

THE UNIVERSITY of
TENNESSEE

2004 to
2005

GRADUATE CATALOG

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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; The University of Tennessee; 413 Student Services Building; Knoxville, Tennessee 37996-0248.

A project of the Office of the University Registrar, 209 Student Services Building, Knoxville, Tennessee 37996-0200, with assistance from Creative Services, (865) 974-2225. Revisions: 6724.

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The Graduate Catalog

The *Graduate Catalog* represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. The course offerings and requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any change. This catalog is not intended to state contractual terms and should not be regarded as a contract between the student and the institution. The institution reserves the right to change any provision, offering, or requirement to be effective when determined by the institution. These changes will govern current and readmitted students. Enrollment of all students is subject to these conditions. The current catalog should be referred to during each year of study. The university further reserves the right to dismiss a student from the university for cause at any time.

Student Responsibility

Graduate students must assume full responsibility for knowledge of rules and regulations of the Graduate Council and departmental requirements for the chosen degree program. Any exceptions to the policies stated in the *Graduate Catalog* must be approved by the Dean of Graduate Studies. Individual colleges and departments may have requirements beyond the minimum established by the Graduate Council. A calendar of deadlines, policies and procedures for graduate programs are found on the Graduate Studies web page (<http://web.utk.edu/~gsinfo>). A statement of graduate students' rights and responsibilities is included with the admission notification. Additional copies are available at the Office of Graduate Admissions.

Contacts (See Web pages at <http://www.utk.edu/> and at <http://web.utk.edu/~gsinfo>)

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GSA President
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Academic Calendar for 2004-2005

Fall Semester 2004

Classes Begin	Wednesday, August 18
Labor Day (no classes)	Monday, September 6
First Session Ends	Wednesday, October 6
Second Session Begins	Thursday, October 7
Fall Break (no classes)	Thursday-Friday, October 14-15
Thanksgiving Break	Thursday-Friday, November 25-26
Classes End	Tuesday, November 30
Study Period	Wednesday-Thursday, December 1-2
Final Exams	Friday, Monday-Thursday, December 3, 6-9
Graduate Hooding Ceremony	Thursday, December 9
Commencement	Friday, December 10

Spring Semester 2005

Classes Begin	Wednesday, January 12
MLK Holiday (no classes)	Monday, January 17
First Session Ends	Wednesday, March 2
Second Session Begins	Thursday, March 3
Spring Break	Monday-Thursday March 21-24
Spring Recess (no classes)	Friday, March 25
Classes End	Wednesday, April 27
Study Period	Thursday-Friday, April 28-29
Final Exams	Monday-Friday, May 2-6
Graduate Hooding Ceremony	Friday, May 6
Commencement	Saturday, May 7

Mini-Term 2005

Mini-Term Begins	Monday, May 9
Mini-Term Ends	Friday, May 27
Memorial Holiday	Monday, May 30

Summer Term 2005

Full and First Sessions Begin	Tuesday, May 31
First Session Ends	Friday, July 1
Independence Day Holiday (no classes)	Monday, July 4
Second Session Begins	Tuesday, July 5
Full and Second Sessions End	Friday, August 5
Summer Graduation Date*	Friday, August 12

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

The Academic Calendar is available on the Web site of the
Office of the University Registrar:
<http://registrar.tennessee.edu/timetable/calendars.html>

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District	Service Begins	Term Ends
First	1999	May 31, 2005
Second	2001	May 31, 2007
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Fourth	2002	May 31, 2008
Fifth	2003	May 31, 2009
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Seventh	2000	May 31, 2006
Eighth	1996	May 31, 2008
Ninth	1995	May 31, 2007

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 James A. Haslam II 1980 May 31, 2007

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 Rhynette N. Hurd 2001 May 31, 2008

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Graduate Degrees, Majors, and Certificate Programs
The University of Tennessee, Knoxville
2004-2005 Academic Year / Listed by College and Department

Below is a list of all graduate degree programs offered at The University of Tennessee's main campus in Knoxville. A degree or certificate 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.

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE	
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES				
Agricultural and Extension Education	Agricultural and Extension Education	MS	Agricultural Education Agricultural Extension Education	
Agricultural Economics	Agricultural Economics	MS	Agribusiness Agricultural Economics	
Animal Science	Animal Science	MS	Animal Genetics Animal Health and Well-Being Animal Management Animal Nutrition Animal Physiology	
		PhD		
Biosystems Engineering and Environmental Science	Biosystems Engineering	MS		
		PhD	Agricultural Electrical and Electronic Systems Agricultural Power and Machinery Agricultural Structures and Environment Food and Process Engineering Soil and Water Conservation Engineering	
		Biosystems Engineering Technology	MS	
		Environmental and Soil Sciences	MS	
Entomology and Plant Pathology	Entomology and Plant Pathology	MS	Entomology Plant Pathology	
Food Science and Technology	Food Science and Technology	MS		
		PhD	Food Chemistry Food Microbiology Food Processing Sensory Evaluation of Foods	
		MS		
		PhD		
Forestry, Wildlife and Fisheries	Forestry	MS		
	Natural Resources	PhD		
	Wildlife and Fisheries Science	MS		
Interdepartmental	Plants, Soils, and Insects	PhD	Bioactive Natural Products	
			Crop Sciences	
			Entomology	
			Environmental and Soil Sciences	
			Horticulture	
			Integrated Pest Management	
			Plant Improvement	
			Plant Pathology	
Weed Biology				
Plant Sciences	Plant Sciences	MS		

COLLEGE OF ARCHITECTURE AND DESIGN

School of Architecture	Architecture	MArch	Track 1 (for students seeking first professional degree)
			Track 2 (for students with first professional degree who wish to develop an area of specialization)

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
COLLEGE OF ARTS AND SCIENCES			
Anthropology	Anthropology	MA	Archaeology
			Biological Anthropology
			Cultural Anthropology
			Mediterranean Archaeology
			Zooarchaeology
		PhD	Archaeology
			Biological Anthropology
			Cultural Anthropology
			Zooarchaeology
School of Art	Art	MFA	Ceramics
			Drawing
			Graphic Design
			Media Arts
			Painting
			Printmaking
			Sculpture
Audiology and Speech Pathology	Audiology	AuD	Aural Habilitation
	Speech and Hearing Science	PhD	Audiology
			Hearing Science
			Speech and Language Pathology
Speech Pathology	MA	Aural Habilitation	
Biochemistry and Cellular and Molecular Biology	Biochemistry and Cellular and Molecular Biology	MS	
		PhD	
Botany	Botany	MS	Anatomy
			Bryology
			Cytogenetics
			Cytology
			Ecology
			Genetics
			Lichenology
			Molecular Biology
			Morphology
			Mycology
			Photobiology
			Phycology
			Physiology
		Pteridology	
		Systematics	
		PhD	Anatomy
			Bryology
			Cytogenetics
			Cytology
			Ecology
			Genetics
			Lichenology
			Molecular Biology
Morphology			
Mycology			
Photobiology			
Phycology			
Physiology			

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
			Pteridology
			Systematics
Chemistry	Chemistry	MS	Analytical Chemistry
			Environmental Chemistry
			Inorganic Chemistry
			Organic Chemistry
			Physical Chemistry
		PhD	Polymer Chemistry
			Analytical Chemistry
			Chemical Physics (in cooperation with Physics Department)
			Environmental Chemistry
			Inorganic Chemistry
			Organic Chemistry
			Physical Chemistry
			Polymer Chemistry
			Theoretical Chemistry
Computer Science	Computer Science	MS	
		PhD	
Earth and Planetary Sciences	Geology	MS	
		PhD	
Ecology and Evolutionary Biology	Ecology and Evolutionary Biology	MS	Behavior
			Ecology
			Evolutionary Biology
		PhD	Behavior
	Ecology		
	Evolutionary Biology		
English	English	MA	Writing
		PhD	
Geography	Geography	MS	
		PhD	
History	History	MA	
		PhD	American History
			European History
Interdepartmental/Intercollegiate	Life Sciences	MS	Genome Science and Technology
			Plant Physiology and Genetics
		PhD	Genome Science and Technology
			Plant Physiology and Genetics
Interdisciplinary Programs		Graduate Certificate	Linguistics
			Medieval Studies
			Women's Studies
Mathematics	Mathematics	MMath	
		MS	Applied Mathematics
		PhD	Mathematical Ecology
Microbiology	Microbiology	MS	
		PhD	
Modern Foreign Languages and Literatures	Modern Foreign Languages	PhD	First Concentration:
			French
			German
			Spanish
			Second Concentration:
			Applied Linguistics
			French

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
			German
			Italian
			Portuguese
			Russian
	French	MA	
	German	MA	
	Spanish	MA	
	School of Music	Music	MMusic
			Choral Conducting
			Composition
			Instrumental Conducting
			Jazz
			Music Education
			Music Theory (with optional emphasis in music technology)
			Musicology
			Pedagogy (Piano or Vocal)
			Performance (Organ, Percussion, Piano, Strings, Voice, or Winds)
Philosophy	Philosophy	MA	Medical Ethics
			Religious Studies
		PhD	Medical Ethics
Physics and Astronomy	Physics	MS	Astrophysics
			Atomic, Molecular, Optical, and Low Temperature Physics
			Biophysics
			Chemical Physics
			Condensed Matter and Surface Physics
			Elementary Particle Physics
			Geophysics
			Health Physics
			Mathematical and Computational Physics
		PhD	Astrophysics
			Atomic, Molecular, Optical, and Low Temperature Physics
			Biophysics
			Chemical Physics
			Condensed Matter and Surface Physics
			Elementary Particle Physics
			Mathematical and Computational Physics
			Nuclear and Relativistic Heavy Ion Physics
			Theoretical Physics
Political Science	Political Science	MA	
		PhD	
	Public Administration	MPA	
			Dual JD-MPA program available (with College of Law)
Psychology	Psychology	MA	Experimental Psychology
			General Psychology
		PhD	Clinical Psychology
			Counseling Psychology
			Experimental Psychology

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Sociology	Sociology	MA	Criminology
			Environmental Sociology
			Political Economy
		PhD	Criminology
			Environmental Sociology
			Political Economy
Theatre	Theatre	MFA	Costume Design
			Lighting Design
			Performance
			Scene Design
Urban and Regional Planning	Planning	MSP	Environmental Planning
			Land Use Planning
			Real Estate Development Planning
			Transportation Planning

COLLEGE OF BUSINESS ADMINISTRATION

Accounting and Information Management	Accounting	MAcc	Assurance Services
			Information Management
			Taxation
Economics	Economics	MA	
		PhD	
Human Resource Development (Program)	Human Resource Development	MS	Training and Development
Interdepartmental	Business Administration	MBA	Finance
			Logistics
			Marketing
			Operations Management
			Executive MBA Programs:
			Aerospace Executive MBA
			Senior Executive MBA
		Physician Executive MBA	
		Professional MBA	
		PhD	Accounting
Finance			
Human Resource Development			
			Logistics
			Management
			Marketing
			Statistics
			Dual JD-MBA program available (with College of Law)
			Dual MS-MBA program available (with College of Engineering)
Statistics, Operations and Management Science	Industrial and Organizational Psychology	PhD	
	Management Science	MS	
		PhD	
	Statistics	MS	Industrial Statistics
		Graduate Certificate	Applied Statistical Strategies

