency

Applicants whose native language is not English must pass an English proficiency examination given by the University prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 121 *English Grammar Review for Non-Native Speakers* (or another course assigned by the English Department) for undergraduate credit and pass with a grade of C or better. A student may not take more than 9 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 as part of the programs offered by Graduate Student Services. 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 non-departmental students with course selection and other academic matters.

Registration

Registration is required of all graduate students when using University facilities and/or faculty time. The minimum number of hours for registration is one. 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 *Timetable of Classes* or at Circle Park Online each term. Registration is accomplished via telephone or web. During priority registration, a schedule and bill is mailed to the registrant. Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration. Additional information can be obtained from the 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 for graduate study 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. Students who are not taking coursework and are not yet eligible to register for thesis or dissertation hours, must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Library or to use computer labs, other labs, or other university resources.

Course Description

Each course listed in the *Graduate Catalog* contains information in abbreviated form. The course number indicates the level at which the course is taught. All 500- and 600-level courses are graduate courses. The 400-level courses are upper division courses available for graduate credit only if listed in the *Graduate Catalog*. To receive graduate credit for these, a student must so request at registration.

With permission of the instructor, an undergraduate student with at least a B average (3.0) may take a 500-level course for undergraduate credit. Exclusions include course 500, 502, and independent or directed study courses for which there are appropriate undergraduate course alternatives.

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

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

Some courses may be repeated for a maximum number of hours allowable toward a degree program. This number is stated for each repeatable course with the exception of Thesis 500, Dissertation 600, and Registration for Use of Facilities 502. Courses may be cross-listed with two or more departments, an arrangement indicated by a parenthetical statement: (Same as Psychology 543). The course description is given only under the primary department.

"S/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 from 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	DEADLINE
Add course	10 days Between 11-42 days with instructor's and advisor's signature
Change credit/grading	10 days Between 11-42 days with advisor's signature
Drop course without W	10 days
Drop course with W	84 days

See *Timetable of Classes* each term for exact date.

A student may change registration by accessing the telephone registration system or at Circle Park Online. If additional permission is necessary, a student must execute a change of registration at the Office of the University Registrar, with approval of the instructor, advisor and Office of Graduate Student Services.

Total withdrawal from registration for a semester must be processed through 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 in 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 3.6 or better in at least nine hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.

Grade-Point Average and Grades

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

Grades in graduate study have the following meanings:

- A** (4 quality points per semester hour), superior performance.
- B+** (3.5 quality points per semester hour), better than satisfactory performance.
- B** (3 quality points per semester hour), satisfactory performance.
- C+** (2.5 quality points per semester hour), less than satisfactory performance.
- C** (2 quality points per semester hour), performance well below the standard expected of graduate students.
- D** (1 quality point per semester hour), clearly unsatisfactory performance and cannot be used to satisfy degree requirements.
- F** (no quality points), extremely unsatisfactory performance and cannot be used to satisfy degree requirements.
- I** (no quality points), a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is NOT given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade-point average until a final grade is assigned. No student may graduate with an I on the record.
- S/NC** (carries credit hours, but no quality points), S is equivalent to a grade of B or better, and NC means no credit earned. Courses in which NC is received may be repeated for a grade of S. A grade of S/NC is allowed only where indicated in the course description in the *Graduate Catalog*. The number of S/NC courses in a student's program is limited to one-fourth of the total credit hours

required.

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

W (carries no credit hours or quality points), indicates that the student officially withdrew from the course.

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

No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC. A graduate student may not do additional work nor repeat an examination to raise a final grade. A change of grade may occur only in cases of arithmetic or clerical error. An instructor may not initiate a change of grade as a result of a reevaluation of the quality of the student's performance nor as a result of additional work performed by the student.

Refer to Law Courses under Registration and Enrollment Requirements and Law under Fields of Instruction for Law grading system.

Academic Standards

Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade-point average, performance on comprehensive examinations and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

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

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

ACADEMIC PROBATION

Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A

student will be allowed to continue graduate study in subsequent semesters if each semester's grade-point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

DISMISSAL

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

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

Academic Honesty

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that adherence is confirmed. The honor statement declares that:

An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.

PLAGIARISM

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

Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source,

Summarizing without proper documentation (usually a citation) ideas from another

source (unless such information is recognized as common knowledge),

Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge),

Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

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

Appeals Procedure

The Graduate Council Appeal Procedure can be obtained at the Office of Graduate 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).

Degree Program Requirements

A complete list of programs is found under the Majors and Degree Programs chart. For specific degree requirements, consult individual program descriptions listed by college and field of instruction in this *Catalog*. See also the Summary of Procedures charts, and refer to the Graduate Studies Web Page each semester for specific deadlines. Department policies and procedures, which are specific to degree programs and exceed those in the *Graduate Catalog*, are provided in the *Graduate Student Handbook* available in each academic department.

