The Division of Continuing Education at Knoxville, is the administrative unit of UTK that extends academic courses, educational services, and other programs to the non-traditional student. While most people who participate in the programs are adults, persons of all ages and academic levels can be counted among the people who enroll in the credit and non-credit offerings of the Division.

Programs and courses are based upon student needs and desires, whether for self-motivated learning; for leisure and recreational programs; or for professional promotion, certification, licensure, relicensure, or mid-career changes. The Division provides these educational opportunities through program coordination and development of the four departments: Conferences, Non-Credit Programs, University Evening School, and Workshops and Off-Campus Credit Programs. Specific programs and services of each department are described on the following pages.

**Conferences**

**Director:**
W. L. Whelan, Ed.D.

**Assistant Director:**
S. R. Martin, B.A.

**Coordinators:**
J. H. Gillespie, M.S.; M. R. Davis, M.S.

It has become evident that learning can take place for an extended period of time in a variety of modes, settings, and circumstances other than in the traditional classroom. To bring this fact to its reality, The University of Tennessee, Knoxville continuing education conference program has been designed and staffed to bring together under University auspices groups of participants and qualified resource persons to share new learning and ideas, to develop new insights, to address current problems, or to impart new skills and techniques. This thrust can embrace virtually all disciplines, professions, vocations, and avocations.

The Department of Conferences is staffed and equipped to advise, assist, and provide administrative support in the delivery of a successful conference or workshop. Acting in these roles, the department can follow through with an initial tentative budget; secure appropriate setting; devise an attractive format; arrange for auxiliary services such as lodging, meal, and banquet events, extra excursions and tours, and complete registration procedures; design, print, and mail the conference brochure; and handle registration fee collection and payment of honoraria and other conference expenses.

Depending on the time of year, the academic calendar of the University, and the desires of the conference sponsor, the program and participants may be housed in campus facilities or off-campus commercial settings.

Among the unique advantages offered by the Department of Conferences programs are that: programs are designed to meet specific needs of the greatest practical value to the participants; the knowledge and expertise of the UTK faculty and staff can be matched with the specific needs of the participants; the programs encourage informal contacts and interaction among colleagues with similar interests with the resource persons; program fees are kept reasonable by using University facilities and services whenever possible; an experienced Conference staff is available to plan, coordinate, and facilitate delivery of programs of virtually any size or duration; by using conference services, the activity initiator is free to concentrate fully on program content; programs can be conducted "inhouse" on the campus, anywhere in the state of Tennessee, or wherever an appropriate meeting site can be arranged; Continuing Education Units (CEU's) may be awarded to program participants if the program is designed to satisfy the criteria necessary for CEU credit. Additional information may be obtained from the Department of Conferences, 2019 Terrace; telephone 974-5261.

**Non-Credit Programs**

**Director:**

Assistant Director:

Coordinator:
K. J. Reagan, M.S. Tennessee.

The Department of Non-Credit Programs offers experiences to meet the personal and professional needs of individuals and groups on campus, in Knoxville, and in surrounding communities. Non-credit courses are administered by the department, often in cooperation with other academic and service units of the University and/or non-university agencies. General interest courses in areas such as personal and professional development, business, aviation, dance, health and fitness, art, foreign languages, real estate, music, photography, etc. are offered in addition to remedial and in-service training programs. Ongoing programs of special interest include the English Language Institute for native speakers of other languages and the Smoky Mountain Field School, offering specialized study in emphasizing outdoor exploration in the National Park.

Continuing Education Units (CEU's) are awarded to students satisfactorily completing courses described in the non-credit quarterly class schedule. A ACEU 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 CEU's is maintained by the department. A letter of completion of all CEU's earned at The University of Tennessee, Knoxville, may be obtained upon written request.

Recent statewide legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to audit courses at UTK free of charge according to available space. Legal verification of either of these conditions is required for enrollment. Additional information may be obtained at 2016 Lake Avenue.
University Evening School

Director:

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


Instructor: 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, Management, or Office Administration; College of Liberal Arts Bachelor of Arts with a major in Anthropology, Economics, History, Mathematics, 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 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.

Special Mini-Term Programs

The University Evening School offers two special Mini-Terms a year-one during the month of September and one during the month of December. Students may enroll in one concentrated credit course during the ten-day Mini-Term period.

Courses and instructors listed for the Mini-Term are carefully selected to reflect a broad academic base of individualized offerings suited to an intensive program of study. Courses cover traditional material and information included in regular quarterly offerings; however, many are supplemented with films, team teaching, field trips, independent research projects, and specialized areas of study. Thus, each offering will afford students an opportunity to immerse themselves in the discipline selected.

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 student 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.

Workshops and Off-Campus Programs

Director:

Assistant Director:
J. R. Rosemond, M.S. Tennessee.

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 of their courses at 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.

The department provides students services at the off-campus sites by conducting registration and scheduling counseling/advising at the locations where classes and workshops meet.