

*THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA*

**The  
Graduate  
School**



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**THE GRADUATE COUNCIL MANUAL**  
**2006-2007**

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[www.utc.edu/GraduateSchool](http://www.utc.edu/GraduateSchool)



**The  
Graduate  
School**



Dear Graduate Council Member,

Thank you for serving as a member of Graduate Council this year!

This 2006-2007 manual contains the agenda items for the year along with the scheduled meeting dates. It also contains policies, procedures, and previous actions pertaining to graduate education at UTC.

We hope that the manual will provide a useful reference as you serve on your respective subcommittee and on the Graduate Council itself.

Best wishes for the new academic year.

Deborah Arfken  
Dean, The Graduate School

Joe Dumas  
Chair, Graduate Council

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### GRADUATE SCHOOL FORMS (also on [www.utc.edu/graduateschool](http://www.utc.edu/graduateschool) )

- Application for Admission to Candidacy
- Revision of Candidacy Form
- Financial Aid for Graduate Students
- Graduate Assistant Application
- Graduate Application for Scholarship
- Graduate Student Petition Form
- Grade Appeal Form
- Proposal Cover Sheet (Full packet is available in the office)

## 2006-2007 Graduate Council Members

Business	Stan Davis 413 Fletcher Hall Dept. #6056	4152
Business	Michael Long 400A Fletcher Hall Dept. #6206	2296
Business	Kim Turner 408 Fletcher Hall Dept. #6056	2326
Computational Engineering	Roger Briley SimCenter Dept. #2452	5487
Computer Science	Joe Dumas 313C EMCS Dept. #2302	4084
Criminal Justice	Vic Bumphus 132 Davenport Hall Dept. #3203	4519
Education	Gene Bartoo 204A Hunter Hall Dept. #4154	5368
Education	Kristi Gibbs 102D Hunter Hall Dept. #4154	4106
Education	Pamela Guess 209C Hunter Hall Dept. #4154	4175
Education	John Freeman 304 Pfeiffer Hall Dept. #2222	4133
Education	Vicki Petzko 208B Hunter Dept. #4154	4542
Engineering	Ed Foster 440B EMCS Dept. #2502	4311
Engineering Management	Neslihan Alp 445F EMCS Dept. #2405	4032
English	Eileen Meagher 229C Holt Hall Dept. #2703	4693

Environmental Science	John Tucker 110B Holt Hall Dept. #2653	2316
Health & Human Performance	Marisa Colston 212A Arena Dept. #6606	4743
Music	Jonathan McNair 304 Fine Arts Dept. #1451	4679
Nursing	Susan Davidson 324 Metro Dept. #1051	4661
Physical Therapy	Cathie Smith 303 Davenport Hall Dept #3253	5259
Political Science	David Edwards 417A Fletcher Hall Dept. #6356	4068
Psychology	Brian O'Leary 350G Holt Hall Dept. #2803	4283

**2006-2007 At-Large Members**

Social Work	Valerie Radu 226 Davenport Dept. #3203	4307
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**2006-2007 Ex-Officio Members**

Graduate School	Deborah Arfken 104 Race Hall Dept. #5305	5369
	Stephanie Bellar 103 Race Hall Dept. #5305	4182
	Yvonne Kilpatrick 103 Race Hall Dept. #5305	5438
Graduate Student Association	Barbara (Rabbit) Zielke 103 Race Hall Dept. #5305	5439
Lupton Library	Theresa Liedtka 205 Lupton Library Dept. #6456	4506

*THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA*  
**GRADUATE COUNCIL**  
CALENDAR OF SCHEDULED MEETINGS  
2006-2007

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**Fall Semester**

August 31, 2006

September 14, 2006

September 28, 2006

October 12, 2006

October 26, 2006

November 9, 2006

December 14, 2006

**Spring Semester**

January 11, 2007

January 25, 2007

February 8, 2007

February 22, 2007

March 8, 2007

March 22, 2007

April 12, 2007

April 26, 2007

***Graduate Council Committees***  
**2006-2007**

Admissions (Program) Requirements

Marisa Colston  
David Edwards--Chair  
Vicki Petzko

Curriculum Committee

Eugene Bartoo  
Theresa Liedtka -- Chair  
Jonathan McNair  
Kim Turner

400 Level Courses Committee

Vic Bumphus  
Susan Davidson -- Chair  
John Freeman

Grade Appeals Committee

[To be selected from the entire body]

Graduate Faculty Committee

Neslihan Alp -- Chair  
Roger Briley  
Michael Long

Petitions Committee

Cathie Smith  
John Tucker -- Chair  
Eileen Meagher

## MEMORANDUM

TO: Members of Graduate Council

FROM: Joe Dumas  
Chair, Graduate Council

DATE: September 20, 2005

SUBJECT: Procedure for Submitting Agenda Items

No one likes surprises, yet Graduate Council has encountered over the years mainly because of items sent at the last minute for placement on the agenda. We have had proposals that lack signatures from departments/programs who might be interested or whose curriculum might be affected, we have had items with incorrect information, and we have had items that needed two readings in the same meeting.

Please send your materials to the Graduate School office, 103 Race Hall, two weeks prior to the meeting date. Be sure that the cover sheet has the signatures of your department head, your dean, and any other department head whose program may be affected by the proposal. The Graduate School office will obtain the remaining signatures.

## ACTIONS TAKEN BY GRADUATE COUNCIL 2005-2006

DATE	ACTIONS TAKEN
9/22/05	<ul style="list-style-type: none"> <li>• First Reading: Revision of Graduate Grade Appeal Process: 12-0-0</li> </ul>
10/13/05	<ul style="list-style-type: none"> <li>• Second Reading: Revision of Graduate Grade Appeal Process: 9-0-0</li> </ul>
10/27/05	<ul style="list-style-type: none"> <li>• First Reading: Graduate Council Purpose and Membership: 14-0-0</li> </ul>
11/10/05	<ul style="list-style-type: none"> <li>• Second Reading: Graduate Council Purpose and Membership: Passed Unanimously</li> <li>• First Reading: Revision of Criteria for Graduate Faculty Membership: 7-0-1</li> </ul>
1/12/06	<ul style="list-style-type: none"> <li>• Approved Recommendations for Graduate Faculty Membership: 9-0-0.</li> <li>• Second Reading: Revision of Criteria for Graduate Faculty Membership: 7-0-2</li> </ul>
1/31/06	<ul style="list-style-type: none"> <li>• Second Reading: Environmental Science, moving the degree from 36 to 38 hours: 13-0-0.</li> </ul>
2/23/06	<ul style="list-style-type: none"> <li>• Second Reading: Changes in Curriculum for Counseling Program: 9-0-0</li> <li>• Second Reading: Mathematics 591r Special Topics (1-4) and Mathematics 597r Individual Studies (1-4): 9-0-1</li> <li>• Second Reading: Revisions to the Master of Accountancy Program: 9-0-0</li> <li>• Second Reading: Revision of Doctor of Physical Therapy Curriculum: 10-0-0</li> </ul>
3/9/06	<ul style="list-style-type: none"> <li>• Information Item: EDUC 500--Change of a requisite to a course</li> <li>• Information Item: EDUC 591--Change catalog description</li> <li>• Change in Coursework requirements for M.Ed. in elementary and secondary education (Licensure &amp; Non-Licensure): 8-0-0.</li> <li>• New Course: Introduction to Autism--EDSP 428/528: 10-0-0.</li> <li>• Assign Permanent Course Number to EDUC 503, Urban Parent and Community Resources Course: 10-0-0.</li> </ul>
3/30/06	<ul style="list-style-type: none"> <li>• Second Reading: Create Executive MBA Concentration: 13-0-0</li> <li>• Information Item: Change in Course Titles for BMGT 500 &amp; BMKT 500</li> <li>• Information Item: BMGT 597 Variable Credit Hour Change</li> </ul>

## **GRADUATE COUNCIL PURPOSE AND MEMBERSHIP**

**Purpose.** The Graduate Council is responsible for providing and periodically revising basic educational philosophy for graduate programs, for ensuring the maintenance of high standards in the graduate programs offered, and for proposing and recommending to the Faculty Council new graduate programs. The Graduate Council reviews new courses to be offered for graduate credit as well as other changes in the content and sequence of individual graduate programs. The Graduate Council is responsible for ensuring that general admission policies as established by the Board of Trustees and specific policies approved for individual graduate programs are maintained. The Graduate Council hears graduate students' petitions and grade appeals. The Graduate Council reports its curriculum and standards actions to the Faculty Council with recommendations for implementation or appropriate disposition.

**Membership.** Three (3) elected representatives from Business and four (4) from Education; one (1) elected representative from each of the other academic programs offering a graduate degree; and two (2) at-large representatives elected by and from the Faculty Council from departments which do not offer graduate degrees. Members of Graduate Council serve a one-year term and are elected at the conclusion of the spring semester for a term of office beginning the following September 1. At the first meeting on or after September 1, the Graduate Council will elect a chair from among the voting members who represent one of the graduate programs. Ex officio: Dean, The Graduate School; the University Librarian; and the President of the Graduate Student Association.

From the UTC Faculty Handbook II, pp. 11-12

## **The University of Tennessee**

### **Policy on Post-Baccalaureate Certificate Programs**

To qualify as a University of Tennessee Post-Baccalaureate Certificate Program, the following minimum criteria must be met:

1. The certificate must be an officially sanctioned and recorded documentation of satisfactory performance in a planned program of graduate-level study.

a. “officially sanctioned and recorded” means that the certificate is awarded and signed by the campus Chancellor/institute Vice President; that a permanent record is recorded and maintained by the appropriate campus/institute Registrar’s office; and that the certificate is listed in the appropriate campus/institute catalog.

b. “satisfactory performance” means that the student’s performance has met the minimum qualitative and quantitative requirements for the granting of the certificate.

c. “planned program of graduate-level study” means (a) that the program for which the certificate is awarded has been approved by the appropriate departmental, college, and university faculty and administrative bodies for graduate education, and (b) that it is recognized by the UT Board of Trustees by being listed in the annual *Comprehensive Listing of University of Tennessee Academic Programs*.

2. The duration of the program must be a minimum of nine (9) semester hours of graduate-level academic credit courses or the equivalent thereof, including approved practica, internships, clinical experiences, etc.

3. The program personnel must be either University of Tennessee regular or adjunct faculty or properly qualified persons specifically approved to participate in the post-baccalaureate certificate program.

Effective January 1, 2000

**The University of Tennessee at Chattanooga  
Graduate Council  
Criteria for Evaluating Programs with Few Graduates**

Note: A good assessment should be multidimensional, reflecting the various strengths and weaknesses of each program. The institutional data should be examined over a period of time, perhaps five years, to delineate patterns. It is also important to realize that the criteria may not fit every graduate program in the same way. Members of Graduate Council point out that programs need resources to be effective; thus, one should assess the output in relationship to the input.

Centrality of the Program to the University's Mission

Is the program's purpose aligned with the University's mission?