COLLEGE OF COMMUNICATION AND INFORMATION

Interdepartmental	Communication	MS	Advertising
			Communication Studies
			Converging Media
			Electronic Media
			Journalism
			Public Relations
			Science Communication

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
	Communication and Information	PhD	Advertising Communication Studies Electronic Media Journalism Information Sciences Public Relations Science Communication
School of Information Sciences	Information Sciences	MS	

COLLEGE OF EDUCATION, HEALTH, AND HUMAN SCIENCES

Child and Family Studies	Child and Family Studies	MS	Child and Family Studies Early Childhood Education		
Consumer Services Management	Consumer Services Management	MS	Hospitality and Tourism Management Retail and Consumer Sciences		
		Graduate Certificate	Services Management Tourism Development		
Educational Administration and Policy Studies	College Student Personnel	MS			
	Educational Administration	MS	Leadership 21		
		EdS	Educational Administration and Supervision		
Educational Administration and Policy Studies	Educational Administration and Policy Studies	EdD	Educational Administration and Policy Higher Education Administration		
Educational Psychology and Counseling	Counseling	MS	Mental Health Counseling Rehabilitation Counselor Education School Counseling		
			Educational Psychology	MS	Adult Education Applied Educational Psychology
	Educational Psychology and Counseling	EdD	Collaborative Learning		
	School Counseling	EdS			
School Psychology	EdS				
Health and Exercise Science	Exercise Science	MS	Biomechanics/Sports Medicine Exercise Physiology		
	Health Promotion and Health Education	MS			
	Public Health	MPH	Community Health Education Gerontology Health Planning/Administration Veterinary Public Health		
			Dual MS-MPH program available (Nutrition/Public Health)		
Safety	MS	Emergency Management Safety Management			
Instructional Technology and Educational Studies	Instructional Technology and Educational Studies	MS	Cultural Studies of Educational Foundations Curriculum Instructional Technology		
			EdS	Curriculum Instructional Technology	
Interdepartmental	Education	PhD	Counselor Education Cultural Studies of Educational Foundations Curriculum, Educational Research, and Evaluation Early Childhood Education Educational Administration and Policy Studies Educational Psychology Exercise Science Instructional Technology Literacy, Language, and ESL Education		

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE	
			School Psychology	
			Sport Studies	
			Teacher Education	
	Human Ecology	PhD		Child and Family Studies
				Community Health
Hospitality and Tourism Management				
Nutrition Science				
Nutrition	Nutrition	MS	Nutrition Science	
			Public Health Nutrition	
			Dual MS-MPH program available (Nutrition/Public Health)	
Sport and Leisure Studies	Recreation and Leisure Studies	MS	Recreation and Leisure Administration	
			Therapeutic Recreation	
	Sport Studies	MS	Sport Management	
			Sport Studies	
Theory and Practice in Teacher Education	Teacher Education	MS	Track I (previously licensed teachers):	
			Art Education	
			Early Childhood Special Education	
			Education of the Deaf and Hard of Hearing	
			Elementary Education	
			English Education	
			Foreign Language/ESL Education	
			Mathematics Education	
			Modified and Comprehensive Special Education	
			Reading Education	
Science Education				
Social Science Education				
Track II (initial licensure teachers):				
Art Education				
Early Childhood Special Education				
Education of the Deaf and Hard of Hearing				
Elementary Teaching				
Modified and Comprehensive Special Education				
Secondary Teaching				
		EdS	Elementary Education	
			English Education	
			Foreign Language/ESL Education	
			Mathematics Education	
			Reading Education	
			Science Education	
			Social Science Education	
Special Education				
		EdD	Literacy, Language, and ESL Education	
			Teacher Education	
		Graduate Certificate	Urban Education	

COLLEGE OF ENGINEERING

Chemical Engineering	Chemical Engineering	MS	Advanced Control Systems	
			Chemical Bioengineering	
			Chemical Engineering	
			Polymer Science and Engineering	
		PhD		Advanced Control Systems
				Chemical Bioengineering
		Chemical Engineering		

Graduate Degrees, Majors, and Certificate Programs / The University of Tennessee, Knoxville / 2004-2005 Academic Year / Listed by College and Department

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
Civil and Environmental Engineering	Civil Engineering	Graduate Certificate	Polymer Science and Engineering
			Maintenance and Reliability Engineering
		MS	Construction Engineering
			Environmental Engineering
			Geotechnical/Materials Engineering
			Public Works Engineering
			Structural Engineering
			Transportation Engineering
		PhD	Construction Engineering
			Environmental Engineering
Geotechnical/Materials Engineering			
Public Works Engineering			
Structural Engineering			
Environmental Engineering	MS	Air Quality	
		Environmental Risk Assessment	
		Mixed Waste Management	
		Waste Management	
		Water Quality	
		Water Resources	
Electrical and Computer Engineering	Electrical Engineering	MS	Circuit Theory
			Communication Theory
			Computers
			Control Systems
			Electro-Optics
			Electromagnetic Theory
			Plasma Engineering
			Power Electronics
			Power Systems
		Solid-State Electronics	
		PhD	Circuit Theory
			Communication Theory
			Computers
			Control Systems
			Electro-Optics
			Electromagnetic Theory
			Plasma Engineering
			Power Electronics
Power Systems			
Solid-State Electronics			
Industrial and Information Engineering	Industrial Engineering	MS	Engineering Management
			Human Factors Engineering
			Information Engineering
			Manufacturing Systems Engineering
			Product Development and Manufacturing (Dual MS-MBA only)
			Traditional Industrial Engineering
		Dual MS-MBA program available (with College of Business Administration)	
		PhD <i>(pending approval from THEC)</i>	Engineering Management
			Human Factors Engineering
			Information Engineering
			Manufacturing Systems Engineering
			Traditional Industrial Engineering

Graduate Degrees, Majors, and Certificate Programs / The University of Tennessee, Knoxville / 2004-2005 Academic Year / Listed by College and Department

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
		Graduate Certificate	Maintenance and Reliability Engineering
Materials Science and Engineering	Materials Science and Engineering	MS	Materials
			Metallurgy
			Polymers
			Textiles
	PhD	Materials	
		Metallurgy	
		Polymers	
		Textiles	
	Polymer Engineering	MS	Polymer Processing
			Polymer Science
Textile Science			
PhD		Polymer Processing	
Polymer Science			
Textile Science			
Mechanical, Aerospace, and Biomedical Engineering	Aerospace Engineering	MS	Aeroacoustics
			Aerodynamics and Performance
			Energy Conversion and Utilization
			Flight and Aerospace Mechanics
			Gas Dynamics
			Heat Transfer and Fluid Mechanics
			Propulsion
			Space Engineering
			Structures and Stress Analysis
		Thermodynamics	
		PhD	Aeroacoustics
			Aerodynamics and Performance
			Energy Conversion and Utilization
			Flight and Aerospace Mechanics
			Gas Dynamics
			Heat Transfer and Fluid Mechanics
			Propulsion
			Space Engineering
	Structures and Stress Analysis		
	Thermodynamics		
	Engineering Science	MS	Applied Artificial Intelligence
			Biomedical Engineering
			Computational Mechanics
			Fluid Mechanics
			Mechanics of Composite Materials
			Optical Engineering (UTSI only)
			Product Development and Manufacturing
		Solid Mechanics	
Dual MS-MBA program available (with College of Business Administration)			
PhD		Applied Artificial Intelligence	
	Biomedical Engineering		
	Computational Mechanics		
	Fluid Mechanics		
	Industrial Engineering		
	Mechanics of Composite Materials		
	Optical Engineering (UTSI only)		
Solid Mechanics			

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
	Mechanical Engineering	MS	Dynamics, Control, and Robotics
			Energy Conversion and Utilization
			Gas Dynamics
			Heat Transfer and Fluid Mechanics
			Machine Design
			Power Generation
			Product Development and Manufacturing
			Propulsion
			Space Engineering
			Stress Analysis
			Thermodynamics
		Dual MS-MBA program available (with College of Business Administration)	
		PhD	Dynamics, Control, and Robotics
			Energy Conversion and Utilization
			Gas Dynamics
			Heat Transfer and Fluid Mechanics
			Machine Design
			Power Generation
			Propulsion
			Space Engineering
			Stress Analysis
			Thermodynamics
		Graduate Certificate	Computational Fluid Mechanics
			Maintenance and Reliability Engineering
Nuclear Engineering	Nuclear Engineering	MS	Radiological Engineering
			Dual MS-MBA program available (with College of Business Administration)
		PhD	Radiological Engineering
			Graduate Certificate
		Nuclear Criticality Safety	

COLLEGE OF LAW

	Law	JD	Advocacy and Dispute Resolution
			Business Transactions
		Dual JD-MBA and JD-MPA programs available (with College of Business Administration)	

COLLEGE OF NURSING

	Nursing	MSN	Adult Health Nursing
			Family Nurse Practitioner
			Mental Health Nursing
			Nurse Anesthesia
			Nursing Administration
			Nursing of Women and Children
		PhD	
			Graduate Certificate
		Family Nurse Practitioner	
		Mental Health Nursing	
Nurse Anesthesia			
		Nursing Administration	
		Nursing Education	
		Nursing of Women and Children	

DEPARTMENT	MAJOR	DEGREE	CONCENTRATIONS AVAILABLE
COLLEGE OF SOCIAL WORK			
	Social Work	MSSW	Clinical Social Work Practice Social Welfare Management and Community Practice
		PhD	
		Graduate Certificate	Management and Community Practice

COLLEGE OF VETERINARY MEDICINE			
	Veterinary Medicine	DVM	

INTERCOLLEGIATE			
	Aviation Systems (Offered only at UT Space Institute, Tullahoma, Tennessee)	MS	
	Comparative and Experimental Medicine	MS	Applied Science Basic Science
		PhD	Applied Science Basic Science

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- | | |
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| Master of Arts | Doctor of Audiology |
| Master of Business Administration | Doctor of Education |
| Master of Fine Arts | Doctor of Jurisprudence |
| Master of Mathematics | Doctor of Philosophy |
| Master of Music | Doctor of Veterinary Medicine |
| Master of Public Administration | |
| Master of Public Health | |
| Master of Science | |
| Master of Science in Nursing | |
| Master of Science in Planning | |
| Master of Science in Social Work | |

