Division of Continuing Education, Knoxville

Joseph P Goddard, Dean
William D. Barton, Associate Dean

The Division of Continuing Education at Knoxville extends the academic programs and services for all colleges and schools on campus to the people in the area served by The University of Tennessee, Knoxville. In addition, the Division cooperates with all other campuses of The University of Tennessee in extending academic programs and services to all citizens of the state.

Conferences and Institutes

Director:
F.A. Thurman, B.A. Tennessee.

Associate Director:
R.H. Rader, M.S. Tennessee.

Assistant Director:

The purpose of the continuing education conference program is to bring together under University auspices groups of participants and qualified resource people to share new information and ideas, to develop new insights, to cope with current problems, or to impart new work performance skills. Types of persons served are practically unlimited. This includes all disciplines: the professional, technical, managerial, and service individuals from the professions, industry, government, education, and commerce.

Conferences, institutes, short courses and workshops from one day to two weeks or more in length are planned and administered by this department and the related academic departments in cooperation with business, industrial, and professional organizations.

Each program is specifically designed for the needs of the group being served and may be held on the University campus or at any other location where adequate facilities and sufficient interest exist.

Workshops and Off-Campus Programs

Director:

Assistant Directors:

This department conducts undergraduate and graduate courses in many locations away from the Knoxville campus. The courses are scheduled in response to requests and identifiable needs of adult part-time students who live some distance from the UTK campus and who take part or all their courses off-campus locations.

All course offerings and instructors are approved by the appropriate academic department heads and the credit awarded is resident credit. The majority of the colleges and their academic departments cooperate in the off-campus program.

Credit workshops are another phase of continuing education designed to meet the student's changing needs. They are coordinated through the various academic units of the University and provide students the opportunity to participate in short periods of intensive study. As a result, students may earn college credit within a shorter time frame than the traditional quarter system.

Workshops also offer flexibility of timing, location and content. Summer workshops are particularly popular with teachers and school administrators. Although most workshops are held on the UTK campus, geography is not a limiting factor. In the past, workshops have been held throughout the state and in the United Kingdom.

University Evening School (Knoxville and Oak Ridge)

Director:

Assistant Director:
J.C. Sekula, Ph.D. Tennessee.

Coordinator, Student Services:
L.U. Jurand-Salter, M.S. Tennessee.

Assistant Professors (full-time only):
G.M. Fisher, M.S. Tennessee; C.B. Mamantov, B.S. Louisiana State.

Instructor (full-time only):
A.J. MacCabe, M.S. SUNY at Albany.

The University Evening School with the cooperation of academic colleges and departments administers credit classes and supports activities for those students attending in the late afternoon and evening. Programs and services are offered enabling working adults to pursue their educational interests and goals.

Undergraduate Degree Programs

The following degrees are available for evening students:
- College of Business Administration
  Bachelor of Science in Business Administration with a major in Accounting, General Business, Economics, or Office Administration;
- College of Engineering
  Bachelor of Science in Engineering Science;
- College of Liberal Arts
  Bachelor of Arts with a major in Anthropology, Economics, History, Political Science, Psychology, or Sociology.

Graduate Degree Programs

Some departments within the Colleges of Business Administration, Education, and Engineering offer all courses required
for an advanced degree during the evening. For a specific major, consult the appropriate department in the College of Business Administration, all courses required for the MBA degree with a concentration in industrial management are offered during the evening.

**Nursing Education Program**

The Nursing Education Program is conducted through contractual agreement with three area Knoxville hospitals. The diploma program is run through each hospital’s independent School of Nursing. Academic courses are provided by the University Evening School in support of this program.

**Oak Ridge Center**

The University Evening School operates a center in Oak Ridge, Tennessee, providing undergraduate and graduate courses through the joint cooperation of the Colleges of Business, Education, and Liberal Arts. Information concerning this program is available from the Office of the University Evening School (at Oak Ridge), Providence Road, Oak Ridge, Tennessee 37830.

**Student Services**

A comprehensive program of services is provided by the Evening School for the adult part-time student.

**REGISTRATION**

Quarterly registration by mail or on campus is offered as a convenience for former Evening School students.

**ADVISING**

An advising-counseling program is available for the benefit of all evening students who need assistance with academic and/or personal matters. This program can accommodate students during regular daytime hours (8:30-5:30) and in the evenings by appointment. In addition, advisers from the various colleges are on hand for academic consultation during evening preregistration days. A full-time veteran adviser assists evening students, who receive educational benefits under the G.I. Bill, with their academic planning.

**FINANCIAL AID**

Evening School students who encounter difficulty in pursuing academic goals because of financial restrictions may be eligible for assistance through the Evening School Scholarship Fund. In addition, interested students may obtain applications for the Basic Educational Opportunity Grant Program in the Evening School Office.

**Elderly and Disabled Persons**

Recent statewide legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to attend courses at the University at no charge on an audit, space available basis. Legal verification of either of these conditions is required for enrollment. Students who are 65 or over, or are totally disabled and who desire to receive UT credit for their courses, may pay a reduced charge of $5 per credit hour to a maximum of $50 for a full-time load. Registration for day and evening classes is handled by the Evening School.

For additional information concerning any of these programs or services please contact the University Evening School, 451 Communications & University Extension Building.

**Non-Credit Programs**

Director:

Assistant Director:

The department conducts and coordinates various non-credit courses offered on campus and off campus. It administers non-credit programs offered by the department and other courses offered in cooperation with other academic departments and service departments of the University. These non-credit courses provide opportunities for college remedial training, in-service training, upgrading of physical and some technical skills, re-employment training, and leisure type educational courses for the Knoxville and surrounding community.

Certain non-credit courses are approved for Veterans’ training. For specific information, contact the Department of Non-Credit Programs.

Continuing Education Units (CEUs) are awarded to students satisfactorily completing courses described in the non-credit quarterly class schedule. A Continuing Education Unit is defined by the Southern Association of Colleges and Schools as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.” A permanent record of CEUs is maintained by the Division of Continuing Education, Department of Non-Credit Programs. A transcript of all CEUs earned at The University of Tennessee may be obtained upon written request.