Interest/Need for the Program

- The inquiry/application/acceptance/enrollment funnel
- Number and diversity of majors
- Student credit hour production
- Relationship to the other programs, both undergraduate and graduate
- Evidence of employer need

Quality of the Program

- Quality of the academic program:
  - Critical mass of students taking sufficient coursework to ensure coherent group of peers
  - Courses characterized by advanced disciplinary content
  - Personalized instruction, advisement, and guidance for students
  - Retention and graduation of students
  - Student satisfaction with teaching and learning environment during the program and after two or three years
  - Achievement of program outcomes
  - Effective financial and physical resources to accomplish the program purpose
- Quality of the faculty:
  - Number of faculty with terminal degree appropriate for the discipline
  - Student and peer evaluations of faculty
  - Faculty research or creative endeavors

Assessment Documents

- UTC Mission;  
Program Mission
- Banner reports
- Fall, 14th day count;  
Fall, Spring, Summer data
- Catalogs
- Initial feasibility study, DOL data, placement data
- 14th day data
- Program review
- Student evaluations; program review  
Banner reports
- Alumni survey
- Program review
- Program review
- Academic Affairs personnel records
- Institutional research data
- EDO documents

- publications or creative efforts
- presentations
  
- funded grants

EDO documents

Grants/Research office data

- Quality of the students
  - Undergraduate cumulative grade point averages
  - Admission test scores
  
  - Evidence of student achievement while in the program
  
  - Evaluations by internship supervisors

Transcripts  
GMAT, GRE,  
TOEFL, CBT/ Praxis

Grades, honors,  
awards, publications,  
GSA travel,  
presentations, theses,  
reports

Interviews

Contribution of the Program to the UTC Community, Larger Community

- Placement/advancement of graduates
- Employer and coworker satisfaction of graduates who have been employed two-three years
- Preparation for doctoral or other advanced programs, including licensure
- Partnerships with outside organizations, businesses, agencies

Alumni, employer surveys, newspaper mentions

Employer, co-worker surveys

Correspondence; acceptance letters

Program review letters of agreement

Institutional Support (cost/benefit ratio)

- Administrative support
- Material resources for computer labs; library
- Facilities resources
- Resources for professional travel

Budget reports; peer institutions

Budget reports; peer institutions

Budget reports; peer institutions

Budget reports; peer institutions

# CURRICULUM APPROVAL PROCESS

## I. *General Guidelines*

The following procedures do not require action by the Graduate Council but must be submitted to the Graduate School Office. Information items 1 through 5 must state both the original and the revised form.

- Adding prerequisites.
- Decreasing the number of credit hours of a course; however, a shift to variable credit does require review and approval of the Graduate Council.
- Renaming courses.
- Renumbering courses, other than increasing the multiple of 100 (e.g., a 400-level course cannot be changed to 500 or 600 level without review and approval by the Graduate Council).
- Deleting prerequisites (except if such deletion affects other programs).
- Increasing the level of difficulty of a course.
- Shifting topics in a two-semester course.
- Making changes of an editorial nature.

## II. Requirements and Procedures for Graduate Proposals Submitted for Consideration by Graduate Council

### A. Preparing the Proposal:

1. The format of the text of the proposal for new or revised courses should be as follows:
  - (a) rationale for the course(s)
  - (b) analysis of how the proposal affects other programs
  - (c) catalog description
  - (d) syllabus for the course, including written requirements of the course student evaluation procedures.
2. The format for program proposals must follow the standard Tennessee Higher Education Commission (THEC) Format for New Degree Program Proposals. Please obtain a copy in the Graduate School Office.
3. Documents submitted for Graduate Council action may contain more than one related item if each item is reasoned and presented separately.
4. It is the responsibility of the department head and the proposal originator to ensure:
  - (a) that the proposal communicates its purpose to the audience.
  - (b) that various deadlines are met.
  - (c) that various steps in submitting the proposal have been followed.

### B. Submitting the Proposal:

1. Before a proposal is submitted to the Graduate Council:
  - (a) the proposal must be discussed with appropriate members of each department or program whose students will be affected to any appreciable degree by the proposal. Signatures of these persons must be affixed to the two required cover sheets.

- (b) the proposal must be submitted to the Dean of Graduate School and to the University Registrar for their information and comments on the proposal.
2. Two copies of the proposal must have cover sheets with original signatures. The cover sheets are available from the Graduate School Office.
  3. When the requirements for submitting the proposal have been met, an electronic copy should be sent to the Dean of Graduate School. The proposal originator and/or department head will be notified of the Council's action.
  4. An electronic copy will be required for the Faculty Senate. If no changes in the proposal are required, the proposal will be scheduled for presentation to the Faculty Council for its action.
  5. When approved by the Faculty Senate, proposals dealing with the following items must be sent to the UT Board of Trustees for approval by the governing board:
    - (a) Academic Programs defined here as
      - (1) new degree programs, including mergers if a new degree is created;
      - (2) new majors, including merger if a new major is created; and
      - (3) changes in sub-majors ("options," "concentrations," etc.).
    - (b) All other Actions Items including such things as campus role and scope statements, University-wide policy statements, changes in admission requirements, termination of existing programs, and the creation of new academic units.
    - (c) Information items including such things as departmental reorganizations/consolidations, renaming (not creating) of new units, administrative appointments at the level of dean or above, report of curricular matters which are within the of program faculty (e.g., routine change in name of programs in which the program is not changed).

## DISTANCE LEARNING STANDARDS

Graduate Council

Spring 1994

The vision of graduate distance education is to provide high-quality courses and services so that students may access learning opportunities through the use of appropriate technology and alternative methods of delivery.

*Vision Statement*

*Approved by Graduate Council Spring 2001*

The following standards are intended to serve as guides for the implementation and continuation of graduate distance learning activities. The standards are intended to facilitate the development of distance learning as a element of educational delivery and are meant to maintain quality in graduate education classes and program delivery.

### Academic Issue

### Academic Standard

Approval

All programs of study proposed to be offered through a distance learning modality follow the existing approval process, including approval of the Graduate Council.

Quality

The same quality standards applied to courses and programs of study on-campus will be applied rigorously to all distance learning courses and programs. Methods for assessments of quality should be devised and implemented on a routine basis.

Faculty Selection

Faculty members teaching distance learning classes must go through the regular appointment process as established for all graduate faculty.

Training

Faculty teaching through a distance learning modality must have the opportunity for training and re-training, if deemed appropriate. Training will include information about innovative teaching techniques, use of the equipment and special equipment and expectations of students.

Academic and Student

Students at remote sites will have access to library and Support laboratory facilities equivalent to those on-campus. Access may be accomplished through such methods as Internet or some other such arrangement, but the process must be arranged prior to the initiation of the distance learning activity. Student and faculty support services must take into consideration the unique needs of distance learning requirements. Established programs and classes should take precedence over non-credit or new programs when classes and programs are scheduled.

Student Mentoring

Fundamental to graduate education is a mentoring relationship between faculty and students. Therefore, for each course taught and for each academic program whose principal modality is distance learning, time must be formally established for significant interaction between individual faculty members and individual students. Such interaction may involve travel by the faculty member and/or student to meet with each other, be conducted via electronic media, or be established by some other meaningful method. Such interaction must be built into the faculty member's schedule, and costs for faculty travel, etc. must be borne by the university. Time spent by faculty on advisement and committee work should be part of the regular duties of the faculty member.

Class Size

While no maximum standard for class size exists, the mentoring relationship established between faculty and students is fundamental to graduate education. If class size extends beyond what might reasonably be expected for effective graduate education, efforts must be made to open an additional section or sections of the class. If class size exceeds the "normal" class size for the course, the faculty member should reasonably expect to be credited with teaching several sections of the same class, thus maintaining for the faculty

member a reasonable course load, or to receive extra-service pay for teaching an overload.

#### Incentives

Whenever possible, and in recognition of the extra time necessary to teach a distance learning class, incentives and rewards should be available to faculty. These incentives may include released time for preparation, advising and grading; opportunities for special training; access to state-of-the-art technology, perhaps in the form of recent software developments; special tenure, promotion and merit considerations with the inclusion of distance learning efforts as part of the faculty member's EDO goals; and other incentives as appropriate.

#### Assessment

Within the EDO goals, special consideration should be given to the modality when a faculty member is evaluated. Teaching distance learning classes may affect the student ratings of faculty. Therefore, special consideration of the overall teaching performance of faculty should be taken into consideration if there is significant deviation from the "normal" evaluations that the faculty member receives. Additionally, some considerations should be given in the EDO goal-setting phase that distance learning is a part of the service mission of the university and the department, particularly as these efforts relate to student recruitment and community service.

# The University of Tennessee at Chattanooga Doctoral Degree Programs

## Policies and Procedures

This section of the *Graduate Catalog* describes the policies and procedures for students who wish to earn a doctoral degree. Unless this section states otherwise, students wishing to pursue a doctoral degree shall abide by all policies and procedures established for graduate students enrolled at The University of Tennessee at Chattanooga.

### I. Preamble

Currently, the University offers a Doctorate in Physical Therapy (D. PT.). For a complete description of the program and its admission criteria, review the program description provided in this *Catalog*.

The doctoral degree indicates superior academic achievement and professional competence. Consequently, the doctoral degree program includes a course of study, examination procedures, and other requirements that ensure that students achieve the highest level of proficiency for the discipline. In many cases, the policies and procedures governing the doctoral degree are different from those governing the master's degree. These differences reflect the scope and expectation of the two degrees.

### II. Admission Requirements

The following sections describe the general application procedures and minimum application requirements for admission to all doctoral programs to be offered by the University. Applicants should recognize that a graduate program may specify additional procedures and requirements for admission to that program.

#### A. Bachelor's or Master's Degree:

Admission to all doctoral degree programs requires at least a bachelor's degree from a regionally accredited institution or international equivalent. Students admitted to a doctoral program before receiving the baccalaureate degree must complete the bachelor's degree and have met all other admission requirements before they may register for graduate courses.

Some degree programs may also require a master's degree from a regionally accredited institution or international equivalent as a requirement for admission. Students who have received a master's degree from UTC must reapply for admission as a doctoral degree student.

#### B. Grade Point Average:

The applicant must have a baccalaureate cumulative grade point average (GPA) no less than 2.7 on a 4.0 scale, or a 3.0 cumulative GPA earned during the applicant's senior year, for admission to The UTC Graduate School. The minimum cumulative GPA for specific programs may be greater; therefore, applicants should consult the description of the doctoral program for specific information.

If an applicant has earned a master's degree, then the applicant's graduate-level GPA and not the baccalaureate cumulative GPA will serve as evidence for minimum GPA. Applicants who have earned a

master's degree must have a cumulative GPA of 3.0 on a 4.0 scale for graduate level coursework. Applicants should refer to the admission requirements for the program they wish to enter to determine whether the program requires the master's degree or other specific minimum requirements. This rule may not apply for doctoral programs that use different criteria for determining the cumulative GPA.

Students who do not meet minimum admission standards may petition the faculty of the doctoral degree program for temporary admission under the conditional admission status. Some departments may automatically refuse such petitions as a part of their program policies and procedures. International students must seek regular admission as a graduate student and may not receive temporary admission status.

Admission to all doctoral programs reflects the academic credentials of the applicants to the program, the number of applicants, and the resources of the program. Consequently, meeting the minimum admission requirements for the University or a doctoral program does not ensure admission to a doctoral program.

#### **C. Admission Examinations:**

Each doctoral program has identified the appropriate admission examination process required for admission. Please consult the program description for a list of these requirements.