Graduate Majors Listed Alphabetically

<p style="text-align: center;">A</p> <p>Accounting..... 12, 153</p> <p>Aerospace Engineering 16, 246, 247</p> <p>Agricultural and Extension Education..... 8, 48</p> <p>Agricultural Economics 8, 49</p> <p>Animal Science 8, 51</p> <p>Anthropology 9, 74, 75</p> <p>Architecture 8, 70</p> <p>Art 9, 78</p> <p>Audiology..... 9, 82</p> <p>Aviation Systems 18, 281</p> <p style="text-align: center;">B</p> <p>Biochemistry and Cellular and Molecular Biology..... 9, 85</p> <p>Biosystems Engineering..... 8, 53</p> <p>Biosystems Engineering Technology..... 8, 53</p> <p>Botany 9, 87, 88</p> <p>Business Administration 12, 146, 150, 157, 159, 166</p> <p style="text-align: center;">C</p> <p>Chemical Engineering 14, 228</p> <p>Chemistry 10, 89</p> <p>Child and Family Studies..... 13, 183</p> <p>Civil Engineering 15, 230</p> <p>College Student Personnel..... 13, 189</p> <p>Communication..... 12, 170</p> <p>Communication and Information 13, 170</p> <p>Comparative and Experimental Medicine 18, 283</p> <p>Computer Science..... 10, 92</p> <p>Consumer Services Management 13, 186</p> <p>Counseling 13, 194, 195</p> <p style="text-align: center;">E</p> <p>Ecology and Evolutionary Biology 10, 96</p> <p>Economics 12, 155, 156</p> <p>Education..... 13, 181, 190, 196, 197, 202 209, 215, 221, 222</p> <p>Educational Administration 13, 189</p> <p>Educational Administration and Policy Studies 13, 190</p> <p>Educational Psychology 12, 192, 193</p> <p>Educational Psychology and Counseling..... 13, 196</p>	<p>Electrical Engineering..... 15, 134, 135</p> <p>Engineering Science..... 16, 246, 247</p> <p>English 10, 98, 99</p> <p>Entomology and Plant Pathology 8, 58</p> <p>Environmental and Soil Sciences 8, 53</p> <p>Environmental Engineering 15, 230</p> <p>Exercise Science 13, 202</p> <p style="text-align: center;">F</p> <p>Food Science and Technology..... 8, 60</p> <p>Forestry..... 8, 62</p> <p>French..... 11, 117</p> <p style="text-align: center;">G</p> <p>Geography 10, 103</p> <p>Geology..... 10, 93, 94</p> <p>German 11, 117</p> <p style="text-align: center;">H</p> <p>Health Promotion and Health Education..... 13, 203</p> <p>History 10, 105</p> <p>Human Ecology..... 14, 182, 184, 187, 203, 212</p> <p>Human Resource Development..... 12, 158</p> <p style="text-align: center;">I</p> <p>Industrial and Organizational Psychology 12, 160, 162, 163</p> <p>Industrial Engineering 15, 238, 239</p> <p>Information Sciences 13, 173</p> <p>Instructional Technology and Educational Studies Education..... 13, 207, 208</p> <p style="text-align: center;">L</p> <p>Law 17, 257</p> <p>Life Sciences..... 10, 109</p> <p style="text-align: center;">M</p> <p>Management Science..... 12, 164</p> <p>Materials Science and Engineering 16, 242</p> <p>Mathematics 10, 111, 112</p> <p>Mechanical Engineering 16, 246, 247</p> <p>Microbiology..... 10, 116</p> <p>Modern Foreign Languages 10, 118</p> <p>Music 11, 123</p>	<p style="text-align: center;">N</p> <p>Natural Resources..... 8, 62</p> <p>Nuclear Engineering..... 17, 253, 254, 255</p> <p>Nursing 17, 263, 267</p> <p>Nutrition..... 14, 211</p> <p style="text-align: center;">P</p> <p>Philosophy 11, 126</p> <p>Physics 11, 128</p> <p>Planning..... 12, 142</p> <p>Plant Sciences..... 8, 65</p> <p>Plants, Soils, and Insects..... 8, 55, 58, 65</p> <p>Political Science..... 11, 130, 131</p> <p>Polymer Engineering 16, 242</p> <p>Psychology 11, 134</p> <p>Public Administration..... 11, 130</p> <p>Public Health..... 13, 203</p> <p style="text-align: center;">R</p> <p>Recreation and Leisure Studies..... 14, 214</p> <p style="text-align: center;">S</p> <p>Safety..... 13, 204</p> <p>School Counseling 13, 195</p> <p>School Psychology 13, 197</p> <p>Social Work..... 17, 272, 273</p> <p>Sociology 12, 139</p> <p>Spanish..... 11, 118</p> <p>Speech and Hearing Science..... 9, 82</p> <p>Speech Pathology 9, 81</p> <p>Sport Studies 14, 214</p> <p>Statistics 12, 165</p> <p style="text-align: center;">T</p> <p>Teacher Education..... 14, 218, 220, 221</p> <p>Theatre..... 12, 141</p> <p style="text-align: center;">V</p> <p>Veterinary Medicine 18, 277</p> <p style="text-align: center;">W</p> <p>Wildlife and Fisheries Science 8, 62</p>
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Definition of Graduate Terms

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

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.

Major: The principal educational interest of a student as represented by one of the curricula prescribed by the various units at the University of Tennessee, Knoxville. 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.

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

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.

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

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The Graduate Studies Administration

Anne Mayhew, BA, PhD, *Vice Chancellor for Academic Affairs and Dean of Graduate Studies*

Mary E. Papke, BA, MA, PhD, *Associate Dean*

S. Kay Reed, BS, MS, MA, PhD, *Assistant to the Dean*

Joan Dolence, BA, MA, *Thesis/Dissertation Consultant*

The Graduate Council *(Membership August 1, 2003)*

Ex Officio Members

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Dr. Luther Wilhelm, *College of Engineering*

Dr. George Hoemann, *University Outreach and Continuing Education*

College or Unit	Elected Members	Expiration	Proxy
Agricultural Sciences and Natural Resources	Dr. Robert M. Auge	July 31, 2004	Dr. David A. Golden
Architecture and Design	Prof. Jon Coddington	July 31, 2004	Prof. Adam Drisin
Arts and Sciences	Dr. Stephen Blackwell Dr. Kathleen Davis Mr. Charles Feigerle Dr. Sherry Cable Dr. Otto Swarz Dr. Mary McAlpin Dr. Stephanie Ohnesorg	July 31, 2004 July 31, 2004 July 31, 2004 July 31, 2005 July 31, 2005 July 31, 2006 July 31, 2006	Dr. John Romeiser TBD Dr. Gerald Schroedl Dr. Warren Jones TBD TBD Dr. Charles Collins
Business Administration	Dr. Ray DeGennaro Dr. Matthew Murray Dr. Lloyd Rinehart	July 31, 2005 July 31, 2006 July 31, 2006	TBD TBD TBD
Communication and Information	Dr. Sally McMillan Dr. Dania Bilal	July 31, 2005 July 31, 2006	Dr. Roxanne Hoveland TBD
Education, Health, and Human Sciences	Dr. Naima Moustaid-Moussa Dr. Blanche O'Bannon Dr. Greer Fox Dr. Thomas Turner Dr. Handel Wright Dr. Susan Smith Dr. Michael Zemel	July 31, 2006 July 31, 2004 July 31, 2005 July 31, 2005 July 31, 2005 July 31, 2006 July 31, 2006	TBD TBD TBD Dr. Songning Zhang TBD Dr. Brian Barber Dr. Sherry Bell
Engineering	Dr. Paul D. Frymier Dr. Majid Keyhani Dr. Roberto Benson	July 31, 2004 July 31, 2004 July 31, 2006	Dr. Raymond Buchanan Dr. Belle Upadhyaya Dr. Paul Phillips
Graduate Student Association	Ms. Laurel Morton Mr. Jason Jeffreys Mr. Patrick Shuneman	July 31, 2004 July 31, 2004 July 31, 2004	TBD Ms. Ashley Smith TBD
Law	Prof. Cheryn Picquet	July 31, 2006	TBD
Nursing	Dr. Nan Gaylord	July 31, 2006	Dr. Sandra McGuire
Social Work	Dr. Mary Rogge Dr. Marlys Staudt	July 31, 2004 July 31, 2004	Dr. John Orme Dr. Roger Nooe
UT Space Institute	Dr. Trevor Moulden	July 31, 2004	Dr. Monty Smith
Veterinary Medicine	Dr. Karla Matteson	July 31, 2006	Dr. Melissa Kennedy



Graduate Studies

<http://web.utk.edu/~gsinfo/>

The University of Tennessee is the land-grant institution of the State of Tennessee, with its main campus in Knoxville. UT is the state's largest and most comprehensive institution and is a Carnegie One Research Extensive Institution. 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, 2 professional programs, and several graduate certificate programs. More than 6,000 graduate and professional students are enrolled on and off campus under the tutelage of 1,500 faculty members.

Graduate programs bring 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 nontraditional, in offering quality programs designed to serve a diverse student clientele.

Graduate programs are administered by the Graduate Council; the Graduate Studies administrative organization, composed of the Dean's Office and the Office of Graduate Student Services; administrators of the various graduate programs; the 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 of Graduate Studies, 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, professional development, and the Graduate Deans Group.

The Office of Graduate Student Services, in conjunction with Enrollment Services, develops procedures to implement policies formulated by the council. 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, upon recommendation of the academic unit, and who are currently enrolled in graduate programs. Graduate education has been conducted at the University of Tennessee since 1821. The first 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 PhD degree was awarded in 1886 and in 1887, formal doctoral programs were not instituted until 1929 for biological sciences at Memphis and 1943 for chemistry on the Knoxville campus. A Committee on Graduate Study was appointed in 1904 and coordinated the graduate program until the Graduate Council was formed in 1949. More than 9,300 doctoral degrees and 55,000 master's degrees have been awarded to date.

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 the 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:

- The completed Graduate Application for Admission (<http://admissions.utk.edu/graduate>).
- A \$35 non-refundable application fee.
- One official transcript from all colleges and universities attended.
- 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 may include:

- Departmental application. Contact the program for forms.
- Reference letters or rating forms. All program forms should be sent to the college or department.
- 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, New Jersey 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 department 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:

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

Minimum requirements (see Admission Requirements) must be met for admission to non-degree status. Some departments do not permit non-degree students to register for graduate courses.

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. Students anticipating long-term enrollment as non-degree students are advised to apply as undergraduate students in non-degree status. Students holding a degree who are taking additional work as undergraduate non-degree students may be allowed to take 600-level courses for undergraduate credit with the approval of the instructor.

Before accumulating 15 hours of coursework in graduate non-degree status, the student must apply and be admitted to a specific degree program (see Revision of Admission Classification for procedures).

A maximum of 15 graduate hours may be taken in graduate non-degree status. If admitted into a degree program, no more than 15 graduate hours 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

Admission to a graduate certificate program requires that a person meet the minimum admission requirements and any additional program requirements (see Admission Requirements). Refer to the appropriate department for specific requirements for admission to the certificate program.

Admission to a graduate certificate program does not constitute admission to a degree program. To receive a graduate certificate, 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.

