



# 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, Georgia 30033-4097; telephone 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 79 fields, the Educational Specialist degree, doctoral work in 47 fields, two 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 the University of Tennessee, Knoxville'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, Knoxville, since 1821. The first master's degree was awarded in 1827. 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.

## 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 4.0 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 five years, will be given consideration with greater flexibility relative to GPA. An international student graduating from a United States 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 9 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 and International 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 and International 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 three weeks.

All documents submitted become the property of the university and will not be returned.

For international graduate student application procedures, see 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 student 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 and International 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 and International Admissions are:

Fall	1 February
Spring	15 June
Summer	15 October

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

Individuals applying online must pay the application fee by credit card.

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 and International 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 and International Admissions Web site: <http://admissions.utk.edu/admissions/graduate/shtml> 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 DS-2019 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

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, 550 on the paper test, or 80 on the Internet-based Test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) 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.

### 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.

### 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 and International 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 and International Admissions. A student who is per-

mitted 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 and International 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 Doctor of Veterinary Medicine 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 Doctor of Veterinary Medicine 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 Doctor of Jurisprudence degree and a graduate degree. Use of such courses toward the JD degree is subject to guidelines approved by the law faculty.

## Law Courses

A graduate student may take up to 6 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 require-

ments for a graduate degree will be at the discretion of the academic department.

To receive the certificate, students must submit a Completion of Certificate Program Form 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 electronic grade 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 2 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 9 additional hours of coursework 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. 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 in 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 on or before the "Drop Course without W" deadline.

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 for Full Term Classes Fall/Spring	Deadline
Add or Drop a Course without a W or Change credit/grading	. . .10 days
Between 11 and 42 days with instructor's and advisor's signature	. . .42 days
Drop Course with W	. . . . .84 days

The periods for add, drop, change of credit/grading for sessions within the full term, summer, and mini term are determined based on a percentage of the equivalent deadline within the full term. See *Timetable of Classes* each term for exact dates on the Circle Park Web site at <http://cpo.utk.edu>. Deadline dates will be moved to the next business day if the deadline falls on a holiday, weekend day, or fall/spring recess. Within the change of registration period, a student may change registration at Circle Park On-

line (<http://cpo.utk.edu/>). 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 hours in an entire summer term or for a maximum of 6 hours in a five-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 hours. A one-fourth time graduate assistant normally should take 9-13 hours. A student on a one-half time assistantship who takes 6 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 9 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 9 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 aca-

demical 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

*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 or at <http://gradstudies.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>. Normally, grievances should be handled first at the department level through the student's academic advisor, the graduate liaison, or the department or program head. Further appeal may be made to the dean of the respective college, the Graduate Council through the Associate Dean of Graduate Studies, and ultimately to the Dean of Graduate Studies.

Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in *Hilltopics* under "Disciplinary Regulations and Procedures." 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 majority 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 6 semester (9 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 re-

produce 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 no later than the last day of classes of the term prior to 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 Degree

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 Master of Arts and Master of Science degrees, other degrees are offered, including the Master of Business Administration and the Master of Science in Social Work.

### 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 admis-

sion 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 9 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 examina-

tion. 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 Specialist in Education program requires acceptance by the Office of Graduate and International 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, or in the minimum 6 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 a Specialist in Education 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.

#### **Specialist in Education 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 Specialist in Education 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 Specialist in Education degree.

### **Doctoral Degree**

Two doctoral degree programs are available – Doctor of Audiology (AuD), 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 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. Students are encouraged where appropriate to seek a fifth member in the field of specialization from outside the university to serve on their dissertation committee. This committee is nominated by the department head or college dean and approved by the Dean of Graduate Studies.