#### **D. Other Materials:**

Each doctoral program has identified additional application materials (e.g., letters of recommendation, portfolios, departmental interviews, or other evidence of academic achievement) that the student must submit. The purpose of these materials is to provide evidence that the student has the potential to succeed in the program and that the student's professional and research interests are compatible with those of the faculty. Please refer to the program for a list of the specific requirements.

#### **E. International Students:**

Students who are not native English speakers must submit scores from the Test of English as a Foreign Language (TOEFL). Students must have a score of 550 or greater for admission. (The Doctorate of Physical Therapy program requires a score of 560.) Students completing the computer version of the test must earn a score of 213 or greater. The student must complete the TOEFL test no more than six (6) months before the application for admission.

Some degree programs may require a greater TOEFL score for admission into the program. Please consult the program description for specific requirements.

Applicants may ask the prospective doctoral program for an exemption from the TOEFL requirement if they: 1) have received a bachelor's or master's degree from a regionally accredited institution in the United States, or 2) have worked full time in the United States for a period of one year after receiving the bachelor's or master's degree.

Some degree programs may require that international students also demonstrate the ability to speak English effectively. Programs with this requirement will list the specific testing procedures that will indicate proficiency in English oral communication.

#### **F. Delayed Admission:**

Students who want to start course work for a doctoral program after the normal matriculation date must notify The UTC Graduate School and the Coordinator of the doctoral program of his or her intent. Some departments may require that all new students begin their course work during a specific semester and may not allow students to delay their entry into the program. Students who wish to delay the start of their course work for more than one year must reapply for admission to the program unless exempted by the faculty of the doctoral program.

#### **G. Admission of Faculty and Staff Members:**

Faculty and staff employed by The University of Tennessee at Chattanooga may apply for admission to graduate study in order to enroll in graduate level courses. Because of the demands required of graduate level courses and potential for conflict of interest, faculty and staff must demonstrate that their enrollment in graduate courses will not adversely affect their job responsibilities or create a conflict of interest. The employee's supervisor, the Dean of The UTC Graduate School, and the Provost shall approve all applications for full-time faculty and staff to enroll in graduate courses while employed by the University. Faculty and staff will be classified as non-degree graduate students and may complete no more than nine (9) hours of graduate work toward the doctoral degree under this designation. Under extraordinary circumstances, full-time faculty and staff employed by The University of Tennessee at Chattanooga may apply for admission into a doctoral degree program with the approval of the employee's supervisor, the Dean of The UTC Graduate School, and the Provost of the University. Faculty and staff who request admission as a doctoral student must demonstrate that their pursuit of the doctoral degree will not adversely affect their job responsibilities or create a conflict of interest.

### **III. Application Procedures**

All applicants, regardless of doctoral program, must use the following application procedures. Applicants should contact a representative of the doctoral program for details regarding critical dates and procedures.

The UTC Graduate School receives all application materials for all doctoral programs. (Some programs may have additional application materials specific to their respective programs.) Send all materials to:

The UTC Graduate School  
The University of Tennessee at Chattanooga  
615 McCallie Ave.  
Department 5305

**A. General Procedures:**

- 1) Application for admission to UTC Graduate School.  
Forms are available at [www.utc.edu/gradstudies](http://www.utc.edu/gradstudies) or by contacting The UTC Graduate School.
- 2) Application fee: Submit a \$25 non-refundable application fee with the application form.
- 3) Request that the Registrar of each institution of higher education (colleges and universities) attended send an official transcript directly to The UTC Graduate School.

**B. Program Specific Procedures:**

- 4) Determine the specific examinations required of the program (e.g., Graduate Record Exam, Miller's Analogies Test, department interviews, or other specified evaluation procedures). The purpose of these materials is to ensure that the applicant has the potential for success in the program and to ensure compatibility of interest between applicants and faculty of the program. Test scores must be sent directly from the administrator of the test to The UTC Graduate School. Please note that it typically takes six to eight weeks for results of these tests to be delivered to the University. All tests must have been completed no more than five (5) years before application for admission.
- 5) Determine the additional application materials required of the graduate program (e.g., professional portfolio, letters of recommendation, or other materials). Send these materials directly to The UTC Graduate School.

The faculty of the doctoral program will determine which applicants to recommend to the Dean of The UTC Graduate School for acceptance. The UTC Graduate School will notify applicants of the status of their application in a reasonable time after receiving all required materials. All application materials are the property of The University of Tennessee at Chattanooga and will not be returned. The contents of materials listed as confidential (e.g., letters of support) will not be revealed to the applicant at any time.

**IV. Graduate Student Classifications**

The UTC Graduate School uses the following classifications to distinguish among the types of doctoral graduate student.

**A. Doctoral Degree Student:**

This classification includes students in good standing who have been admitted by the UTC Graduate School upon the recommendation of the faculty of the doctoral program. Admission to a degree program requires that the student meet the minimum admission requirements of The UTC Graduate School and the doctoral program and be prepared to complete the degree requirements in a timely manner. In addition, students admitted to the degree program must continually meet the minimum academic standards described in the *Academic Standards for Graduate Students* section of this *Catalog*.

Students may not simultaneously enroll in two doctoral degree programs. Students wishing to change doctoral degree programs must apply for admission to the new degree program.

**B. Doctoral Degree Candidate:**

Students enrolled in doctoral programs that require a dissertation for completion of a program of study will receive this designation when they have satisfactorily completed the necessary course work identified on the *Doctoral Program of Study Form*, passed preliminary examinations that the program may administer, and have successfully completed the dissertation prospectus.

**C. Transient Graduate Student:**

This classification includes students who are enrolled in a graduate degree program at another regionally accredited institution, who are in good standing at that institution, and who wish to enroll in courses offered by the University.

Transient graduate students who wish to be reclassified as doctoral degree students and complete their degree work at The University of Tennessee at Chattanooga must apply for admission to The UTC Graduate School and the doctoral program. A transient graduate student who is reclassified as a doctoral degree student must complete 50% of the required degree work at The University of Tennessee at Chattanooga.

**D. Non-Degree Graduate Student:**

This classification represents students who may wish to enroll in graduate level courses but do not intend to complete the doctoral degree. Faculty and staff working for The University of Tennessee at Chattanooga will receive this classification unless they are admitted into a degree program as a doctoral degree student.

Admission to The UTC Graduate School does not automatically allow students to enroll in graduate courses. All students must comply with the prerequisites and corequisites of all courses in which they wish to enroll. In some cases, graduate courses are open only to students admitted to the doctoral program. In these cases, the non-degree graduate student must receive the permission of the instructor to enroll in the course.

Students admitted under this classification must maintain a 3.0 grade point average to maintain their non-degree status. Non-degree graduate students may not complete more than nine (9) semester hours of course work toward a doctoral degree unless they receive an exemption from the doctoral program. The Department Head and/or Program Coordinator will forward the exemption to The UTC Graduate School as an information item.

After completing nine (9) semester hours of coursework in a degree program, the non-degree graduate student must request reclassification as a doctoral degree student or petition the doctoral program for permission to retain the classification as a non-degree graduate student and enroll in additional courses. The Department Head and/or Program Coordinator will forward the petition to The UTC Graduate School.

International students on a F-1 visa may not be classified as non-degree students.

### **E. Post-Doctoral Admission**

This classification includes persons who have earned a doctoral degree from a regionally accredited institution or international equivalent and who wish to enroll in graduate courses offered by the University. The policies and procedures for a non-degree admission shall apply for the post-doctoral admission.

### **F. Conditional Admission**

This classification includes students who receive temporary admission because they do not meet the minimum admission requirements for The UTC Graduate School. International students may not apply for conditional admission. Under extraordinary circumstances, the faculty of a doctoral program may wish to admit a student who has not met these standards but demonstrates by other means the potential to succeed in the program. These students may be admitted on a conditional basis after they have submitted all required application materials. Students granted conditional admission may enroll in graduate courses for only one semester. The faculty of the doctoral program will prepare, in writing, the rationale for the admission of the student and the specific objectives the student must achieve by the end of the semester as the condition for admission.

The student must earn a 3.0 grade point average for all course work completed during the first semester. At the end of the first semester, the faculty of the doctoral program will report, in writing, to the Dean of The UTC Graduate School the extent to which the conditionally admitted student successfully completed the specified objectives and whether the faculty wish to reclassify the student as a doctoral degree student. Upon the approval of program faculty, the student's status will be revised to that of doctoral degree student. Students who do not receive such approval will be withdrawn from The UTC Graduate School and the doctoral program.

### **V. Admission of International Students**

The University wishes to encourage qualified graduate applicants from other countries. International students should contact the International Students Services Office for necessary application materials. Send all inquiries to:

International Student Services Office  
Dept. 4755  
The University of Tennessee at Chattanooga  
615 McCallie Avenue  
Chattanooga, TN 37403

All international students must follow the admissions procedures described above and for each doctoral program. All applications from international students must be hand written; international students may not apply on-line. International students must submit the following materials to International Student Services Office.

1. A preliminary application form.

2. An application for admission on the form provided by the University.
3. A draft drawn on a U.S. bank or money order for the \$25 U.S. *nonrefundable* application fee. An international bank check is accepted when the bank lists a US affiliate.
4. Copies of authorized school or university records with certified translations if the records are in a language other than English. Translations must include descriptive titles of courses studied and grades gained in final examinations.
5. Official scores on the Test of English as a Foreign Language (TOEFL). An official score of 550 or above required. (A score of 213 or above is required for computer-based test.) Please note that some doctoral program may require a higher TOEFL score.
6. Official scores on the admission test required by the doctoral program.
7. Official evidence of financial resources sufficient to provide adequate support (as determined by the University) during the applicant's period as a student. Students must demonstrate that they have access to financial resources that will pay for academic and living expenses for one full-time academic year. All documentation must include original materials. The University cannot accept photocopies or materials printed from the Internet.
8. All international students are required to purchase health insurance through UTC when they pay their enrollment fees.
9. Other fees which may be required by the University or United States at the time of admission.

All materials must be received The UTC International Student Services at least three (3) months prior to the semester in which the applicant wishes to enroll. An accepted applicant will receive a certificate of acceptance and an *I-20 form*, which must be shown to the Consular Officer of the United States to whom the student applies for a student visa. The *I-20 form* states that each student must attend UTC one full-time semester upon arrival.

## **VI. Readmission**

Any student whose attendance has been interrupted one or more semesters (excluding the summer session) must reapply for readmission to the University. An application for readmission must be submitted prior to the beginning of the semester or summer term in which admission is desired.

Due to the competitive nature of some degree programs, readmission as a doctoral degree graduate may require departmental approval. In addition, students who have not been admitted to candidacy must follow the regulations in effect at the time of readmission.

## **VII. Academic Standards for Graduate Students**

Graduate education requires continuous evaluation of the student. Each doctoral program has developed a policy for student evaluation. The *Doctoral Program of Study Form* will list the criteria the faculty will use to determine the student's progress and potential for success. This evaluation includes periodic review of

performance in required and elective courses, the cumulative GPA, and performance on other evaluation procedures required of students enrolled in the doctoral program. This evaluation may include written and oral formal examinations, professional portfolios, or supervised practica. The evaluation may also include the program faculty's evaluation of the student's progress and potential for success as a professional working in the discipline. Therefore, a student's continuation in a doctoral program depends upon maintenance of satisfactory academic performance and a positive faculty evaluation of the student's progress.