Postdoctoral Admission

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

Admission in the postdoctoral 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:

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

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

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 February
Spring	15 June
Summer	15 October

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:

- A completed Graduate Application for Admission.
- 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, Knoxville. 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.
- Official or attested university records, with certified translations if the records are not in English (notarized copies are not accepted).
- Confirmation of degree(s). Confirmation must be received by the Office of Graduate Admissions at least 2 months prior to term of first enrollment.
- Certification of English proficiency. Refer to section on English Certification.
- Documented evidence of financial resources sufficient to support the student, as stated on the financial statement form supplied to the applicant. This form is available at the Graduate Admissions Web site: <http://admissions.utk.edu/graduate/> or will be sent to the applicant after receipt of application.
- Additional departmental/program requirements:
- Departmental application. Contact the program for forms.
- Reference letters or rating forms. All program forms should be sent to the college or department.

- 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 university will not issue these forms after the following dates:

Fall	15 May
Spring	1 October
Summer	15 February

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 the University of Tennessee, Knoxville.

An international student may not enroll as a non-degree student nor be 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 the University of Tennessee, Knoxville. 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 the University of Tennessee, Knoxville, or the Institute of Agriculture at the rank of assistant professor or above, and members of the administrative staff at the university and the Institute of Agriculture will not normally be admitted to an EdD or PhD degree program at UT Knoxville. 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 the University of Tennessee, Knoxville, 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 the University of Tennessee, Knoxville, must submit one official transcript showing all coursework and any degrees earned at that institution. The student will be notified when action has been taken by the department/program and the 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 University of Tennessee 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

University of Tennessee Seniors

Subject to approval by the Dean of Graduate Studies, a senior at the University of Tennessee, Knoxville, who needs fewer than 30 semester hours to complete requirements for a bachelor's degree and has at least a B average (3.0) may enroll in graduate courses for graduate credit, provided the combined total of undergraduate and graduate coursework does not exceed 15 credit hours per semester. Senior privilege is extended only to

those students working toward a first bachelor's degree. 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.

Courses taken for graduate credit may not be used toward both the baccalaureate and a graduate degree.

University of Tennessee Veterinary Medicine Students

A student in good standing in the College of Veterinary Medicine may enroll in the University of Tennessee, Knoxville, graduate courses under the following conditions:

- The student's advisor must approve in advance the student's enrollment in each course.
- The student may take a maximum of 10 semester hours of graduate courses during the DVM program.
- 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 DVM degree and a graduate degree.

University of Tennessee Law Students

Subject to approval by the Dean of Graduate Studies and the College of Law, a law student at the University of Tennessee, Knoxville, 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 JD degree and a graduate degree. Use of such courses toward the JD 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 a Satisfactory/No Credit only grade. If the student earns a 2.0 or better, an S will be recorded on the transcript. Below 2.0, a No Credit 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 JD-MBA and JD-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 Departments and Courses of Instruction for grades acceptable to meet degree requirements.

A student enrolled in the PhD 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 Programs

A graduate certificate may be earned by successful completion of a series of specific courses. A candidate for a graduate certificate program must be a fully admitted graduate student who has satisfactorily completed (minimum 3.0 grade point average) the minimum requirements for certificate programs are listed under the academic department offering the certificate. 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 the University of Tennessee, Knoxville. 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. To receive a graduate certificate, students must be admitted to a certificate program or a degree program.

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 university credit for their courses, may pay a reduced rate.

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:

- 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.
- For every contact hour, there should be at least two hours of student preparation.
- 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 the University of Tennessee, Knoxville, for work done by correspondence study at any university.

Proficiency Examinations

A proficiency examination may be given in academic courses offered for graduate credit. Applications for proficiency examinations are available in the Office of the University 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 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 nine 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

One faculty member in most academic departments has been designated as a liaison. The liaison acts as a 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 at Circle Park Online (<http://cpo.utk.edu>) or in the *Timetable of Classes* each term. Registration is accomplished via Web or telephone. During priority registration, a 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 Office of the University Registrar, (865) 974-2101.

Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VolXpress statement), will result in cancellation of the schedule. Retroactive registration is not allowed.

Non-degree students in unrestricted programs 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.

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 dates.

A student may change registration at Circle Park Online (<http://cpo.utk.edu/>) or 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, 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 the University of Tennessee, Knoxville, 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 Satisfactory/No Credit is allowed only where indicated in the course description in the *Graduate Catalog*. The number of Satisfactory/No Credit 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 Satisfactory/No Credit, except where noted otherwise in the catalog. Courses numbered 500-699 are graded letter grade only, except where the graduate catalog indicates Satisfactory/No Credit only or optional Satisfactory/No Credit or letter grade. Veterinary Medicine courses are letter grade only except where noted Satisfactory/No Credit only. Law courses are numeric, except where noted otherwise. There are restrictions regarding the use of Satisfactory/No Credit 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 No Credit. 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 in the College of Law section of this catalog.

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

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 Chancellor.

The Graduate Council hears appeals concerning the interpretation of and adherence to university, college and department policies and procedures as they apply to graduate education. The Council does not review grievances concerning 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 Equity and Diversity.

Degree Program Requirements

A complete list of programs is found under the Graduate Degrees, Majors, and Certificate Programs Chart. For specific degree requirements, consult individual program descriptions. 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 college and academic department for additional program requirements.

Minors

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

Three interdisciplinary minors are available: statistics and gerontology at both the master's and doctoral levels, and environmental policy at the master's level only.

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 EdS 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 EdS program at the University of Tennessee, Knoxville, a course must:

- be taken for graduate credit.

- carry a grade of B or better.
- be a part of a graduate program in which the student had a B average.
- not have been used for a previous degree.
- 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 the University of Tennessee, Knoxville. 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 university transcript only after admission to candidacy.

Specialist in Education Degree

A maximum of six semester (nine quarter) hours of coursework beyond the master's degree may be transferred to an EdS 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 university 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 university 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, Knoxville. 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 Web site) 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 Web site.

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. A student must, as a condition of a degree award, grant royalty-free permission to the university to reproduce and publicly distribute, including by electronic and digital technologies now known or developed in the future, on a non-commercial basis, copies of the thesis or dissertation. Electronic copies approved for final submission will be catalogued and placed on the ETD Web site (<http://etd.utk.edu>) approximately four weeks after the conferral of the graduate degree. At this time, the electronic copies will be publicly distributed.

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 Web site. Commencement and graduate hooding ceremonies are held in fall and spring terms. There is no ceremony in summer term. Summer graduates may participate in the fall Graduate Hooding Ceremony. Students who need 12 hours or fewer to complete a non-thesis program may participate in the spring Graduate Hooding Ceremony.

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 MA and MS degrees, other degrees are offered, including the MBA and the MSSW.

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 Degree

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 all courses to be used for the degree must be listed, 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 (EdS) degree is offered with a major in educational administration, instructional technology and educational studies, school counseling, school psychology, and teacher education.

Admission to the EdS 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 EdS 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 concentration.

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 six graduate hours required outside the concentration.

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 EdS program (refer to section on Transfer Credits).

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

EdS Committee

A committee of at least three faculty members is assigned to each student. A minimum of two members of this committee must represent the 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 University Registrar before the student has completed 15 hours of coursework in the EdS program. A qualifying examination may be required for admission to candidacy if the student has a master's degree earned six years or more prior to admission to the program. This examination may be written and/or oral.

Research Requirements

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

- In the non-thesis program, a candidate will study research methods and findings and will demonstrate skill in adapting them to professional needs as defined by the major department.
- 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 the most recent *Guide to the Preparation of Theses and Dissertations* (<http://web.utk.edu/~thesis>), 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 EdS degree.

Doctoral Degrees

Three doctoral degree programs are available: Doctor of Audiology (AuD), Doctor of Education (EdD), and Doctor of Philosophy (PhD). For a list of programs, see the Graduate Degrees, Majors, and Certificate Programs chart. For specific degree requirements, consult individual program descriptions listed in this catalog.

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 University of Tennessee courses at the 600 level, exclusive of dissertation.

In addition, 24 hours of course 600 Doctoral Research and Dissertation are required (see Registration for Course 600 and 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 the University of Tennessee, Knoxville.

Qualifying Examination

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

Comprehensive Examination

The comprehensive examination (or the final part of this examination, when parts are given at different times) is normally taken when the doctoral student has completed all or nearly all prescribed courses. Thus, its successful completion indicates that, in the judgment 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 PhD 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 University 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 PhD), 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 the University of Tennessee, Knoxville, or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

Registration for Course 600 and Continuous Registration

Course 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 should be determined by each department and generally corresponds to the time at which a student begins work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of 600 each semester, including summer term. A minimum total of 24 hours of course 600 is required.

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 Office of the University Registrar.

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. 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.

Fees and Financial Assistance

Residency Classification for the Purpose of Paying University Fees and for Admission Purposes

Initial residency classification is determined by an admissions processor from information included on the University of Tennessee Graduate Application for Admission. Notice of classification is sent at the time the applicant is notified of admission. Students who would like their residency classification reconsidered may submit an appeal to the residency classifier listed at <http://registrar.tennessee.edu/>. The application for reclassification with supporting documentation must be filed no later than last day of registration in order to have the reclassification effective for the upcoming semester. Classification will be determined and the applicant will be notified by mail. Additional information regarding the State of Tennessee regulations for classification may be found at the Office of the University Registrar Web site: <http://registrar.tennessee.edu/>.

University Fees

For the most current listing of tuition and fees at the University of Tennessee, Knoxville, see <http://www.utk.edu/bursar>.

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due in advance.

All charges and refunds will be made to the nearest even dollar. All charges are subject to subsequent audit and verification. The university reserves the right to correct any error by appropriate additional charges or refunds.

All students must confirm their attendance by making the minimum payment; signing a Confirmation of Attendance form; or setting their Confirmation of Attendance on the Web at CPO.UTK.EDU if no fees are due.

If the student does not owe fees due to a waiver (staff, GA, GTA, GRA, etc.), financial aid including scholarships, or if fees are paid by another source, a signed Confirmation of Attendance Form must be received by the Bursar's Office or the student must set their confirmation on the Web at CPO.UTK.EDU on or before the due date published in the *Timetable of Classes* each semester. The schedule will be canceled 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.

The university is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges from any students until their debts and obligations owed to the university are satisfied.

Part-time students may elect to pay fees computed by the semester hour credit (or audit) at the rates shown on the above Web site, with the total charge not to exceed the regular maintenance fee for in-state students or the maintenance fee plus tuition for out-of-state students.

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

Application Fee

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

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

VOLXpress

VOLXpress is the University of Tennessee, Knoxville's, centralized accounting system. Students may pay their fees via the mail, in person, or on the Web at CPO.UTK.EDU. Through VOLXpress, statements are mailed to each student's billing address that include class schedules, drop/add activity, current tuition and fees, fee waiver information, fines and past-due amounts, pending financial aid that can be credited toward fees, any excess funds from scholarships and/or loans, and choices about how to receive them.