A doctoral student should begin to form the committee during the first year of 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 Requirement**

Candidates for the Doctor of Philosophy 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 Requirement**

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 Doctor of Philosophy), 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. Doctoral Dissertation 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 appropri-

ate 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 on the Bursar's Office Web site 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 late 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, 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. 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 9 or more hours are assessed the full-time University Programs and Services Fee. Students enrolled for less than 9 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 (minimum of 3 hours) may elect to pay the health portion of the UPSF in addition to the standard pro-rated assessment. Part-time students enrolled in 6 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

The graduation fee is non-refundable and is valid for two semesters after the semester in which it is paid. There are no additional charges for diploma, binding, or microfilming. Additional or duplicate diplomas may be ordered through the office of the University Registrar, Graduation office. Contact the Graduation Office for the application and cost of ordering an additional or duplicate diploma.

**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 1-hour courses.

**Late Registration Fee**

Assessed to students who register during Late 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 Late Registration payment due date. This due date will be published on the Bursar's Office Web site. The Late Registration Fee is non-refundable.

See the Bursar's Office Web site for the dates and fees to be assessed during Late Registration.

**Late Fee**

VOLXpress (fee) accounts which have a balance one month prior to the end of a term will be assessed a late fee. The account balance must be paid in order to access registration services, receive a transcript, grades, or a diploma.

**Returned Check Fee**

All checks are deposited the day they are received. A \$30 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 two 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 late 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/Charge 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 Bursar's Office Web site 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 repay-

ment and distributing the correct amount back to the financial aid program(s) according to the Refund/Repayment Allocation Policy.

### **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 Bursar's Office Web site 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, pre-paid, waived, or partially waived must confirm their attendance by making payment or signing a Confirmation of Attendance Form by the due date as published on the Bursar's Office Web site 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 nine-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. 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 stu-

dents 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.

## **Financial Assistance**

The University of Tennessee 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.

### **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, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia.

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 several fellowship programs, including the J. Wallace and Katie Dean Graduate Fellowships and the Herman E. Spivey Graduate Fellowships. These awards are for full-time study at the University of Tennessee 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 J. Wallace and Katie Dean Fellowships. Candidates for graduate study in the humanities may be nominated by the academic program for the Herman E. Spivey Fellowships. Information is available 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 Senate 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 GSS 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 15
Fall Semester	September 1
Spring Semester	January 15

### 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).
- 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.

### Veteran's Benefits

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

## SPECIAL FEDERAL AND STATE LAWS AND UNIVERSITY POLICIES

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act provides for confidentiality of student records. However, it also provides for basic identification of persons at 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.

## Social Security Number Use

The University of Tennessee, Knoxville, requires the assignment of a unique student number for internal identification of each student's record. Prior to January 1, 1975, students' Social Security Numbers were used as student identification numbers; therefore, Federal law allows the continued use of the SSN as the unique student identifier. In December 2004, the university began assigning individual student identification numbers to newly admitted students; new students will no longer use their Social Security Numbers to conduct business or access their records.

Student identification numbers are used for university business only. The university complies with FERPA guidelines when releasing student identification numbers.

Students requiring a correction or change to their student identification numbers or to their Social Security Numbers should contact Student Data Resources at (865) 974-2108.

## 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; 600 Henley Street; Knoxville, Tennessee 37996-4125.

The University of Tennessee, Knoxville, in its efforts to ensure a welcoming environment for all persons, does not discriminate on the basis of sexual orientation in its campus-based programs, services, and activities. Inquiries and complaints should be directed to the Office of Equity and Diversity.

## 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 (1999 Clery Act), the University of Tennessee has prepared a report containing campus security policies and procedures, data on campus crimes and other related information. The UT Security Brochure for the Knoxville campus is available on the Office of the Dean of Students Web page at <http://web.utk.edu/~homepage>, where you may print the entire document for your use. In addition, a free printed 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 et seq.) 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 (800-867-6811). 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**

A brochure containing this policy is available in the Office of Graduate Student Services, P105 Andy Holt Tower.