#### **A. Cumulative GPA:**

The faculty of the program and the Graduate School dean review the academic records of all graduate students at the end of each semester, including the summer terms. Graduate students must maintain a cumulative GPA of at least 3.0 for all courses evaluated with a letter grade of A-F. Grades of S/NC, SP/NP, IP, and I, which have no numerical equivalent, are excluded from this computation. Students may not use grades less than C, or evaluations of NC or NP to fulfill the requirements listed on their *Doctoral Program of Study Form*.

#### **B. Additional Requirements:**

A doctoral program may require students enrolled in the program to meet additional requirements as evidence of satisfactory progress. These requirements may include research; completion of coursework and other specific projects within an identified time frame; demonstration of specific professional competencies; and other objectives germane to the doctoral degree. The faculty of the program will list these requirements as a part of the student's *Doctoral Program of Study Form*. It is the student's responsibility to understand these requirements. If the student does not fulfill the program's additional requirements, he or she will be placed on academic probation, regardless of his or her cumulative GPA.

#### **C. Continuous Enrollment:**

All students shall be continuously enrolled for no fewer than two (2) credit hours upon their matriculation until their graduation. Students may petition The UTC Graduate School for an exception to this rule.

### **VIII. Academic Probation**

#### **A. Cumulative GPA:**

A student will be placed on academic probation when his or her cumulative GPA falls below 3.0. While on academic probation, the student may continue his or her graduate study so long as each semester's GPA is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

#### **B. Additional Requirements:**

A student will be placed on academic probation for failing to meet the degree program's requirements for satisfactory progress. Evidence of failure to meet the requirement for satisfactory progress may include earning a semester grade point average less than 3.0, receiving an excessive number of I, NC, or NP course

evaluations, or failure to pass a required evaluation procedure. Should a student be placed on academic probation for failure to meet the program's requirements for satisfactory progress, the student shall receive, in writing, the requirements he or she must meet in order to be removed from academic probation. Unless otherwise stated, the student shall meet these requirements before the end of the following semester. Failure to meet these objectives will lead to the student's dismissal from The UTC Graduate School and the doctoral program.

## **IX. Dismissal**

### **A. Cumulative GPA:**

A student will be dismissed by the Graduate School dean if he or she earns a semester GPA below 3.0 while on academic probation for low cumulative GPA.

### **B. Failure to make timely progress:**

A student may also be dismissed should the program faculty find that the student has failed to complete degree requirements in a timely manner, received an excessive number of I, NC or NP course evaluations, or failed to pass examinations required by the doctoral program. The criteria for timely progress shall be defined by each doctoral program and will be listed in the student's *Doctoral Program of Study Form*.

### **C. Ethical Violations:**

A student may also be dismissed should the program faculty find that the student's behavior directly violates the ethical code of conduct governing members of the professional organization for the program's discipline, or whose personal conduct leads the faculty to conclude that the student is unfit to assume a role as a professional in the discipline. A majority vote of the program faculty will serve as basis for dismissal if the student violates the guidelines for ethical conduct.

A student may also be dismissed for cause if found to have violated The University of Tennessee at Chattanooga's code of conduct. Refer to the *Student Handbook* for a review of these expectations.

All students conducting research with human participants must comply with the policies and procedures of the University's Institutional Review Board. Violation of these regulations shall be considered a violation of ethical behavior.

### **D. Professional Achievement:**

A student, regardless of academic performance, may be dismissed should he or she fail to demonstrate mastery of essential professional behaviors, which include those skills essential for work in the profession.

These skills shall be defined by each doctoral program and will be listed in the student's *Doctoral Program of Study Form*. A majority vote of the program faculty will serve as basis for dismissal if the student fails to demonstrate proficiency of professional achievement.

## **E. Procedures:**

The Dean of The UTC Graduate School, upon the recommendation of the doctoral program faculty, shall notify the student in writing of the dismissal. Students who are dismissed may appeal the action in accordance with the general rules defined in the *Graduate Catalog* and *UTC Student Handbook*. Students who wish to appeal their dismissal should contact The UTC Graduate School office for the necessary forms and to review the procedures of the appeal.

## **X. Doctoral Committee**

Each doctoral degree student will have a doctoral committee. For those programs not requiring a dissertation, the doctoral committee shall be the doctoral graduate faculty of the program. Subject to Graduate Council policies and individual program requirements, the doctoral committee must approve all coursework applied toward the degree, certify the student's mastery of the necessary skills and knowledge of the profession, and assist the student in completing the requirements of the program. The Department Head and/or Program Coordinator, Dean of the College, and the Dean of The UTC Graduate School shall approve each doctoral committee for each student.

## **XI. Doctoral Program of Study Form**

Each doctoral degree student shall prepare a program of study that will be described in writing using the *Doctoral Program of Study Form* (copies of which are available in The UTC Graduate School offices). The *Doctoral Program of Study Form* must be approved by student's Doctoral Committee and the Dean of The UTC Graduate School. The *Doctoral Program of Study Form* will list all courses and other academic experiences (e.g., extracurricular or qualifying exams, internships, practica, or dissertation) the student must complete to fulfill the requirements of the doctoral degree. The student will submit the *Doctoral Program of Study Form* to The UTC Graduate School Office before completing 18 semester credit hours in residence as a doctoral graduate student at UTC.

### **A. Students With Master's Degree:**

Students admitted to a doctoral program who have completed a master's degree, or its equivalent, may petition the faculty of the doctoral degree program to accept all or parts of the relevant graduate course work to count as fulfilling a portion of the doctoral degree requirements. A student with a master's degree may substitute no more than 50% of the doctoral degree requirements with graduate work completed at another institution or within another degree program offered by UTC unless the course work is included in the *Doctoral Program of Study Form*. Students submitting such a petition must understand that the professional accreditation guidelines governing a doctoral program may limit the number of transfer courses.

Students entering a doctoral degree that requires the master's degree as a condition of acceptance may not apply the master's degree course work toward the completion of the doctorate.

Although previously completed graduate courses may be used to satisfy a portion of the requirements for the degree listed on the student's *Doctoral Program of Study Form*, those courses will not be officially transferred to The University of Tennessee at Chattanooga and will not be placed on the student's UTC transcript.

## **XII. Doctoral Examinations**

Each doctoral program requires its degree students to complete one or more examinations as a portion of the degree requirements. These evaluations may include various formats including standardized multiple-choice exams, essays or papers, oral presentations, clinical performance evaluation, or other methods of evaluation appropriate for the academic discipline or profession. Please refer to the program's degree requirements for a complete description of these exams. Students must be registered for no fewer than two (2) semester hours in the semester during which they complete these examinations. The student is responsible for paying the cost of extracurricular exams (e.g., professional certification exams) that the faculty of the doctoral department does not administer but requires as partial fulfillment of the degree requirements.

The faculty of the doctoral program, as a part of their doctoral program policies, may limit the number of times a student may retake an exam or a portion of an exam that he or she failed. Failure to pass these exams may be used as grounds for dismissal. The faculty of the doctoral program may also require that a student retake all or portions of a specific examination when the student has not completed the degree requirements within five (5) calendar years of completing the examination.

## **XIII. Completion of Doctoral Degree**

All doctoral students shall complete the requirements for the degree within the time limits specified within the *Doctoral Program of Study Form*. This time limit shall include the semesters set aside for the dissertation, if one is required of the student. Students may petition the faculty of the program for an extension. If the student receives the extension, the dissertation committee may require that the student enroll in previously completed courses to ensure that the student receives a timely review of specific content or conceptual topics.

## **XIV. Dissertations**

Some doctoral programs require students to submit a dissertation as a requirement for completion of the degree. The dissertation represents a high quality scholarly project that allows the student to demonstrate his or her mastery of the research and analytic skills currently applied by scholars in the discipline. Consequently, the dissertation should represent the highest quality of intellectual endeavor expected of persons earning a doctoral degree in a particular field of study.

### **A. Dissertation Committee**

The chair of the degree candidate's doctoral committee and at least three (3) additional members of the faculty will evaluate the student's progress on the research and the final dissertation. The committee chair must be a member of the doctoral graduate faculty. Typically, the committee chair supervises the student's

dissertation research. In addition, the committee chair ensures that the members of the committee abide by the policies and procedures of The UTC Graduate School and the academic program offering the degree and provides collegial assistance to the degree candidate. Under special circumstances, a member of the doctoral graduate faculty from another degree program may supervise the student's research with the approval of the program faculty and Graduate Council.

The additional members of the committee may include members of the faculty from the student's program and other programs, members who the committee chair and student believe can make substantive contributions to the student's dissertation.

At least one member of the committee must be from an academic unit other than that of the student's major field and be a member of the doctoral graduate faculty. The Department Head and/or Program Coordinator and the Dean of The UTC Graduate School shall approve the membership of the dissertation committee.

The coordinator of the doctoral program may petition the Graduate Council to allow a person who is not a member of the faculty and who, because of relevant professional experience and academic training, can serve on the dissertation committee. Such a person will receive temporary and honorific status as a member of the doctoral graduate faculty while serving on the student's committee.

### **B. Defense of Dissertation Prospectus**

The student must prepare and defend a prospectus for the dissertation research. The dissertation prospectus shall include a complete description of the proposed research project and the methods to be used to complete the project. The dissertation committee shall determine the extent to which a proposed project meets the standard for a high quality scholarly project. The student must be enrolled for at least two (2) semester hours during the semester in which he or she defends the prospectus.

When the dissertation committee has approved the dissertation prospectus, and other requirements specified in the *Doctoral Program of Study Form*, the student will be reclassified as a doctoral degree candidate. The student will continually enroll in at least two (2) semester hours during each semester until he or she has completed the research and is ready to defend the dissertation.

### **C. Compliance with Institutional Review Board**

All graduate students engaged in research that uses human participants must obtain approval from The University of Tennessee at Chattanooga's Institutional Review Board (IRB). There are no exceptions to this requirement. Graduate students engaged in any research, regardless of venue or academic requirement, must ensure that they comply with the policies and procedures established by the IRB. Students may not initiate any research that involves the use of human participants without prior consent of the IRB. Disregard of IRB policies and procedures may result in forfeiture of any data collected and disciplinary action.

#### **D. Completion of the Dissertation**

The dissertation is an important educational experience that allows the student to demonstrate his or her mastery of disciplinary scholarship. Consequently, the dissertation represents a lengthy and deliberate engagement with an intellectual problem germane to the academic discipline.

Each doctoral program has established the time limit in which the student must complete the dissertation once the dissertation committee has approved the prospectus. Students may petition the faculty of the program and the Graduate Council for an extension of the time limit. Students shall continually enroll in no fewer than two (2) semester hours during each semester while completing the dissertation

#### **E. Defense of Dissertation**

The student must prepare a written dissertation for examination by the dissertation committee. When the dissertation committee chair is satisfied with the quality of the written work, the committee will officiate an oral examination of the student. The dissertation must be distributed to the committee at least ten (10) working days before the dissertation defense. The dissertation defense must be scheduled through The UTC Graduate School at least two weeks prior to the defense and must be conducted in University-approved facilities unless extenuating circumstances require otherwise. The UTC Graduate School shall publicly announce the date, time, and location of the defense.