VOLXpress is a convenient method for students to take care of business from home. Students who register and pay early will receive the greatest benefit if the payment deadlines are observed.

Each student must submit any change of address on the Web at CPO.UTK.EDU to ensure timely receipt of a VOLXpress Statement. Each *Timetable of Classes* lists the dates of registration and when and if statements will be mailed. Failure to receive a statement does not relieve the student of their obligation to pay on or before the due date.

University Program and Services Fee

<http://www.utk.edu/bursar/volxfees.html>

The purpose of the University Programs and Services Fee (UPSF) is to provide non-instructional facilities and programs of an educational, cultural, social, recreational, and service nature for the University of Tennessee, Knoxville, students. The fee has three components which include program, health, and capital. The health portion of the fee is included only with the payment of the full UPSF (refer to Student Health Insurance and Student Health Services for additional information).

Students enrolled in nine or more hours are assessed the full-time University Programs and Services Fee. Students enrolled for less than nine hours are assessed a pro-rated fee based on the highest number of hours for which the student is enrolled at any time during the semester. The fee is non-refundable.

Graduate, teaching, and research assistants, teaching associates, and fellowship students must pay the University Programs and Services Fee even if they have a waiver of fees (tuition and/or maintenance).

Any part-time student may elect to pay the health portion of the UPSF in addition to the standard pro-rated assessment. Part-time students enrolled in six or more hours may elect to pay the full-time UPSF instead of the standard pro-rated assessment.

Technology Fee

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

Graduate, teaching, and research assistants, teaching associates, and fellowship students, who may have a waiver of fees (tuition and/or maintenance), must pay the appropriate Technology Fee.

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

Facilities Fee

The Facilities Fee is used to provide students with upgraded classroom facilities, expand information technology into the classroom, and assist in funding a backlog of campus and classroom projects that will enhance the university's facilities.

Transportation Fee

The Transportation Fee is a mandatory fee assessed to all students enrolled in credit and audit courses. The fee is used to provide students with a convenient method of movement around campus. The fee will subsidize the costs associated with the new comprehensive campus transit system.

Special Course Fees

Academic areas, such as art, biology, chemistry, engineering, music, and physical education, charge fees for certain courses. 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

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.

Fees for Courses Not Taken for Credit

Fees for courses audited are the same as for courses taken for credit. For fee purposes, courses listed for 0 credit hours are considered as one-hour courses.

Final Registration Late Fee

Assessed to students who register during Final Registration (including those who were canceled during Priority Registration). Payment of fees or a Confirmation of Attendance form must be turned in to one of the Bursar's Office locations by the Final Registration payment due date. This due date will be published in the timetable available from the Office of the University Registrar. The Final Registration Late Fee is non-refundable.

See the *Timetable of Classes* for the dates and fees to be assessed during Final Registration.

Reinstatement Fee

VolXpress (fee) accounts which have a balance one month prior to the end of a term will be assessed a reinstatement fee, and grades will be withheld.

Returned Check Fee

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 re-deposited. 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, schedule of classes and check cashing/writing services. Failure to pay may also result in additional late fees, collection costs and reasonable attorney fees.

Deferred Payment Fee

Students in good financial standing will be offered a deferment of up to 50% of the total charges on their VolXpress statement. All financial aid must be applied toward fees before a deferment will be considered. A deferred payment service fee is assessed when any portion of tuition, fees, and other charges are deferred with the approval of the Bursar's Office. An additional late payment fee will be assessed on each installment not paid on or before the due date. Failure to receive a statement does not relieve students of their obligation to pay on or before the due date. An additional reinstatement fee will be assessed if fees are not paid by one month prior to the end of the term.

Refunds

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

Refund/Change of Fees for Withdrawal (Drop All Classes)

After payment of fees and/or a Confirmation of Attendance Form has been submitted by the student, withdrawal for the semester must be by official notification to the Office of the University Registrar, 209 Student Services Building. Failure to attend class does not automatically withdraw or drop a student from college or class.

The effective date of the withdrawal is the date the appropriate withdrawal office is notified by completion of the official withdrawal request form. The appropriate percentage of fees (maintenance and tuition, facility transportation, and technology fees only) will be charged unless this action is completed by the close of the day before the first official day of classes for the semester. Failure to notify the appropriate withdrawal 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. See the *Timetable of Classes* for the dates and percentage charges for the semester in question.

Financial Aid Withdrawals (Repayments)

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

Refunds and repayment 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 back to the financial aid program(s) according to the Refund/Repayment Allocation Policy.

For examples see the Bursar's Office Web site at <http://www.utk.edu/bursar>.

Refund/Charge of Fees for Dropped Courses (Continue with a Reduced Course Load)

Students who drop courses and continue with a reduced load are eligible for a refund only if the sum of charges computed at the semester-hour rate for the hours continued, plus the percentage assessed for the hours dropped, results in an amount less than that paid. A course on a student's schedule is officially dropped, and the drop becomes effective, on the date the change of registration form is processed or the date the drop was entered on the registration telephone system or on CPO.UTK.EDU. Any refund due for dropped courses will be made after the drop deadline. See the *Timetable of Classes* for the drop charge/percentage refund for the semester in question.

Waiver of Fees

Graduate assistants, teaching assistants and associates, research assistants, staff and others whose fees are billed, prepaid, waived, or partially waived must confirm their attendance by making payment or signing a Confirmation of Attendance Form by the due date as published in the *Timetable of Classes* or their schedule will be canceled. If an appointment terminates

during the term, the student owes the appropriate fees from the termination date until the end of the term.

Graduate students are not eligible for the University of Tennessee employee spouse/dependent discounts.

Graduate Student Employee Insurance

All Graduate Assistants, Graduate Teaching Assistants or Associates, and/or Graduate Research Assistants who are employed at least 25% FTE will automatically be enrolled in the Graduate Student Employee Insurance Program. These students will have 100% of the premium paid by the university. The health insurance benefit applies to 9-month and 12-month appointments. These students may elect to add spouse or dependent coverage at their own expense. If students already have insurance coverage through another insurance carrier, this policy functions as additional coverage.

The Student Health Clinic will manage the Graduate Student Employee Health Insurance Program.

Student Health Insurance

The university makes available, by contract with an insurance company, group health insurance expressly for students who do not have a graduate assistantship. The program is designed to supplement the care provided by the campus Student Health Service and provide basic benefits at low group premium rates. Primary emphasis is placed on hospitalization benefits, since in-patient care is not provided on campus. Students not otherwise covered are urged to avail themselves of this or comparable insurance, since paying for hospital care is the student's responsibility.

Information about the insurance is mailed by the company to the student's home, and participation is solicited. Enrollment in the plan (or alternative coverage) is mandatory for international students. Students may obtain applications from the Student Health Service or the Center for International Education. Except for international students, enrollment for insurance is not part of registration for classes. NOTE: The family health insurance policy should be carefully reviewed, since most family policies do not cover a dependent child after a given age, some as early as nineteen.

VolCard

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 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, South Stadium Hall (between gates 12 and 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

The University of Tennessee, Knoxville, offers several types of financial assistance for which graduate students may apply.

Assistantships

Graduate assistantships, scholarships, traineeships, and some fellowships are offered through many departments and colleges. 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.

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 the University of Tennessee 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, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia.

Students must be fully admitted to the appropriate degree program, and the letter of certification must be received by the University of Tennessee, Knoxville, no later than the first day of classes for the effective semester. Residents of member states who seek further information on approved programs should contact the Southern Regional Educational Board, 592 Tenth Street, N.W., Atlanta, GA 30318-5790, (404) 875-9211, FAX (404) 872-1477, <http://www.sreb.org>; or Norma Harrington, Office of Undergraduate Admissions, (865) 974-2184.

Fellowships

The Office of Graduate Student Services administers the Hilton A. Smith Graduate Fellowships and the Herman E. Spivey Graduate Fellowships. These awards are for full-time study at the University of Tennessee, Knoxville, and awardees are selected on the basis of high achievement, broad intellectual ability and potential for significant career contributions. Candidates from any field of study may be nominated by the academic program for the Hilton A. Smith Fellowships. Candidates for graduate study in the humanities may be nominated by the academic program for the Herman E. Spivey Fellowships. The Hilton A. Smith and the Herman E. Spivey Fellowships include monthly stipends, tuition, and maintenance fees. Information is available from November through January on the Graduate Studies Web site.

Employment

The Office of Financial Aid and Scholarships 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 is available in academic units, administrative offices, and non-profit agencies.

Graduate Student Travel Award

The University Program and Services Fee (UPSF) Graduate Student Travel Award is administered by the Office of the Dean of Students in cooperation with the Graduate Student Association and the Dean of Graduate Studies. Allocations from this fund are utilized to provide travel awards for University of Tennessee 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 Building) or downloaded from the GSA Web site at <http://web.utk.edu/~gss>. Applications must be submitted to the Office of the Dean of Students by the following deadlines:

Summer Term	April 22
Fall Semester	September 2
Spring Semester	November 11

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, including the Free Application for Federal Student Aid (FAFSA). 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:

- Federal Perkins Loan (FAFSA must be on file);
- subsidized Federal Stafford Loan (FAFSA must be on file);
- unsubsidized Federal Stafford Loan (FAFSA must be on file); and
- the University of Tennessee Loan. Processing time varies from one loan program to another.

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 nine 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 the University of Tennessee, Knoxville, without the consent of the individual. Release of information to third parties includes directory information such as is 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

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

EEO/Title IX/Section 504 Statement

The University of Tennessee, Knoxville, does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, or veteran status in provision of education programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the university.

The university does not discriminate on the basis of race, sex, or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA, the Age Discrimination in Employment Act (ADEA), or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED); 1840 Melrose Avenue; Knoxville, Tennessee 37996-3560; telephone (865) 974-2498 (TTY available). Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Human Resources Management; 600 Henley Street; Knoxville, Tennessee 37996-4125.

Security Information

In accordance with the Tennessee College and University Security Information Act of 1989 and the Student Right-To-Know and Campus Security Act, the University of Tennessee, Knoxville, has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. 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, Knoxville, is notifying all students, faculty, and staff of the following university policy approved by the University of Tennessee, Knoxville, Board of Trustees on 21 June 1990.

It is the policy of the University of Tennessee, Knoxville, 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, Knoxville, 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 (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center or counseling center.

Alcohol Abuse Health Risks

- Liver damage—cirrhosis, alcoholic hepatitis
- Heart disease—enlarged heart, congestive heart failure
- Ulcers and gastritis
- Malnutrition
- Cancer—of the mouth, esophagus, stomach, liver

- Brain damage—memory loss, hallucinations, psychosis
- Damage to fetus if pregnant mother drinks
- Death—50% of fatal auto accidents involve alcohol; 31% of suicides are alcoholics

Drug Use Health Risks

- Overdosing—psychosis, convulsions, coma, death
- 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 totality of 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-fourth to 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 Teaching Associates, 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 and services 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, the technology fee, the facilities fee, or the transportation 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-fourth time basis or higher.