The following are the Graduate Council's minimum requirements for degree programs.

Refer to the Fields of Instruction for additional program requirements.

Definition of Graduate Terms

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

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

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

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

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

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

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

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

Minors

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 Dean of Graduate Studies. 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 the University Registrar 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 Dean of Graduate Studies 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 institution.

MASTER'S DEGREE

A minimum of one-half of the total hours required for a master's degree must be taken at UT. 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 taken prior to admission to a doctoral program may be used toward the degree, as determined by the student's doctoral committee. Although the courses are used as part of the requirements toward the degree and are listed on the admission to candidacy, they are not officially transfer courses and are not placed on the student's UT transcript.

Theses and Dissertations

All theses and dissertations are submitted in paper or electronic format to the Thesis/Dissertation Consultant in the Office of Graduate Student Services for examination. (Refer to Dissemination of Final Copies regarding different submission processes.) The Consultant will review the material and assure that it is appropriately presented, free of technical errors in format, suitable for binding or for electronic submission, and reflects credit upon graduate education at

the University of Tennessee. 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 *Guide to the Preparation of Theses and Dissertations* (available on the Graduate Studies website) provides the correct format for theses or dissertations. Workshops are held periodically throughout the academic year. The date for each workshop is announced on the Graduate Studies website.

FOREIGN LANGUAGE

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.

CLASSIFIED RESEARCH

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.

DISSEMINATION OF FINAL COPIES

Paper copies approved for final submission will be sent to the University Libraries bindery one month after conferral of the graduate degree. One of the bound copies will be placed on the shelf in Hodges Library for circulation, the second bound copy will be placed in Library Archives. The circulation copy will appear in the library catalog and on the shelf approximately one year after conferral of the graduate degree. Electronic copies approved for final submission will be catalogued and placed on the ETD website (<http://etd.utk.edu>) approximately four weeks after the conferral of the graduate degree. At this time, the electronic copies will be in the public domain via the library catalog and the ETD website.

Graduation

A student planning to graduate must submit an application for graduation the term he/she intends to graduate. The graduation application begins the final checking of degree requirements and is used to order the diploma. If the student does not graduate that term, a new graduation application must be submitted for the appropriate term. The form is submitted to the Office of the University Registrar. Deadlines and steps to graduation are available on the Graduate Studies website. Also refer to Summary of Procedures for Master's, Ed.S. and Doctoral Degrees.

Commencement and doctoral hooding ceremonies are held in fall and spring terms. There is no ceremony in summer term.

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 thesis programs, 6 semester hours of credit in the major (9-12 in some approved programs) must be earned in course 500 while the student is preparing the thesis. Hours applied to the master's degree may be entirely from one major subject or may be distributed to include one or two minor areas. In a 30-hour program, the major subject must include at least 12 hours of graduate coursework, exclusive of course 500, and a minor must include not 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 indicates agreement 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 the University Registrar no later than the last day of classes 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 Graduate Student Services. 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 most recent *Guide to the Preparation of Theses and Dissertations*, available at <http://web.utk.edu/~thesis>. Paper or electronic submission will be approved by the student's committee prior to final preparation of the thesis. Two paper copies or an electronic copy of the thesis must be accompanied by two approval sheets, signed by the members of the master's committee. The approval sheets reflect the final format for submission. The approval sheets certify that the committee members have examined the final copy of the thesis and have found that its form and content are 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 Dean of Graduate Studies, the examination must be given in University-approved facilities. This examination should be scheduled through the academic department at least two weeks prior to the examination. This examination must be held at least two weeks before the final date for acceptance and approval of thesis by the Office of Graduate Student Services on behalf of the Graduate Council. 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 Dean of Graduate Studies, the examination must be given in University-approved facilities. It should be scheduled through the academic department at least two weeks prior to the examination. 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 Dean of Graduate Studies. 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 Office of Graduate

Admissions, and review and acceptance by the department or area in which the student is majoring. It is recommended that students who apply for the Ed.S. have at least one year of related work experience. Additional information on admission requirements can be obtained from academic units offering the degree.

COURSE REQUIREMENTS

The student's program involves a minimum of four semesters of study totaling not fewer than 60 semester hours of graduate credit beyond the baccalaureate degree. A minimum of 6 hours is required outside the major academic unit or area.

A student admitted to the program with a master's degree, or with acceptable work beyond the master's degree, may have program requirements modified upon recommendation of the student's committee. However, no modifications will be permitted in examination and research requirements, nor in the minimum 6 graduate hours required outside the major. All prior coursework accepted toward the degree must be related to the student's program objectives. A maximum of 6 hours beyond the master's degree may be transferred from another institution to an Ed.S. program (refer to section on Transfer Credits).