The typical defense consists of a public forum that is open to the entire University community. When extraordinary circumstances arises (e.g., the research represents classified work), the chair of the dissertation committee may request that the Dean of the UTC Graduate School waive public forum portion of the defense. Immediately following the public presentation, the members of the dissertation committee will conduct a private dissertation examination of the doctoral candidate. The members of the committee will then meet privately to evaluate the status of the dissertation. The chair of the committee will communicate the findings of the committee to the degree candidate.

The student must successfully defend his or her dissertation at least two weeks before the date of submission and acceptance of the dissertation by The UTC Graduate School Office. The chair of the dissertation committee must submit the results of the defense by the dissertation deadline.

Each program has established the minimum standards for the format of the dissertation and for the editorial guidelines the student will follow in preparing the manuscript. Each program has also established standard procedures for the conduct of the defense. The dissertation committee chair will review these procedures with the student.

#### **F. Evaluation of Dissertation**

The evaluation of the dissertation will consist of one of three outcomes, Pass, Re-examination, and Failure. The evaluation of Pass indicates that a majority of members of the dissertation committee concluded

that the student met or exceeded the requirements set forth in the dissertation prospectus, but may be required to make minor editorial modifications to the dissertation. The members of the dissertation committee will sign the final draft of the dissertation once the student has made the required changes to the dissertation.

An evaluation of Re-examination indicates that the majority of the members of the committee found substantive problems in the work or the defense of the dissertation. The members of the committee will prepare a list of modifications or improvements required of the student's work before a second dissertation defense will be scheduled. The re-examination will occur in the subsequent semester unless the dissertation committee and the Dean of The UTC Graduate School grant additional time for the student to effect the necessary changes.

An evaluation of Failure indicates that the majority of the dissertation committee judged the quality of the student's dissertation and the defense of the dissertation to be below the standards expected of doctoral level scholarly performance. Failure of the dissertation shall be grounds for the student's dismissal.

### **G. Classified Research**

A basic principle in graduate education is that research 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 dissertation, prior approval must be secured from the Department Head and/or Program Coordinator, and from the Dean of The UTC Graduate School. Should the research become classified in the course of a project, the Department Head and/or Program Coordinator, and Dean of The UTC Graduate School must be notified immediately so that proper procedures can be followed. Failure to comply with these requirements may lead to rejection of a thesis or dissertation manuscript.

### ***H. Dissemination of Final Copies of Dissertation***

Paper copies approved for final submission will be sent to the University Libraries bindery two weeks before conferral of the graduate degree. One of the bound copies will be placed on the shelf in Lupton 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.

Students retain copyright privileges immediately upon creation of their work. Students are not required to register their copyright, but registration does establish a public record of the dissertation and ensure additional legal rights.

A student must, as a condition of a degree award, grant royalty-free permission to the University to reproduce and distribute copies of the thesis or dissertation within the University of Tennessee System, on a noncommercial basis including by electronic and digital technologies. The student may also elect to allow distribution outside the University of Tennessee System.

All students must submit their dissertations to ProQuest Information and Learning Company for publication in University Microfilms International (UMI). Procedures for this submission are published in the

*Graduate Catalog* and are further explained in a separate letter sent to doctoral candidates upon initial enrollment in dissertation hours.

# THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

## Policy and Procedures for State-funded Graduate Assistantships

**GOAL:** Assistantships serve to facilitate graduate students in the prompt and successful completion of an advanced degree program and to provide work experience in a setting under the supervision of a faculty or administrative mentor.

### TYPES OF

#### ASSISTANTSHIPS:

Research assistantships. These are general awards; the student assists with a range of duties—including library research, preparation of reports, field studies, and laboratory research.

Administrative assistantships. In this type of award, the graduate student works in an administrative office, gathering, organizing, and analyzing information. Such work may be clerical, computer-based, and or editorial in nature. To allow maximum professional development, the student should be given the opportunity to apply his or her academic skills to the assigned tasks and to develop new administrative skills.

Instructional assistantships. UTC recognizes that graduate students provide valuable instruction in laboratory settings and support activities. Graduate students should not be used in teaching roles unless they have earned their master's degree and meet all SACS criteria. Accordingly, students with instructional assistantships should work in limited settings under the close supervision of a specific faculty member.

### CRITERIA FOR

#### ELIGIBILITY:

A student must be fully admitted to a graduate program and have academic good standing. International students are generally not eligible for a graduate assistantship until their second semester of enrollment.

#### CONDITIONS:

Decisions regarding the eligibility of students for continuation of assistantships will be made by the Dean of the Graduate School and are contingent upon the student's maintaining a 3.25 or higher g.p.a.

#### PROCEDURES:

1. The student requests a "Graduate Assistantship Application" from the Graduate Office, Adult Services, or Graduate Coordinator/Director, fills out the top third and the reverse sides of the application form, and returns it to the Graduate School Office by the April 1 deadline.
2. The Graduate School Office fills out the section of the application form marked "For Office Use Only" and sends it to the appropriate Graduate Program Coordinator/Director.
3. The Dean of the College notifies the Program Coordinator /Director of the funds available for stipends and tuition waivers for the academic year.
4. The Graduate Program Coordinator /Director reviews the applications with the department head and dean, interviewing students when appropriate, completes the final section of each form, and returns them to the Graduate School Office by an appropriate date. (April 15 is the common notification deadline which members of the Council of Graduate Schools use.)
5. The Dean of the College sends the student three copies of an award letter stating the type of graduate assistantship and work responsibilities, the place of employment, and the terms of the award. The student

signs the letter, keeps a copy, and returns one to the Coordinator and one to the Graduate School Office. The Graduate School office sends letters to those students who do not receive awards.

6. The Dean of the Graduate School sets up a spreadsheet indicating the terms of the award and sends regular copies to the Bursar's, Financial Aid, and Payroll Offices, and to the Program Coordinator/Director.
7. Graduate assistants paid from state funds receive fee waivers in accordance with UT system policy.
8. Terms of the award are listed in the chart below:

AWARDS	STIPEND / SEMESTER	RATE/ MONTH	MINIMUM HOURS	MAXIMUM HRS. WAIVED	HOURS SERVICE/WEEK
Full Asst or Full Asst	\$2,750	\$687.50	9	9	20
¾ Asst	\$2,062	\$516	9	9	15
½ Asst	\$1,375	\$344	6	6	10

NOTES:

1. Semester awards are paid in four monthly checks, beginning with the first full month of enrollment.
2. Service to the department is for the 15 weeks of classes each semester. There will be no service requirement during the week of exams. (Summer assignments are made on individual basis to fit the student's schedule.)
3. Work assignments are made by the Dean of the college in consultation with the Department Head, and Graduate Program Coordinator /Director. Letters announcing graduate assistantship awards should outline the conditions of the assistantship (stipend, fee waiver, work assignment, procedures for completing payroll forms, and procedures for obtaining the fee waiver) as well as a place for the student's signature of acceptance.
4. To be awarded a full assistantship, the student must be a full time student carrying at least 9 semester hours of credit (audit hours may be acceptable under certain conditions) and not having outside employment. A student who wishes to carry 12 hours of coursework will receive the full stipend and fee waiver but will have a reduced work assignment.
5. Program Coordinators /Directors are responsible for monitoring the graduate assistant's work performance and academic progress.
6. If a student drops classes and falls below the minimum course requirement for a given level of graduate assistantship support, the future stipends, hours of service, and fee waiver will be appropriately adjusted at the time of the drop. If the student withdraws from the University or resigns the assistantship voluntarily, the fee waiver will be rescinded and the student will be assessed all fees.

# MEMBERSHIP IN THE GRADUATE FACULTY OF THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

In support of continuing high quality graduate education at The University of Tennessee at Chattanooga and in recognition of accreditation standards, the following policy for a graduate faculty has been adopted.

In terms consistent with the mission of this University, this policy defines a graduate faculty, describes the criteria for membership in the faculty, and articulates the process of approval. This document should be periodically reviewed by members of the Graduate Council.

## A. Definition

There are four general categories of membership in the Graduate Faculty at UTC: *full doctoral*, *full master's*, *associate*, and *special*. Graduate Faculty may teach graduate courses and undertake other responsibilities, as described below.

1. Full Membership - Doctoral  
Full members of the Graduate Faculty for *doctoral* programs may teach graduate courses; direct theses, dissertations, and doctoral projects; and serve on thesis, dissertation, and doctoral project committees. They are eligible for election to the Graduate Council.
2. Full Membership – Master's  
Full members of the Graduate Faculty for *master's* programs may teach graduate courses, direct theses, and serve on thesis, dissertation and doctoral project committees. They are eligible for election to the Graduate Council.
3. Associate Membership  
Associate members of the Graduate Faculty may teach graduate courses, serve on thesis and dissertation committees, and are eligible for election to the Graduate Council, but are not eligible to direct theses and dissertations. Membership in this category is provided for individuals who do not meet all the criteria for full membership but are full-time tenured or tenure-track faculty.
4. Special Membership  
Special members may teach specific graduate courses or serve on specific thesis and dissertation committees. Special membership status of the Graduate Faculty may be granted to visiting or adjunct faculty of the University who have special academic expertise or professional experience and who demonstrate competence in a particular course of instruction but who otherwise do not meet all the criteria for associate or full membership. Faculty who hold special membership are not eligible for election to Graduate Council.

## B. Criteria for Full Membership

The criteria of selection for full membership in the Graduate Faculty are designed to advance the specific programs of the University, and it is expected that participating graduate programs, the Graduate Council, and the Graduate School will periodically review the selection criteria.

### 1. Evidence of Appropriate Degree

For full members of the Graduate Faculty in doctoral or master's programs: an earned doctorate or appropriate terminal degree in the teaching discipline or a related discipline. The degree should have been awarded by a regionally accredited institution or its international equivalent.

### 2. Evidence of Ongoing Scholarly and Professional Work

Graduate Faculty must have maintained active and recent scholarship in fields of expertise.

While research and scholarly production may be defined differently in each discipline or academic competence, the following guidelines are relevant:

- a. The activity involves a studious inquiry or examination.

- b. The results of scholarship and other professional production are peer-reviewed, depending upon the mode of scholarly production. For example, in the performing arts, there may be a provision for formal, public, peer evaluation. In other disciplines there may be a provision for peer evaluation of products such as archival or published research, presentations before professional societies, licensure and certification, or significant consulting activity. Classified or “sensitive but unclassified” efforts will be evaluated on a case-by-case basis.

Note: Because institutions offering doctoral degrees must meet high standards of professional and scholarly expectations, graduate faculty in doctoral programs will be held to higher standards of scholarly activity than graduate faculty in master’s programs. While expectations for faculty may vary from discipline to discipline, doctoral faculty must have substantial, documented evidence of excellence in scholarly and creative activities on a current and sustained basis. These scholarly and creative efforts must be peer-reviewed in the disciplinary area of their assigned graduate responsibility.

### 3. Documented Commitment to Graduate Education

Evidence for commitment to graduate education may have been demonstrated at this University or at another institution by activities such as the following:

- teaching graduate classes
- conducting scholarly activity
- directing internships, projects, theses, and dissertations
- serving on committees for projects, theses, and dissertations
- serving on Graduate Council, if elected
- serving on Graduate Council committees, if designated
- advising graduate students
- serving as a graduate program coordinator
- developing graduate programs and courses
- participating in graduate recruitment activities
- developing research facilities

Demonstration of a commitment to graduate education by new members of the faculty in the first year of hiring may be determined in the interview.