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

Types of Assistantships

It is imperative that each department adheres to the University of Tennessee, Knoxville, Faculty Handbook's four categories of assistantships. All departmental guidelines should reflect the descriptions provided in the Handbook (1996, p.35):

Graduate Teaching Assistant

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

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

Graduate Teaching Associate

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

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

Graduate Assistant

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

Graduate Research Assistant

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

Work Assignments and Related Factors

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

1. Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible an assignment should appropriately reflect

teaching hours, office hours, hours to be spent performing research or other specified tasks. Such specifications should be provided in writing at the time the offer is made.

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

An important part of each graduate assistant's work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in 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. Appointments exceeding 50% must have prior approval of the Dean of Graduate Studies, excluding summer term. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

2. A one-half time graduate assistant in each of the four categories of assistantships normally should enroll for 6-11 semester hours of coursework. A one-fourth time graduate assistant in each of the four categories of assistantships normally should take 9-13 semester hours. Exceptions to the above must have prior approval of the Head of the student's academic home unit. A student on a one-half time assistantship who takes at least six semester hours will be considered full-time.

The student's academic home unit is responsible for implementing these policies, regardless of the assignment or responsible account. It is therefore essential that the home unit be notified by any other unit employing the student of any assistantship awarded at the time of its initiation or renewal.

Qualifications of Graduate Assistants

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

SACS Requirement

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

[Graduate teaching associates] who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course, and whose professional and scholarly preparation does not satisfy the provisions of Section 4.8.2 [which relate to exceptions] must have earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member 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 the University of Tennessee, Knoxville

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 PIF form. This is forwarded to the Office of Human Resource Management. Exceptions should be noted on this form, but a memo and appropriate documentation should be forwarded to the Office of Graduate Student Services, P105 Andy Holt Tower.

Competency in English

The University of Tennessee, Knoxville, requires all who teach to be competent in spoken English. The specific policy, as it relates to graduate students who teach, is as follows: Since a certain level of competency with English as a spoken language is necessary for effective communication and teaching, all Graduate Teaching Assistants and Graduate Teaching 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 through the Office of Graduate Student Services. The Test of Spoken English (TSE) may be taken in lieu of the SPEAK Test. The results of this test will be communicated 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 when appropriate.

New international students who have been offered an appointment as Graduate Teaching Assistant or Graduate Teaching Associate will take the SPEAK test after their arrival at the University of Tennessee, Knoxville, 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

As specified in the *Personnel Policies and Procedures Manual* (Section 100 105-Pr3, p 2), "A student employee is one whose primary function is that of enrollment in an academic program." Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and scholastic programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.

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, work 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 committees in the home unit or college, and the

dean of the college/school involved. If the student feels that a resolution should be sought beyond the department/college level, the Dean of Graduate Studies should be contacted. Established procedures outlined in the Graduate Council Appeals Procedure and/or *Hilltopics* will be followed.

Graduate assistants' benefits as employees of the University of Tennessee, Knoxville, in addition to fee waivers as explained elsewhere, include workers' compensation as defined in the *Personnel Policies and Procedures Manual* under employees' status. The specific wording reads, "Employees so designated [as student employees] receive no benefits other than statutorily required payments which include Workers' Compensation" (Section 100 105-Pr2-3).

Graduate student assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Teaching Associates and Graduate Research Assistants) are of two types: "academic year" and "twelve month or other." Students on academic year appointments for the fall and spring terms receive 12 equal monthly payments for the 9 months of service and a waiver of fees for three terms (including the summer). Students appointed to an academic year appointment beginning in the spring term have the option of receiving 7 equal monthly payments for the January-July period or 6 equal payments for the February-July period. In both cases a fee waiver is provided for spring and summer terms. Graduate students on "academic year" appointments have no assistantship responsibilities in the summer term. Students appointed to "12 month or other" appointments receive equal monthly payments for the months of the appointments and have assistantship responsibilities for the full period of the appointment. For these appointments a waiver of fees is provided only for those terms included within the appointments (i.e., a waiver of fees for the summer term requires an appointment which encompasses the summer term in its entirety.) In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Graduate assistants who are performing satisfactorily are normally reappointed up to the maximum time limit as stated below. In situations where the demands of the department do not call for a job to be continued, reappointment may not be made. In cases where a department has a rotational plan for assistantships, graduate assistants likewise may not be reappointed.

In all cases of appointment and reappointment, the supervisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.

The maximum number of years that a graduate assistant can be appointed to an assistantship is three years as a master's student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Some units may have maximum time limits that are less than those stated above. Requests for an extension beyond the maximum terms here specified must be made in writing by the academic unit to the Dean of Graduate Studies.

As students, graduate assistants' rights and responsibilities are defined in the *Faculty Handbook* section on Student Rights and Responsibilities and the Student Rights and Responsibilities section of *Hilltopics*. Additional rights and responsibilities of graduate students are found on the student's copy of the admission status form.

Evaluation/Supervision of Graduate Assistants

Departments employing graduate assistants will conduct an annual evaluation of each assistant. The results of the evaluation are made available to the assistant and placed in the student's academic file. Appropriate follow-up also should occur. The evaluation, review with the assistant, and follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. In most cases, a graduate assistant's supervisor shares results of the evaluation with the assistant and takes appropriate follow-up action.

In cases where corrective measures must be taken to remediate deficiencies, the graduate assistant should be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing to the assistant being dismissed. This letter should be written by the supervisor with a copy to the department head. In cases where the assistant feels that university-related factors (facilities, working conditions, improper supervision, etc.) have had negative effects on specific aspects of job performance, a letter to the supervisor would be appropriate.

The immediate supervisor for each graduate assistant is to be identified as early as possible, usually no later than four weeks prior to the commencement of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified.

The chain of command within each department should be clearly indicated to graduate assistants. Thus, each graduate assistant should know that the immediate supervisor is the person to whom first contact is to be made in job related questions/directions; followed in turn by a general departmental/school/college supervisor of graduate assistants (where one exists), the appropriate project director, department head, dean of the college, and the Dean of Graduate Studies.

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 Office of Graduate Student Services provides a seminar for Graduate Teaching Assistants and Graduate Teaching Associates who will be teaching at the University of Tennessee, Knoxville. Special programs are offered for international GTAs. Supervisors of GTAs are responsible for notifying them about departmental and college policies on attendance at these programs.

Orientation/Training of Graduate Assistants and Graduate Research Assistants

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

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

Accepting/Declining An Assistantship

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

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, 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 a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Student Services

The Black Cultural Center Minority Student Affairs

<http://web.utk.edu/~omsa/>

Minority Student Affairs and Black Cultural Center are an integral part of the University of Tennessee, Knoxville. Minority Student Affairs provides academic, cultural and social outlets through programs and services as an on-going part of the university's retention efforts. The Tutorial, Book Loan and Early Alert Programs, along with the library, computer lab, student lounge, and multi-purpose area, serve as an extension to services provided across campus. The Center houses several student organizations that plan activities ranging from guest lecturers, Black History Month events, Welcome Week activities, and carnivals to renown speakers such as Maya Angelou, Dr. Kweisi Mfume, Cornel West, John Singleton, and Alice Walker.

The new Black Cultural Center opened in June 2002 and is located at 1800 Melrose Avenue. It is a testament to the university's commitment to the entire student population and is a unique, landmark structure. The Center continues to receive local, regional and national attention that most recently earned the university the honor of hosting the 13th Annual Conference for the Association for Black Culture Centers. The university community is encouraged to visit the facility and take advantage of the opportunities. The Black Cultural Center is truly a place for all students.

Career Services

<http://career.utk.edu>

The mission of Career Services is to help students identify and pursue career goals by providing quality information and services reflecting attention to individuals' needs, use of technology, adaptability, and a positive attitude.

Career Services, located in Dunford Hall, 974-5435, is a university-wide department providing career-related assistance to University of Tennessee students through a wide range of programs and services. Included in the services offered are:

- Individual career counseling, career interest inventories, information on majors and careers, and a one credit course on exploring majors and careers;
- two annual career fairs providing opportunity to speak informally with representatives from over 100 different companies about their entry-level jobs and hiring practices;
- 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 the University of Tennessee, Knoxville;
- a Web site including valuable links to dozens of other career-related Web resources;
- a part-time employment service for students seeking such positions;
- resources that help students identify and locate internships and summer employment;
- and workshops providing instruction in skills and tactics for successful interviewing, resume preparation, business and dining etiquette, and other topics.

On-campus interviews scheduled during the year require registration via a Web-based resume system. Thousands of interviews are scheduled each year. Interviews are scheduled by registrants on the Web. Many job listings are available from the department's Web site. Also, thousands of resumes are referred directly to employers each year to assist students and recent alumni in their job-seeking activities. A Web-based resume book is made available to employers.

Center for International Education

<http://www.UTinternational.org>

<http://web.utk.edu/~globe/>

The Center for International Education (CIE), located at 1620 Melrose Avenue, promotes and supports all aspects of international education and international exchanges at the University of Tennessee, Knoxville, both for American students and faculty and for students and faculty from other countries. CIE

coordinates the administration of official linkage agreements between the University of Tennessee, Knoxville, and institutions of higher education in other countries.

Programs Abroad. The University of Tennessee, Knoxville, strongly encourages students to undertake a semester, summer, or academic year of study outside of the United States. Significant time spent abroad increases students' ability to appreciate other cultures, helps them better understand their own country and its place in the world, and can bolster their resumes. In addition, students gain confidence as they successfully face the unique challenges of living abroad.

The Programs Abroad Office (PAO) can help students find opportunities that meet their needs. Study programs are available in many countries, vary in length from 10-days to a full academic year, and sometimes cost only a little more than it would cost to attend the University of Tennessee, Knoxville. Financial Aid can be used and credits can often transfer back to fulfill university requirements. Advanced planning helps assure that study abroad does not delay graduation. Throughout the academic year, information sessions are held every weekday at 2:00 PM at the PAO.

In addition to formal study abroad, the PAO has information about other types of opportunities for graduate students to enjoy significant international experiences. These include volunteer programs and such work-based experiences as teaching English abroad, internships, and experiential learning. Students are encouraged to visit the PAO to learn more about the international opportunities available to them.

International Scholarships. CIE coordinates campus administration of such international grants and scholarships for students as the Fulbright, Rhodes, Marshall, David L. Boren NSEP, W.K. McClure, and provides information about other sources of funding for overseas study and research, including the Rotary Foundation and German Academic Exchange Service (DAAD) grants. CIE also administers the University of Tennessee, Knoxville, portion of the University of Bonn's Transatlantic Summer Academy (TASA) for graduate students and upper-division undergraduates. Within its library on study, work and travel abroad, CIE has information on student summer job programs in seven countries.

International Students and Scholars. CIE provides information and assistance in matters relating to United States visa issues and U.S. Department of Homeland Security regulations. It produces *The Link*, an on-line newsletter for the University of Tennessee, Knoxville'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. Student orientation programs conducted at the beginning of each semester facilitate adjustment to the campus and community and provide essential information related to U.S. laws for international students. For visiting J-1 and H-1B scholars there are extensive advising, assistance and weekly orientation sessions.