## **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 success skills workshops, Black History Month events, Hispanic Heritage Month events, Welcome Week activities, and festivals 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, and information on majors and careers.
- Several annual career fairs providing opportunity to speak informally with representatives from over 100 different companies about their entry-level jobs, part-time positions, and internships.
- An online resume database that allows students to submit resumes for hundreds of on-campus interviews, view job postings, and participate in a Web resume book.
- A Web site including valuable links to hundreds of other career-related Internet resources.
- A part-time employment service for students seeking such positions.
- Resources that help students identify and locate internships and summer employment.
- Workshops providing instruction in skills and tactics for successful interviewing, resume preparation, business and dining etiquette, and other topics.

Students can contact Career Services for more information or to schedule an appointment.

## 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](mailto:cie@utk.edu), phone (865) 974-3177, Web site <http://www.UTinternational.org>. The I-House Web address is <http://www.UTI-house.org> and the phone (865) 974-4453.

## Counseling Center

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

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.

## Disability Services

<http://ods.utk.edu/>

The University of Tennessee is committed to ensuring equal access to all programs for people with disabilities. All students with disabilities are encouraged to identify themselves to our office, regardless of whether or not they use our services.

The Office of Disability Services provides appropriate accommodations to all students with documented disabilities. We are here to assist in arranging for accommodations, as well as working with faculty and staff to ensure that needs are met throughout a student's college career. Students are encouraged to register with the office as early as possible.

Eligibility must be established before services can be provided. No services can be provided until registration occurs and it is confirmed that the documentation meets required standards. Accommodations are not retroactive.

The Office of Disability Services is located at 2227 Dunford Hall, Knoxville, TN 37996-4020. Phone (865) 974-6087 V/T. Fax (865) 974-9552. E-mail [ods@tennessee.edu](mailto:ods@tennessee.edu).

## Graduate Student Senate

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

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 and/or program director 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 Graduate Student Senate, call (865) 974-2377, e-mail [gss@utk.edu](mailto:gss@utk.edu), or check the Web site.

## Hearing and Speech Center

The Hearing and Speech Center, located at 1600 Peyton Manning Pass, offers complete diagnostic and treatment services to all university students with speech and language disorders/differences and/or hearing disorders.

The center serves as a clinical observation and education facility for students majoring in speech-language pathology and 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.

For speech-language services (865) 974-5451, fax (865) 974-4639.

For audiology services (865) 974-5453, fax (865) 974-1792.

## 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 9 but at least 3 hours, paying the optional health fee). These out-patient services are available continually throughout every term. The health clinic located at 1818 Andy Holt Avenue is open from 8:00 am to 4:30 pm, Monday through Friday. While urgent-care needs may be handled on a walk-in basis, appointments should be made in most instances. The Student Health Service will cooperate with students and family physicians in ensuring the continuity of quality health care during the university career.

The State of Tennessee has three immunization requirements for students attending state colleges and universities.

- Measles, mumps and rubella – all students born after January 1, 1957, must provide proof of immunization with two doses of measles, mumps, and rubella vaccine.
- Hepatitis – New incoming students must be vaccinated against Hepatitis B or complete a waiver form acknowledging that they have elected not to be vaccinated.
- Meningitis – New incoming students, who live in on-campus housing, must be vaccinated against meningococcal disease or complete a waiver form acknowledging that they have elected not to be vaccinated.

This documentation must be provided to the Student Health Service. In addition, Student Health Service recommends that entering college students assure immunity to tetanus/diphtheria, polio, and chicken pox.

## Veteran's Education Benefits

[http://registrar.utk.edu/veterans\\_affairs.shtml](http://registrar.utk.edu/veterans_affairs.shtml)

Basic military placement credit may be given on the basis of previous honorable active duty to students who are eligible for the Montgomery G.I. Bill Education Benefits. For more information, please contact the Veterans Administration Assistant in 209 Student Services Building, Monday through Friday, or visit our Web site for more information.

Service members, veterans, and dependents of veterans who are eligible beneficiaries of United States Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

## 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 or e-mail [wcc@utk.edu](mailto:wcc@utk.edu).