### C. Processes of Designation, Continuation, and Appeal

#### 1. Process of Designation

- a. The process of designation to the Graduate Faculty will
  - i] originate with the individual and the graduate faculty of the instructional unit in a process that will
  - ii] include the recommendation of the Department Head;
  - iii] proceed through review and recommendation by the College Dean; and, in typical cases,
  - iv] be recommended by a “membership committee” of the Graduate Council, and will be recommended to
  - v] Graduate Council which in turn will recommend to
  - vi] the Dean of the Graduate School, who will recommend to
  - vii] the Provost, who, upon his or her approval, will make the appointment by letter.

NOTE: In some cases--typically in an instance of trans-disciplinary research and teaching and in interdisciplinary research and teaching where there may be no single departmental discipline to advocate the appointment--the Dean of the College or the Dean of Graduate School may initiate the process. He or she will submit the case for approval by the graduate faculties of the program(s) concerned with the projected research and teaching, after which the normal process will be followed.

- b. In the event that a new faculty member is hired with graduate teaching responsibilities, status in the Graduate Faculty may be awarded at the time of appointment, for a period of two years.
- c. In emergency circumstances, a temporary appointment may originate with the recommendation of the concerned unit of instruction, the Dean of the College, and the Dean of the Graduate School. Upon this action, the graduate dean may recommend a one-semester exemption to the normal process, which will require a temporary appointment by the Provost.
- d. In none of the provisions for membership in the Graduate Faculty is there the presumption that membership is perpetual or that any faculty member has a contractual right or obligation to teach graduate courses without the

normal provisions for review and renewal. Membership in the Graduate Faculty should be regarded as a privilege, not as an entitlement.

2. Process of Continuation

The process of continuation varies somewhat according to the four categories of membership.

- a. For faculty holding Full Membership at the doctoral or master's level, credentials are reviewed at the time of initial appointment and every five years thereafter.
- b. For faculty holding Associate Membership, status is reviewed every five years for continuation as an associate member or for acceptance as a full member. At the request of an associate member, his or her status may be reviewed for acceptance as a full member at any time when a change in circumstances warrants such change in designation.
- c. For faculty holding Special Membership, appointments will be reviewed after two years and may be renewable.

3. Process of Appeal

If a faculty member's application for membership in the Graduate Faculty is not approved in the normal process described above, or if it is approved for a category other than the one sought, a written appeal may be made to the Provost and to the Chancellor.



## **The Graduate School**

### Graduate Council Policy on Petitions

The burden of proof is on the petitioner, and petitions will not be routinely accepted but considered on their merits as exceptions. This basic rule applies at each step of the petitionary procedure.

Students are responsible for stating clearly, in typed or word-processed form, the reason for the petition. They are also responsible for giving clear and cogent reasons to support their requests. Petitions should be given to the student's graduate program coordinator or to the Graduate School Office.

Each department, or other responsible unit, shall have a committee empowered to receive petitions of graduate students. The committee should meet formally to consider any petition. The chair of the committee should sign the recommendation and attach a letter if the recommendation is negative.

On appeals for a one-year or less extension of the time limits for the degree, and on such appeals only, the department committee may grant the appeal. The Graduate Council shall be notified promptly in writing that such an appeal has been granted.

All petitions other than those of one-year extension should be submitted to Graduate Council.

**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA**  
**The Graduate School (Dept 5305)**  
**103 Race Hall**  
**615 McCallie Avenue**  
**Chattanooga, TN 37403**  
**423/425-4666**  
**www.utc.edu/gradstudies**

## ***GUIDELINES FOR PREPARING THE THESIS/DISSERTATION***

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### **Introductory Remarks**

Congratulations on your achievements so far! The thesis/dissertation represents the culmination of a major research project and conveys the results of the research to others for years to come. You as a graduate student and the thesis/dissertation committee share the responsibility for the accuracy and professionalism of the thesis/dissertation. Above all, the thesis/dissertation should reflect credit on you as an emerging professional, your committee, The Graduate School, and the University. This brief sheet will provide some guidelines for you to follow as you prepare your thesis/dissertation for review by the Dean of The Graduate School.

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### *PREPARATION OF THE THESIS/DISSERTATION*

#### **Institutional Review Board (IRB)**

If your research involves human subjects, you must follow the guidelines at [www.utc.edu/~instrb](http://www.utc.edu/~instrb).

#### **Style Manual**

While your department will usually have a style manual that is preferred by that discipline, The Graduate School uses the "Guide to the Preparation of Theses and Dissertations" tenth edition, (2003), which is published by the University of Tennessee at Knoxville. This manual may be downloaded in its full format from the UTK website at <http://web.utk.edu/~thesis/guide.htm>

#### **Margins**

Please allow one inch margins at the top, bottom, and right sides of the paper and one and a half margins on the left side. The bindery trims the paper; and, without these margins, some of your text will disappear.

#### **Spacing**

Double-space all of your text. Despite examples you may find in theses/dissertations on the library shelves, do **not** use four spaces between paragraphs.

#### **References or Works Cited Page**

Again, use the bibliographic form recommended by the chair of your thesis/dissertation committee. The UT manual can provide help in this matter. Otherwise, you may wish to use the American Psychological Association's [Publication Manual](#) (5<sup>th</sup> Edition) format as recommended. The publication information must be complete for each reference you cite: this information includes the place of publication, the publishing company, and the date of publication.

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## **SUBMISSION OF THE THESIS/DISSERTATION**

### **Draft Version of the Thesis/Dissertation**

Before you defend your thesis/dissertation and when your thesis/dissertation is near its final version, you should submit a draft version of the thesis/dissertation along with the incomplete signature page to the Dean of The Graduate School. The date is posted every semester on the UTC website. The Dean will indicate if the format of your work is acceptable and review other features to help you make adjustments early in the process and save you money later on. The title used on your draft will be the title submitted to the Records Office for listing in the commencement bulletin.

### **Quality of Paper/Number of Copies of Thesis/Dissertation/Deadlines**

To ensure that your thesis/dissertation will last a long time, please print it on 20 pound, water-marked, acid-free white cotton paper. **Three copies** of the completed thesis/dissertation must be submitted in boxes or envelopes for final approval to the Dean of The Graduate School, The Graduate School (Dept 5305), 103 Race Hall, telephone 425-5369. Dates for submission are posted each semester on the UTC website.

NOTE: Those of you planning to graduate in May, 2006 will need to use electronic submission. We will send specific directions for this process in November, 2005.

### **Approval Pages**

- 1.) A thesis/dissertation approval sheet with the original signatures of all committee members must accompany each of the copies submitted to The Graduate School Office. Please see Example A; it varies slightly from the one in the TCGS manual.
- 2.) An IRB approval sheet should be placed in the appendix if your research involved human subjects.

### **Title Page**

The title page should correspond with Example B. Again, it varies slightly from the one in the UT manual.

### **Abstract**

The abstract should be prepared carefully because scholars and researchers will use it to decide whether they wish to read the completed work.

### **Binding Fee**

The current binding fee of \$18 is the total required to bind **three copies** of your thesis/dissertation. Please pay the binding fee in the University Librarian's Office in the Lupton Library and then include the receipt with your final thesis/dissertation copies. If you wish to have personal copies bound, please see the UTC Bookstore.

### **Recommended Publication**

Graduate Council strongly recommends that you elect to publish your abstract and thesis/dissertation in Masters Abstracts International, obtain a copyright, and submit your thesis/dissertation to the Library of Congress. Services are provided by University Dissertation Publishing Co. To select this option, please call the Graduate School Office at 425-4666 for an additional form. Submission of materials to University Dissertation Publishing Co. requires an additional \$45 fee.

**\*\*Electronic Submission should be available to UTC for Spring 2007\*\***

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## SUMMARY OF SUBMISSION PROCEDURES

- Submit draft version to the Dean of The Graduate School by the following dates:
  - November 10, 2006 (for **DECEMBER, 2006** Graduation)
  - April 2, 2007 (for **MAY, 2007** Graduation)
  - July 2, 2007 (for **AUGUST, 2007** Graduation)
- Defend the thesis/dissertation
- Make final revisions for the thesis/dissertation committee
- Secure signatures on the three approval sheets
- Include the IRB form in the appendix
- Pay binding fee in the Lupton Library
- Print three copies of the thesis/dissertation and cover sheets. May graduates will use electronic submission.
- Bring the library receipt and the three copies **in boxes or envelopes** to the Dean of The Graduate School by the following dates:
  - December 11, 2006 (for **DECEMBER, 2005** Graduation)
  - May 1, 2006 (for **MAY, 2006** Graduation)
  - August 1, 2006 (for **AUGUST, 2006** Graduation)

SAMPLE APPROVAL PAGE FOR A MASTER'S THESIS OR DOCTORAL DISSERTATION

EXAMPLE A

To the Graduate Council:

Line 9

I am submitting a thesis or dissertation written by Student Name entitled "The Title of the Thesis Appears Here." I have examined the final copy of this thesis or dissertation and recommend that it be accepted in partial fulfillment of the requirements for the degree of Master or Doctor of XXXXXXXX with a major in XXXXXXXXXXX XXXXXXXX.

\_\_\_\_\_  
Name of Major Professor, Chairperson

We have read this thesis or dissertation and recommend its acceptance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted for the Graduate Council:

\_\_\_\_\_  
Dean of The Graduate School

SAMPLE TITLE PAGE FOR A MASTER'S THESIS OR DOCTORAL DISSERTATION

EXAMPLE B

ON APPROXIMATELY LINE 7

TYPE THE TITLE OF THE THESIS OR DISSERTATION IN ALL

CAPITAL LETTERS. USE DOUBLE SPACING

(Single Spacing is also acceptable)

A Thesis or Dissertation

Presented for the

Master or Doctor of XXXXXXXX Degree

The University of Tennessee at Chattanooga

Name of Student

Graduation Month 200X

## Thesis Titles: December 2005 Graduation

The University of Tennessee, Chattanooga

<b>NAME</b>	<b>TITLE</b>	<b>CHAIRPERSON</b>	<b>DEGREE</b>
Andrea Elkins Gooch	Delay of Gratification in Aberrant Self-Promoters	Dr. Brian J. O’Leary	Master of Science: Industrial/Organizational Psychology
Stefan L. Moss	Ecotoxicology and Environmental Education in the Development of a Turtle Conservation Program in Hamilton County, Tennessee	Dr. Thomas Wilson	Master of Science: Environmental Science
Allen A. Wild	Acute Cationic Polymer Toxicity in Wastewater Treatment	Dr. Gary Litchford	Master of Science: Environmental Science