The International House. The "I-House," 1623 Melrose Avenue, is CIE's on-campus social, recreational and programming center and serves as a meeting place for international and U.S. students, faculty and staff. Culture nights, formal discussions on global topics, language tables and cooking classes are regular features on the I-House calendar.

Contacts. Contacts for general inquiries to CIE are cie@utk.edu, phone (865) 974-3177, Web site: <http://www.UTinternational.org>. The I-House Web address is <http://web.utk.edu/~globe> and the phone (865) 974-4453.

Dining Services

www.utdining.com

The University of Tennessee, Knoxville, Dining Services recognizes that campus dining is a large part of the college experience. Students have the choice of a variety of meal membership options depending on the type of dining desired. Meal memberships are available to all students living on or off campus. Additional information may be obtained from the University of Tennessee, Knoxville, Dining Services, 1017 Francis Street #108, Knoxville, Tennessee 37996; (865) 974-4111; or at the above Web site.

Disability Services

<http://ods.utk.edu>

The Office of Disability Services (ODS) is committed to providing equal opportunities for students and employees with disabilities at the University of Tennessee, Knoxville. The primary objective for the office is to eliminate accessibility barriers to provide individuals with disabilities equal access to academic, social, career, cultural and recreational opportunities offered within the university.

To ensure that services are provided in a timely manner, prospective students with disabilities are encouraged to contact ODS at least one month prior to the semester in which they plan to attend. Contact with the students prior to registration enables the ODS staff to better assess the need for interpreters, readers, accessible facilities, and other support services. The T-Access, the university's new transportation system, is available to transport those individuals with mobility disabilities, whether permanent or temporary. Most disabilities require documentation within the past three years from an attending physician or psychologist. However, some disabilities may require more updated documentation. Please contact the office if you have any questions.

Telephone: (865) 974-6087; fax: (865) 974-9552; e-mail: ods@utk.edu.

Graduate Student Senate

<http://sga.utk.edu/gss.php>

The Graduate Student Senate is the official campus-wide organization that represents graduate and professional students at the University of Tennessee. Each graduate and professional department of study has a representative elected/selected by his or her fellow students in the respective program. The GSS President and Vice-President are elected in the annual SGA elections. GSS has representation on various university-wide and Faculty Senate committees.

For more information on the GSS, call (865) 974-2377, email: gss@utk.edu, or check the Web site.

Hearing and Speech Services

The Hearing and Speech Center, located at the corner of Peyton Manning Pass and Phillip 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

<http://web.utk.edu/~reshalls>

The university strives to maintain convenient and comfortable residence hall facilities, which are available to all single students at a reasonable cost. Many residence halls provide excellent study facilities, including computer rooms, and are all within easy walking distance of classrooms and other university facilities.

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.

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.

Additional information may be obtained from the Department of University Housing, 405 Student Services Building, the University of Tennessee, Knoxville, Tennessee 37996-0241; (865) 974-2571.

Parking Services

<http://web.utk.edu/~ps0/>

The University of Tennessee, Knoxville, endeavors to provide adequate facilities for vehicles operated by students and staff. However, areas available for parking are necessarily limited. To reduce traffic congestion within the campus area, large parking areas are located on the perimeter of the campus. A comprehensive campus transportation system, called "The T," connects the Agricultural Campus, residence halls, The Hill and parking facilities. This service provides direct access to and from the heart of campus. Transportation service is also available to university apartments..

A parking permit is required for parking on all university lots, streets, parking structures, or leased lots. Persons who operate a motor vehicle in connection with attendance or employment at the university must register the vehicle with the Parking Services Office.

A University Traffic and Parking authority determines the parking policy, traffic regulations, and fees. Complete information is published each year in *University Traffic and Parking Regulations* and is available on the Parking Web site and at the following Parking Services locations: 24 University Center (8:30 a.m.-4:30 p.m., Monday-Friday); 2121 Stephenson Drive (7:30 a.m. - 4:30 p.m., Monday-Friday); or at the Parking Information Center at Circle Park. Phone (865) 974-6031, TDD (865) 974-6483 (for the hearing impaired).

Student Counseling Services Center

<http://web.utk.edu/~counsel/>

The Student Counseling Services Center 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, couples counseling, academic classes, consultation 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 times, students can call the center to schedule an appointment. 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 University of Tennessee Medical Center emergency room.

The center is located at 900 Volunteer Boulevard and can be reached at (865) 974-2196.

Student Health Service

<http://web.utk.edu/~kgivens/>

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 nine but at least three hours, paying the optional health fee). These outpatient services are available continually throughout every term. The primary clinic at 1818 Andy Holt Avenue maintains scheduled daytime hours Monday through Friday. While urgent-care needs may be handled on a walk-in basis, appointments should be made in most instances.

Health Service personnel will cooperate with students and family physicians in ensuring the continuity of quality health care during the university career.

The State of Tennessee requires that all students born after 1 January 1957 must provide proof of immunization with two doses of measles, mumps and rubella vaccine for attendance to all universities and colleges. This documentation must be provided to the Student Health Service. In addition, the University of Tennessee Student Health Service recommends that entering college students assure immunity to tetanus/diphtheria, polio, Hepatitis B, and chicken pox. The American College Health Association recommended that students, particularly freshmen living on campus, consider receiving meningitis immunizations.

Women's Center

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



College of Agricultural Sciences and Natural Resources

Jack Britt, Vice President for the Institute of Agriculture and Acting Dean
Mary Lewnes Albrecht, Associate Dean for Academic Programs
Clark J. Brekke, Assistant Dean for Academic Programs
Thomas H. Klindt, Associate Dean, Tennessee Agricultural Experiment Station
C. Roland Mote, Assistant Dean, Tennessee Agricultural Experiment Station
Robert H. Orr, Coordinator, International Programs in Agriculture and Natural Resources
Emily Gray, Director of CASNR Student Services
Theresa Cooper, Coordinator, Student Recruitment and Retention

<http://www.casnr.tennessee.edu/>

Departments

Agricultural and Extension Education
Agricultural Economics
Animal Science
Biosystems Engineering and Environmental Science
Entomology and Plant Pathology
Food Science and Technology
Forestry, Wildlife and Fisheries
Plant 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, Knoxville, 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 graduate research assistantships to support graduate students.

The unique association the college has with the University of Tennessee 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, environmental and soil sciences, food science and technology, and plant sciences. Majors only are available in forestry and wildlife and fisheries science, and minors are available in general agriculture. The minor in general agriculture requires 12 hours of coursework. A complete listing of majors is shown on the Graduate Degrees, Majors, and Certificate Programs Chart.

Doctoral Programs

Graduate study leading to the Doctor of Philosophy degree with majors in animal science, biosystems engineering, food science and technology, natural resources, and plants, soils, and insects is offered in the college.

Department of AGRICULTURAL AND EXTENSION EDUCATION

<http://aee.tennessee.edu>

Randol G. Waters, Graduate Liaison

Professors

Waters, R.G., PhD Penn State

Assistant Professors

Fritz, C.A., PhD Iowa State

Emeriti Faculty

Lessly, R.R., EdD Oklahoma State

Todd, J.D., EdD Illinois

MAJOR

DEGREE

Agricultural and Extension Education MS

The Department of Agricultural and Extension Education offers a program leading to the Master of Science degree with a major in agricultural and extension education. The program is designed primarily for teachers of Agricultural Education and staff employed by the Agricultural Extension Service. However, due to the flexibility of the program, it would be of value to any student interested in agriculture or adult and continuing education. The program may be completed under a thesis or non-thesis option with a concentration in either agricultural education or agricultural extension education. Candidates for the master's degree must meet the general requirements of the Graduate Council and those stipulated by the department.

MASTER OF SCIENCE Agricultural and Extension Education Major

REQUIREMENTS

Thesis Option

A candidate for the master's degree who elects the thesis option must successfully complete:

- A minimum of 30 hours of graduate credit in courses approved by the student's advisory committee. Six hours of thesis may be counted toward this requirement.
- A minimum of 20 hours of graduate credit in courses numbered at or above the 500 level.
- A minimum of 12 hours of graduate credit in courses appropriate to the area of concentration taught in the department and a minimum of 6 hours taught from outside the department.
- A minimum of 3 hours of graduate credit in coursework in either research methodology or statistics.
- A final oral examination.

Non-Thesis Option

A candidate for the master's degree who elects the non-thesis option must successfully complete:

- A minimum of 36 hours of graduate credit in courses approved by the student's advisory committee.
- A minimum of 24 hours of graduate credit in courses numbered at or above the 500 level.
- A minimum of 12 hours of graduate credit in courses appropriate to the area of concentration taught in the department and a minimum of 6 hours taught from outside the department.
- A minimum of 3 hours of graduate credit in coursework in either research methodology or statistics.
- A creative component designed by the student and approved by the student's advisory committee for 3 hours of graduate credit.
- A written and oral comprehensive examination.

GRADUATE COURSES

Agricultural and Extension Education (042)

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

501 Creative Component in Lieu of Thesis (3) Capstone experience completed under supervision of major professor and committee. Individual project: literature survey; development of teaching software; development of curriculum materials; development of white paper; or other suitable project. Prereq: Consent of major professor. Non-thesis majors only. Satisfactory/No Credit grading only.

502 Registration for Use of Facilities (1-15) 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. Satisfactory/No Credit grading only.

511 Extension History, Philosophy and Objectives (3) Historical and philosophical foundation of adult education in American agriculture, key figures, issues, legislative movement, farmer organizations and programs. Cooperative Extension Service, origin, legislation and growth, and nature of present-day objectives and programs. Prereq: 211 or consent of instructor.

521 Extension Program Planning and Evaluation (3) Theories and models of program development and evaluation and their use in extension education: planning and conducting needs assessments; planning, organizing, implementing and evaluating extension educational program content and learning activities; development and interaction of county, state and federal extension plans of work; and principles, techniques and instruments used to identify, gather and analyze information to evaluate extension programs. Prereq: 211, 511, or consent of instructor.

522 Educational Technology in Agricultural and Extension Education (3) Advanced concepts and methods relevant to both formal and non-formal instructional methodologies. Processes by which professional change agents influence the introduction, adoption, and diffusion of technological change. Prereq: 435, 436, or consent of instructor.

524 Research Methodology (3) Social science research methods related to research in agricultural and extension education. Issues: research design, reliability and validity in measurement, sampling procedures, logic of analysis, scaling and measurement, and selection and interpretation of appropriate inferential tests of significance. Prereq: 436, 511, or consent of instructor.

525 Curriculum Development in Agricultural and Extension Education (3) Models, principles, and procedures for developing curricula in agriculture and extension education programs and scheduling learning activities used to implement these planned programs. Prereq: 435, 436, or consent of instructor.