Courses numbered at the 400 level required for certification through UT may not be taken for graduate credit and used as coursework in the major. At least one-half of the last 30 semester hours of work, exclusive of thesis courses, must be in 500- or 600-level courses.

ED.S COMMITTEE

A committee of at least three faculty members is assigned to each student. A minimum of two members of this committee must represent the unit or major area. Its responsibilities include formulating the student's program of coursework, supervising progress, recommending admission to candidacy, directing research, and coordinating the qualifying and final examinations.

ADMISSION TO CANDIDACY

Admission to candidacy indicates agreement 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 the Registrar before the student has completed 15 hours of coursework in the Ed.S. program. A qualifying examination may be required for admission to candidacy if the student has a master's degree earned six years or more prior to admission to the program. This examination may be written and/or oral.

RESEARCH REQUIREMENTS

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

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 Office of Graduate Student Services on behalf of the Graduate Council. 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 Graduate Student Services 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 should be scheduled through the academic department at least two weeks prior to the examination and will be conducted in University-approved facilities by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. *The result of the second examination is final.*

TIME LIMIT

Candidates have six calendar years from the time of entry into the last 30 hours of their degree programs to complete the Ed.S. degree.

Doctoral Degrees

Two doctoral degree programs are available: Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.). For a list of programs, see Majors and Degree Programs chart. For specific degree requirements, consult individual program descriptions listed by college and field of instruction in this *Catalog*. See also Summary of Procedures for Doctoral Degrees chart.

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

PROGRAM OF STUDY

The student's program of study is subject to Graduate Council policies and individual program requirements. The program of study as listed by the student on the Admission to Candidacy form must be approved by the doctoral committee. Doctoral programs include a major field or area of concentration and, frequently, one or more cognate fields. Cognate fields are defined as a minimum of 6 semester hours of graduate coursework in a given area outside the student's major field.

A candidate for a doctoral degree must complete a minimum of 24 hours of graduate coursework beyond the master's degree, which is a prerequisite for entry into most doctoral programs. If the doctoral program does not require a master's degree, the candidate must complete a minimum of 48 hours of graduate coursework beyond the baccalaureate degree. A minimum of 12 of the 24 hours, or 30 of the 48 hours, must be graded A-F. A minimum of 6 semester hours of the student's coursework must be taken in UT courses at the 600 level, exclusive of dissertation.

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

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

DOCTORAL COMMITTEE

The major professor directs the student's dissertation research and chairs the dissertation committee. The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of Assistant Professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student's major field. This committee is nominated by the department head or college dean and approved by the Dean of Graduate Studies.

The committee should be formed during the student's first year of doctoral study. Subject to Graduate Council policies and individual program requirements, the committee must approve all coursework applied toward the degree, certify the student's mastery of the major field and any cognate fields, assist the student in conducting research, and recommend the dissertation for approval and acceptance by Graduate Student Services.

DOCTORAL EXAMINATIONS

Departments may, at their option, administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of a comprehensive examination and a defense of dissertation is required for all doctoral degrees. Registration is required the term in which examinations are taken.

Diagnostic Examination

A student on admission to a doctoral program may be given a written and/or oral diagnostic examination to help determine the student's level of preparation, areas of strengths and weaknesses, and general

background. The diagnostic examination is designed to aid in the selection of courses and to determine the student's preparation to continue doctoral studies at UT.

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 the University Registrar at least one week prior to the examination and must be conducted in University-approved facilities. 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 Graduate Student Services. 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 the Registrar in accordance with the dates and times for the examinations published online.

Satisfactory completion (grade of B or better) of German 332 or French 302 may be substituted for a language examination.

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

RESIDENCE REQUIREMENTS

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

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

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the Department Head/Program Director. More information about the rationale for the residence requirement may be obtained from the Graduate Council report available on the Graduate Studies web page.

ADMISSION TO CANDIDACY

Admission to candidacy indicates agreement 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 Office of the University Registrar 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 Graduate Student Services. 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, approved by the major professor, will be submitted by the student and filed in the Registrar's Office.

DISSERTATION

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

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

Paper or electronic submission will be approved by the student's committee prior to final preparation of the dissertation. Two paper copies or an electronic copy of the dissertation (prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*, available at <http://web.utk.edu/~thesis>) must be submitted to and accepted by the Office of Graduate Student Services on behalf of the Graduate Council. Each dissertation must be accompanied by two approval sheets, signed by all members of the doctoral committee. The approval sheets reflect the final format for submission. The approval sheets certify to the Office of Graduate Student Services that the committee members 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.