## Thesis/Dissertation Titles: May 2006 Graduation

The University of Tennessee, Chattanooga

NAME	TITLE	CHAIRPERSON	DEGREE
Rance Allman, II	An Examination of the Value for Diversity as a Moderator of the Relationships of Organizations	Dr. Michael Biderman	Master of Science: Industrial/Organizational Psychology
Chad Eric Burdyslaw	Achieving Automatic Concurrency Between Computational Field Solvers and Adjoint Sensitivity Codes	Dr. W. Kyle Anderson	Doctor of Philosophy: Computational Engineering
Lynne Hill	A Study of the Relationship Between Religion, Personality and the Paranormal	Dr. Ralph Hood	Master of Science: Research Psychology
Amanda Honish	Revisiting the Social Clock: The Relationship of Religiosity and Gender-Role Ideology to the Preferred Timing of Adult Life Events	Dr. Amye Warren	Master of Science: Research Psychology
Rachel Hyde	The Congruence of Personal Life Values and Work Attitudes: The Role They Play in the Workplace	Dr. Bart Weathington	Master of Science: Industrial/Organizational Psychology
Mackenzie McDonald	Relationship Between Static Foot Pronation and Unilateral Postural Control	Dr. Gary Wilkerson	Master of Science: Health & Human Performance
Nathaniel A. Mishler	A Method of Cloaking Passive RFID Medical Implants in Humans	Dr. Andy Novobilski	Master of Science: Computer Science
Travis Newman	The Comparative Influences of Climate, Region, and Population	Dr. Vic Bumphus	Master of Science: Criminal Justice
Crystal Parks	Public Policy and Incarcerated Pregnant Offenders	Prof. Karen McGuffee, Esquire	Master of Science: Criminal Justice
Meyoshia Passion Ta'Sasha Powell	Female vs. Male Serial Killers: An Analysis of Characteristic Traits and	Dr. Vic Bumphus	Master of Science: Criminal Justice

	Typologies		
Frederick R. Reynolds, II	Reliability and Precision of Measurements Derived from the Cybex Trazer	Dr. Gary Wilkerson	Master of Science: Health & Human Performance
Hunter Robinson	Comparison of Scales for Responsiveness to Change in Ankle and Foot Function in Physically Active Subjects	Dr. Gary Wilkerson	Master of Science: Health & Human Performance
Matthew Blaine Smith	Mammal Diversity in the North Chickamauga Creek Gorge State Natural Area and the Effects of Internal Fragmentation on the Relative Distributions of Mammalian Carnivores	Dr. David Aborn	Master of Science: Environmental Science
Nevelyn N. Trumpeter	Narcissism and Perceived Parental Empathy	Dr. Paul Watson	Master of Science: Research Psychology
Lyndsay Wrensen	Using Pre-Employment Factors to Predict Turnover	Dr. Michael Biderman	Master of Science: Industrial/Organizational Psychology

## Thesis/Dissertation Titles: August 2006 Graduation

The University of Tennessee, Chattanooga

<b>NAME</b>	<b>TITLE</b>	<b>CHAIRPERSON</b>	<b>DEGREE</b>
Catherine Allen	Exploring the Specific and General Contexts of the Brutalization Hypothesis: An Incidence-Based Analysis of Death Penalty Use in Nine States.	Dr. Vic Bumphus	Master of Science: Criminal Justice
Dorothy Blue	What's Your Fantasy? The Sexual Objectification of Women in Rap Videos.	Dr. Helen Eigenberg	Master of Science: Criminal Justice
Nicholas Cookson	Landscape Influences on Fish Assemblages in a Ridge and Valley Stream in Tennessee.	Dr. Mark Schorr	Master of Science: Environmental Science
Nora Del Cul	A Comparative Study of Compliant and Non-Compliant Sexual Offenders in the State of Tennessee.	Dr. Helen Eigenberg	Master of Science: Criminal Justice
Cheryl Horn	Sustainable Development or Just Plain Development? An Analysis of Sustainability Indicators for Chattanooga, Tennessee.	Dr. John Tucker	Master of Science: Environmental Science
Julie Joy	Current Status of Child Sexual Abuse in Chattanooga, TN as Reflected in Treatment and Legal Systems: A View from the Experts.	Dr. Richard Metzger	Master of Science: Research Psychology
Emily Monnig	Healthy, Wealthy, and Wise: Benjamin Franklin's Impact on American Addiction Memoir.	Dr. Christopher Stuart	Master of Arts: English
Sumita Sudhir	Neural Network Interpretation of Acute Coronary Syndrome Data Using Matlab Computation	Dr. Claire McCullough	Master of Science: Electrical Engineering

# THEC CRITERIA FOR GRADUATE PROGRAM EVALUATION

In accordance with instructional evaluation guidelines promulgated by the Tennessee Higher Education Commission in 1987, each of the University's mature (approved for at least five years) master's degree programs will be evaluated according to specified criteria. The criteria consist of ten Formal Standards which reviewers must adjudge to be "met" or "not met" and four Qualitative Standards, which will be rated on a four-point scale ranging from "poor" to "excellent."

## Formal Standards

1. Screening and Supervision of Students
  - a. Clearly stated admission and retention standards to ensure that a quality learning environment exists are circulated to applicants for admission and to enrolled students, respectively.
  - b. Personalized instruction, advisement and guidance are provided to students.
  - c. Time limits are checked to ensure that a student is up to date when the degree is awarded.
2. Core Curriculum  
There is a core of required coursework appropriate to the discipline.
3. Availability and Sophistication of Coursework
  - a. Courses are offered frequently enough to allow students to progress at a reasonable rate.
  - b. There is provision for planned disciplinary specialization beyond the core.
  - c. Courses are characterized by advanced disciplinary content.
  - d. Degree credit is given for dual-listed courses in no more than 30% of total hours required.
4. Methodology and Techniques of Discipline  
The program includes tools, techniques and methodology that are needed to understand the discipline, undertake research in the discipline, and actually practice the education acquired.
5. Extra-Disciplinary Experience  
Some academic exposure outside the immediate major or discipline should be available to students without increasing the total number of hours required for the degree. Students should be apprised of the availability of such exposure. Among the elements that constitute such exposure are related courses outside the major and internships or practice. In professional fields students should be allowed courses outside their professional school.
6. Comprehensive Examination
  - a. At or near the end of all coursework, students should be required to take a written or oral comprehensive examination to demonstrate the breadth of knowledge in the discipline, depth in specific areas, and the ability to integrate what has been learned.
  - b. A student's comprehensive examination must be kept on file for a minimum of five years.
7. Culminating Experience  
Each student should have a culminating experience that demonstrates communication skills and the ability to apply knowledge independently. Culminating experiences that are in written form must be kept on file for a minimum of five years. The categories of culminating experience are as follows:
  - thesis or comparable expository paper(s)
  - narrative analysis of case studies or problem sets
  - recital or exhibit
  - written report on a practicum or internship
8. Research  
The student must demonstrate mastery of research in the discipline through traditional research papers, literature reviews, reports or case studies.
9. Communication  
The student must demonstrate the ability to communicate, both orally and in writing, in a manner at a level appropriate to the degree and the discipline. Explicit program components should be designed to provide opportunity for this demonstration.

10. Application of Knowledge  
The student is required to develop and demonstrate the ability to apply knowledge learned in coursework through specific experiences (e.g., research assistantship, performance of musical work, field problems) designed for this purpose.

### **Qualitative Standards**

1. Students Learning Experience
  - a. There is a critical mass of students taking sufficient coursework to ensure a coherent group of peers.
  - b. Prudence is exercised in the number and type of short courses (and other courses taught in non-traditional format) accepted toward the degree.
  - c. There are adequate enrichment opportunities, such as lecture series, to promote a scholarly environment.
2. Faculty Quality
  - a. Faculty backgrounds adequately span the major concentrations in the field.
  - b. Faculty have sufficient scholarly activity to serve as effective mentors for students.
  - c. Where appropriate, faculty have sufficient practical professional experience to serve as effective mentors for students.
3. Teaching/Learning Environment
  - a. There is adequate library support.
  - b. There is adequate and accessible computer support
  - c. There are adequate lab facilities
  - d. There is adequate office space.
  - e. There are regular opportunities for professional development for faculty including travel and participation in workshops and other learning activities.
  - f. Teaching loads are consonant with the highly individualized nature of graduate instruction, especially in the direction of theses.
  - g. There are ample materials and secretarial support to encourage research and publication.
4. Program Evaluation
  - a. Follow-up data on students are systematically collected, and there is internal research for planning and quality control.
  - b. The curriculum is periodically evaluated.



## Direction for Completion of the Application for Admission to Candidacy for the Degree

- Prior to completing this form, consult with your advisor and refer to the regulations for master's, specialist, and doctoral degrees in the *Graduate Catalog* to assess your eligibility for admission to candidacy.
- List all courses completed as well as courses to be completed that will meet the requirements for the degree as specified by the catalog currently in effect.
- No course beyond the expected date of graduation and the six-year time limit for the degree should be included on this form.
- Coursework for which a student has earned a grade of D or F is not accepted toward candidacy.
- In order to be eligible for admission to candidacy, the student must have a B average (3.0 GPA) on all courses taken for graduate credit and have completed prerequisite and designated courses as required by the major department or school.
- All courses must be taken for graduate credit.
- Any proposed change(s) in this approved program must be submitted on the Revision to Candidacy form and be approved by the advisor and the Director of the Graduate School.
- **Candidacy forms must be typed or word-processed.**
- Candidacy forms are to be completed after 9 hours and prior to the completion of more than 18 hours.
- A maximum of nine hours of approved graduate credit earned in 400-level courses may be included in any master's degree program.
- **Courses listed on the candidacy form that are substituted for a required course should have the required course listed in parenthesis on the same line as the substituted course.**

**APPLICATION FOR REVISION TO CANDIDACY**

**The Graduate School**  
The University of Tennessee at Chattanooga

<b>Name:</b> _____	<b>UTC ID#:</b> _____
<b>Address:</b> _____	<b>Telephone:</b> _____
_____	
<b>E-mail:</b> _____	
<b>Program:</b> _____	
<b>Student's Signature:</b> _____	<b>Graduation Date:</b> _____

I request permission to make the following change(s) in my graduate program as stated on my approved Application for Admission to Candidacy form:

<b>DELETE Course # and Title:</b>	<b>Hours</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>ADD Course # and Title</b>	<b>Hours</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>Approval Signatures:</b>	
_____	_____
Program Advisor	Date
_____	_____
Program Coordinator	Date
_____	_____
Director The Graduate School	Date

# Graduate Studies

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA



## Financial Aid for Graduate Students

### Graduate Assistantships

There is a limited number of these awards, which are based on merit and ability, available for each academic department. A full award consists of a \$2750 stipend each semester and a tuition waiver. In return, the GA works 20 hours a week assisting in the department.

### African American Assistantships

The principal purpose of these awards is to increase minority enrollment in the areas of study where minorities have been traditionally underrepresented, as stipulated by the Geier Settlement and Consent Decree. As such, these awards are reserved for African-American residents of Tennessee. A full award consists of a \$2,750 stipend each semester and a tuition waiver. In return, the GA works 20 hours a week assisting in the department. Those students who perform well academically in their first year may receive a graduate assistantship in their second year of enrollment.

### Community Development Work Study Program Fellowships—U.S. Department of Housing and Urban Development

For ten years the University has received three awards for students with economic need to use in the master's of Public Administration program. Based on merit and financial need, these fellowships provide full tuition and fees, professional development opportunities, and a series of paid rotating placements in community development agencies and offices. Applicants must be U.S. citizens or permanent residents who intend to work in the public sector after graduation, particularly in community building.

### Traineeships and Scholarships in the Health Sciences

Advanced Education Nurse Traineeships (contact the School of Nursing)  
Nurse Anesthetist Traineeships (contact the School of Nursing)  
Physical Therapy (contact the physical therapy dept.)