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

527 Adult Education Strategies in Agricultural and Extension Education (3) Methods of developing and implementing educational programs for adults in agricultural and extension education and related contexts: different learning of adults and children (androgogy vs. pedagogy); understanding and determining adult needs, priorities and motivation for participating in educational programs; adoption of new ideas by adult learners; methods and materials effective in teaching adults; developing favorable attitudes toward post-secondary education and life-long learning. Prereq: 211, 511, or 346 or consent of instructor.

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

532 Managing Organizations, Programs and Personnel (3) Theory and principles of management for individual and organizational effectiveness of agricultural organizations. Prereq: 511, 521, or consent of instructor.

533 Agricultural Leadership Development (3) Identification of styles, and roles of leadership; development of leadership techniques and skills required in working with organizations and youth groups, methods of resolving conflict, of communicating, of guiding and evaluating; ethical considerations for leaders. Prereq: 436, 521, or consent of instructor.

540 Communications Techniques in Agriculture (3) Elements of effective use of mass media in agricultural and extension education. Effective technical writing and introduction to technologies used in contemporary communication: Internet/World Wide Web, presentation software, computer graphics/multimedia and videoconferencing. Prereq: 436, 521, or consent of instructor.

592 Internship in Agricultural and Extension Education (1-3) Practical field experience in selected setting under supervision of local practitioner and departmental representative. Prereq: Consent of instructor. Maximum 3 hours. Satisfactory/No Credit grading only.

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

Department of AGRICULTURAL ECONOMICS

<http://economics.ag.utk.edu>

Dan L. McLemore, Head

John R. Brooker, Graduate Liaison

Professors

Brooker, J.R., PhD	Florida Cross, T.L. (Assistant Dean), PhD
Eastwood, D.B., PhD	Tufts English, B.C., PhD
Garland, C.D., PhD	Iowa State Gerloff, D.G., PhD
Hall, C.R., PhD	Texas A&M Jensen, K.L., PhD
Klindt, T.H. (Associate Dean), PhD	Mississippi State McLemore, D.L., PhD
Orr, R.H., PhD	Oklahoma State Park, W.M., PhD
Rawls, E.L., PhD	Illinois Virginia Tech
Ray, D.E., PhD	Virginia Tech Riley, J.B., PhD
Roberts, R.K., PhD	Iowa State Smith, G.F., PhD
	Oklahoma State Tennessee

Associate Professors

De La Torre Ugarte, D.G., PhD	Oklahoma State
Larson, J.A., PhD	Oklahoma State
Yen, S.T., PhD	Minnesota

Assistant Professors

Bazen, E.F., PhD	Kentucky
Clark, C.D., PhD	Vanderbilt
Tiller, K.H., PhD	Tennessee

Emeriti Faculty

Leuthold, F.O., PhD	Wisconsin
Mundy, S.D., PhD	Tennessee

MAJOR

Agricultural Economics

DEGREE

MS

The Department of Agricultural Economics offers a program of graduate study leading to the Master of Science. The MS program may be completed under a thesis option with a concentration in agricultural economics. A non-thesis option is available with concentrations in agricultural economics or agribusiness. For specific information, contact the department head.

MASTER OF SCIENCE Agricultural Economics Major

REQUIREMENTS

A candidate for the master's degree must complete a minimum of 30 hours of graduate credit in courses approved by the student's master's committee. At least 27 hours of graduate credit must be earned in courses numbered at or above the 500 level.

Agribusiness Concentration

The agribusiness concentration is designed to prepare students to succeed in the public or private sectors of agriculture, including product manufacturing and marketing, natural resource management, farm management, and financial analysis. Fifteen hours of agricultural economics, 3 hours of economic theory, 6 hours of quantitative methods, 6 hours of business, statistics, or communications electives, and 6 hours of internship are required. Each student must pass both written and oral comprehensive examinations.

Agricultural Economics Concentration

The thesis option in agricultural economics is designed to prepare students for analytical and research careers in the public and private sectors and to prepare students interested in entering a PhD program. In the thesis option, 15 hours of agricultural economics, 6 hours of economic theory, 6 hours of quantitative methods, and 6 hours of thesis are required. Each student must pass a final oral examination.

In the non-thesis option, 24 hours in agricultural economics, 6 hours of economic theory, and 6 hours of quantitative methods are required. Each student must pass both written and oral comprehensive exams.

Agricultural Economics Minor

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

Environmental Policy Minor

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

GRADUATE COURSES

Agricultural Economics (047)

412 Agricultural Finance (3) Macro-finance, financial objectives, acquisition of debt and equity funds, capital investments, capital allocation, credit analysis, borrower and lender loan application analysis, insurance strategies, computer applications, kinds and sources of agricultural credit, and financial intermediation. Prereq: 212, Economics 201.

420 International Agricultural Trade and Marketing (3) Real and monetary aspects of international trade and effect on agricultural commodity flows; partial equilibrium analysis of international trade in agricultural products; institutional aspects of international marketing of agricultural products. Prereq: 320 or consent of instructor.

430 Agricultural Policy (3) Values, goals and policy process. Economic rationale and effects of policy. Historical development and current characteristics of commodity, credit, food, and trade policy. Prereq: 320 or consent of instructor.

442 Agribusiness Management (3) Applications of advanced decision analysis concepts and tools to analyze management decision problems in farm and non-farm agribusiness settings. Case study work on strategic planning; assessing cost structure using budgeting and breakeven analysis; evaluating profitability, liquidity, and solvency using financial statements; analyzing investments using capital budgeting. Prereq: 342 or consent of instructor.

450 Agricultural Industry Analysis and Forecasting (3) Analytical tools for decision making in agricultural sector; analysis of commodity supply and demand conditions; economic modeling; market forecasting, analysis of temporal and spatial patterns. Prereq: 320, Statistics 201, or consent of instructor.

470 Natural Resource Economics (3) Nature of natural resources; economic efficiency as basis for natural resource use; externalities in natural resource use; factors influencing environmental quality; alternative public policy tools for influencing natural resource use or improving environmental quality. Prereq: Economics 201.

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

502 Registration for Use of Facilities (1-15) 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. Satisfactory/No Credit grading only.

503 Managerial Economics for Agribusiness (3) Practical application of economic concepts to agribusiness management and marketing decisions. Topics include supply and demand analysis, demand estimation, production economics, cost analysis, pricing decisions, break-even analysis, capital budgeting, time value of money, and risk and uncertainty. Students will use Microsoft Excel to analyze managerial economic questions.

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

524 Econometric Methods in Agricultural Economics (3) Application of statistical methods to agricultural economic models; estimation of supply, demand and production functions; microeconomic forecasting models; interpretation of results. Prereq: Regression and Correlation Methods or consent of instructor.

525 Agribusiness Operations Research Methods (3) Applications of operations research methods and concepts for agribusiness. Theoretical background and applied considerations of each technique with emphasis on applications. Computer and other applications of each technique for relevant agribusiness problems. Prereq: Basic Calculus, 524.

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

542 Advanced Agribusiness Production Decisions (3) Decision theory concepts and tools for analyzing agribusiness decision problems; modeling choices using decision trees and sensitivity analysis; incorporating uncertainty into decision models using probability theory and simulation; modeling preferences using utility theory and risk attitudes. Prereq 505 or equivalent.

550 Advanced Agribusiness Marketing (3) Use of economic concepts in agribusiness marketing decisions. Analysis of agricultural markets; buyer behavior in food and fiber markets; competitive environment. Profitability analysis of marketing and distribution decisions; market planning and strategy; product evaluation and new product introduction; pricing decisions. Prereq: 505 or equivalent.

570 Advanced Natural Resource Economics (3) Analysis of natural resource allocation issues; applied welfare economics, external effects and evaluation of public policy. Prereq: 470, Economics 511, or consent of instructor.

593 Special Topics in Agricultural Economics (1-3) Topics to be assigned. Prereq: Consent of instructor. May be repeated. Maximum 9 hours. Satisfactory/No Credit grading only.

595 Professional Internship (6) Supervised internship experience with appropriate agribusiness firm.

Rural Sociology (880)

580 Advanced Rural Sociology (3) Application of sociological concepts and theory to analyze changing structure and function of rural life in U.S. and developing countries. Demographic changes, rural social and community indicators, and rural development processes. Prereq: 380 or equivalent.

593 Special Topics in Rural Sociology (1-3) Current sociological issues involving application of sociological theory. Prereq: 380 or consent of instructor. May be repeated. Maximum 6 hours.

AGRICULTURE AND NATURAL RESOURCES (Interdepartmental)

GRADUATE COURSES

Agriculture and Natural Resources (088)

491 International Experience in Agriculture and Natural Resources (1-15) Credit for formalized international experiences related to agricultural sciences and natural resources. Determination of credit based on nature of the proposed experience. Student should discuss the opportunity with their faculty advisor prior to the trip to determine if it is appropriate for credit. Credit hours will be determined by the department and college depending on the extent of activity and types of projects and/or presentations to be completed by the student upon return. Satisfactory/No Credit or letter grade.

507 Professional Development Seminar (1) Planning and executing graduate research programs; ethics and professionalism; graduate program procedures and resources. Satisfactory/No Credit grading only. (Same as Animal Science 507; Entomology and Plant Pathology 507; Food Science and Technology 507; Plant Sciences 507.)

512 Teaching Internship in Agriculture (1) Supervised experience in teaching; test preparation and evaluation of agriculture students. May be repeated. Maximum 2 hours for MS students; 4 hours for PhD students.

Department of ANIMAL SCIENCE

<http://animalscience.ag.utk.edu>

Alan G. Mathew, Head
K.R. Robbins, Graduate Liaison

Professors

Conatser, G.E., MS	Kentucky
Gill, W.W., PhD	Kentucky
Godkin, J.D., PhD	Massachusetts
Kattesh, H.G., PhD	Virginia Tech
Kirkpatrick, F.D., PhD	Tennessee
Lane, C.D., PhD	Tennessee
Matthew, A.G., PhD	Purdue
Meadows, D.G., PhD	Texas A&M
Neel, J.B., PhD	Tennessee
Oliver, S.P., PhD	Ohio State
Robbins, K.R., PhD	Illinois
Rogers, G.W., PhD	North Carolina State
Saxton, A., PhD	North Carolina State

Associate Professors

Grizzle, J.M., PhD	Florida
Harper, F., PhD	Rutgers
Heitmann, R.N., PhD	Maine
Schrick, F.N., PhD	Clemson
Waller, J.C., PhD	Nebraska

Assistant Professors

Edwards, J.L., PhD	Florida
Pighetti, G.P., PhD	Penn State
Richards, C.J., PhD	Kentucky

Instructor

Fisher, A.E., MS	Tennessee
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MAJOR

Animal Science	MS, PhD
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DEGREES

The Department of Animal Science offers graduate programs leading to the Master of Science and Doctor of Philosophy with a major in animal science. At the MS level, areas of concentration are animal genetics, animal health and well-being, animal management, animal nutrition, and animal physiology with orientation towards beef cattle, dairy cattle, swine, and poultry. The