### Scholarships

African-American Scholarships — single course tuition waiver for Tennessee residents who show need and merit  
Channel III Scholarships - \$1,000 awards to two African-American students in the MBA program who have an interest in the broadcast industry.  
Civitan Club Scholarship—\$1,000 award to a Special Education student with financial need.  
Dyer Scholarship—Book scholarships for students accepted in the master's program in Public Administration.  
Fincannon Scholarships—for previously married women with financial need.  
Finley Scholarships—for single parents, especially females, with financial need.  
Stanton P. Fjeld Scholarships- for Criminal Justice students with high academic achievements.  
Geraghty Scholarships—for a student entering the MBA program with a humanities undergraduate major and academic achievement.  
Graduate School Scholarship—single course tuition waiver for a student with financial need.  
Lebovitz Scholarships—primarily for students of Jewish faith.  
Rotary Scholarships — single course scholarship awards for graduates of Hamilton County schools.

### Loans

Federal Stafford Loans. Available through banks, credit unions, or other lending institutions, the Stafford Loan program provides long-term, low-interest loans to students who have been fully accepted into their programs and are enrolled at least half-time (six graduate credit hours). Provisional and non-degree graduates are not eligible. Generally, graduate students can borrow up to \$18,500 each academic year. This amount may be adjusted depending on the student's actual cost of attendance. Only \$8,400 of this amount may be in subsidized Stafford Loans. The total debt allowed for graduate study is \$138,500, an amount which includes any Stafford loans received for undergraduate study. Some Stafford loans are based on need, while others are not. Call the Financial Aid Office at (423) 425-4677 for information.

### Resource Sites

The following Web sites provide a wealth of information about national and regional sources of financial aid for graduate students:

[www.finaid.org](http://www.finaid.org)

[www.college-scholarships.com](http://www.college-scholarships.com)

[www.scholarships.com](http://www.scholarships.com)

[www.fastweb.com](http://www.fastweb.com)

### **PRIORITY Deadline for applying: April 1**

Applications for assistantships, and scholarships are available from:

The Graduate School  
The University of Tennessee at Chattanooga  
103 Race Hall, Dept. #5305  
Chattanooga, TN 37403-2598  
or the website:

<http://www.utc.edu/gradstudies>

THE GRADUATE SCHOOL  
The University of Tennessee at Chattanooga

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Application for Graduate Assistantship

Directions: Please complete the information in the Student Section of this page and the information requested on page 2. Return the completed application to The Graduate School (Dept. 5305), 103 Race Hall. **The Priority Deadline is April 1**

Student Section:

Name: \_\_\_\_\_ SS# or UTC ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ (w) \_\_\_\_\_

Proposed Graduate Degree Program: \_\_\_\_\_  
Degree Concentration

Term of Entry: \_\_\_\_\_ UGPA: \_\_\_\_\_ UG Major: \_\_\_\_\_

Circle the term(s) during which will be able to work: Fall Spring Summer

GMAT Score: \_\_\_\_\_ MAT Score: \_\_\_\_\_ GRE Scores: (V)\_\_\_\_(Q)\_\_\_\_(A)\_\_\_\_

NTE Scores: (P)\_\_\_\_(G)\_\_\_\_(C)\_\_\_\_ PPST/CBT Scores: (R)\_\_\_\_(W)\_\_\_\_(M)\_\_\_\_

I am interested in being considered for a graduate assistantship and realize that the number of awards is limited. There are many factors involved in selecting graduate assistants, including academic merit, work skills, and needs of the department/program. I hereby authorize the release of my academic records for use by the Graduate School Office.

Signature

Date

---

**For Graduate Office Use Only**

Residency: \_\_\_\_\_ GGPA: \_\_\_\_\_ Admission Classification: \_\_\_\_\_

Application forwarded to: \_\_\_\_\_

---

**Recommendation of Dean/Graduate Coordinator/Department Head**

(Please indicate the terms of this award)

Award\* (per semester): Full-Time Half-Time Semester(s): Fall Spring

Department Charged: \_\_\_\_\_ Account Number: \_\_\_\_\_

Nature of Work Assignment:  
\_\_\_\_\_

Signature of Dean/Graduate Coordinator/Department Head

Date

\*Full-Time: \$2,750 Stipend/9 hours fee waiver/20 hours departmental work, Half-Time: \$1,375 stipend/6 hours fee waiver/10 hours departmental work, Quarter-Time: \$500 stipend/3 hours fee waiver/5 hours departmental work



**APPLICATION FOR GRADUATE SCHOLARSHIPS**  
**The Graduate School**  
**The University of Tennessee at Chattanooga**

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Name: \_\_\_\_\_ SS# or UTC ID#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ (w) \_\_\_\_\_

Graduate Degree Program: \_\_\_\_\_

**Request for Scholarship:** (select one)

- \_\_\_\_\_ Channel III (Minority students interested in the broadcasting industry)
- \_\_\_\_\_ Chattanooga Rotary (Graduates of Chattanooga City or Hamilton County public schools)
- \_\_\_\_\_ Civitan\* (Special Education Students)
- \_\_\_\_\_ Dyer Book Scholarship (Public Administration Students)
- \_\_\_\_\_ The Graduate School Scholarship\* (Based on merit and research)
- \_\_\_\_\_ Stanton Fjeld (Criminal Justice Student)
- \_\_\_\_\_ Fincannon and Finley (Single parents and female students)
- \_\_\_\_\_ Geraghty \* (MBA students with liberal arts background)
- \_\_\_\_\_ Lebovitz (Students of Jewish faith)
- \_\_\_\_\_ Minority (African-American students who are Tennessee residents)

Please mark the semester you are applying for:

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
**FALL**                                      **SPRING**                                      **SUMMER**

\*Supplemental forms must be obtained from the Graduate School Office and submitted with this application.

**Description of Your Academic Achievement:** Describe your academic achievements, including any honors or prizes you have received or other achievements which you deem significant.

\_\_\_\_\_  
\_\_\_\_\_

**Statement of Purpose:** What is your purpose in pursuing graduate study?

\_\_\_\_\_  
\_\_\_\_\_

**Statement and Verification of Need:** Explain why you need a scholarship for three hours of tuition. Attach a copy of the first page of your latest federal tax return to this application.

\_\_\_\_\_  
\_\_\_\_\_

**The Graduate School**  
**The University of Tennessee at Chattanooga**

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*Graduate Student Petition*  
**(See back page for Petition Policies)**

**Petition Process:**

- Complete the petition form and attached supporting documentation (for academic issues a RAP sheet or academic transcript should be included in the supporting documentation).
- Student should meet with their advisor to discuss the merits of the petition and secure the advisor's indication of support/no support on the petition.
- Submit the original and 3 copies of the completed petition and supporting documentation to the Program Petitions Committee for review.
- Chairs of the Petitions Committee in the program area will then forward the petition to The Graduate School for review by the Graduate Council Petitions Committee.
- Students will be notified by UTC e-mail of the decision of the Petitions Committee.

Name: \_\_\_\_\_ UTC ID#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ Phone: (w) \_\_\_\_\_

Current admission status: \_\_\_\_\_ Major: \_\_\_\_\_

Subject of Petition: An additional explanatory page must support the subject of petition.

Readmission       Late Candidacy       Extension of Candidacy       Course Waiver/Substitution

Request to take excessive hours       Request to transfer excessive hours       Other

I authorize the release of my academic records to Graduate Council.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

**Endorsements of Departmental Graduate Petitions Committee**

\_\_\_\_\_  
Major Advisor      \_\_\_\_\_      Support      No Support  
Date

\_\_\_\_\_  
Chair, Departmental Graduate Petitions Committee      \_\_\_\_\_      Support      No Support  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

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**Decision:**

Action taken by Graduate Council\*: \_\_\_\_\_

\_\_\_\_\_  
Director, The Graduate School      \_\_\_\_\_      Date \_\_\_\_\_

Comments or Special Stipulations: \_\_\_\_\_

\_\_\_\_\_

\*If you do not agree with this decision, you have the option of appealing to the Chancellor in writing within five days. Your appeal should be submitted to the Chancellor in 101 Founders Hall, 615 McCallie Avenue, Chattanooga, TN 37403.

## **Graduate Council Policy on Petitions**

- The burden of proof is on the petitioner, and petitions will not be routinely accepted but considered on their merits as exceptions. This basic rule applies at each step of the petitionary procedure.
- Students are responsible for stating clearly, in typed or word-processed form, the reason for the petition. They are also responsible for giving clear and cogent reasons to support their requests.
- Each department, or other responsible unit, shall have a committee empowered to review petitions of graduate students. The committee should meet formally to consider any petition. The chair of the committee should sign the recommendation and indicate a rationale for a negative recommendation.
- On appeals for a one-year or less extension of the time limit for the degree, and on such appeals only, the departmental committee may grant the appeal. The Graduate Council Petitions Committee shall be notified promptly via this petition form that such an appeal has been granted.
- All petitions other than those of a one-year extension should be submitted to the Graduate Council Petitions Committee for a decision.

# Grade Appeal

The Graduate School  
The University of Tennessee at Chattanooga

I. Student Information: Please read the policy on the reverse side and complete the following information.

Name: \_\_\_\_\_ UTC ID # \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ (w) \_\_\_\_\_

Current admission classification: \_\_\_\_\_ Major: \_\_\_\_\_

Name/Number of Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Reason for grade appeal:     unfair grade     arbitrary grade     malicious grade

I authorize the release of my academic records to Graduate Council.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

## II. Request for Grade Appeal

We acknowledge that the first two steps of the appeal procedure (consultation with the professor and department head/director) have been followed in a timely manner.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

I am familiar with the nature of the appeal.

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

## III. Recommendation of Grade Appeals Committee

Recommendation made\*: \_\_\_\_\_

\_\_\_\_\_  
Dean of The Graduate School

\_\_\_\_\_  
Date

**Copies to:** \_\_\_\_\_

I accept the recommendation of the committee.

yes     no

yes     no

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Member's Signature

\*If the student and/or faculty member rejects the recommendation of the Grad Appeals Committee, the appeal documents will be forwarded to the UTC Chancellor.

# Grade Appeals Procedure for Graduate Students

## Grounds for Appeal

Each faculty member has the prerogative and responsibility to determine in accordance with his or her best judgment the grade for each student. Whenever a student feels that his/her rights and interests have been seriously jeopardized by unfair, arbitrary, or malicious exercise of faculty grading prerogatives, he/she may appeal a grade. Failure to receive the grade desired or expected is not sufficient reason to appeal a grade. If at any step in the appeals process the University fails to respond to the student within the time specified, this shall be treated as a denial of the appeal and the student may proceed to the next step of the process.

## Appeal Process

The appeal procedure is designed to provide graduate students with a clearly defined method for appealing a grade which is deemed to have been assigned unfairly, arbitrarily, or maliciously. The following procedure is to be followed for all grades (including comprehensive examinations) that are included on a student's transcript. In all cases the instructor shall be presumed to have assigned the proper grade and the student appealing shall have the burden of proof to the contrary.

- Step 1. The student shall consult with the instructor within ten working days after grades are mailed to students. If an agreement is reached, the appeal process ends.
- Step 2. If the student cannot reach the professor or if the complaint is not resolved, the student must contact the department head or director within twenty working days of the date grades were mailed. The department head/director will attempt to resolve the complaint in consultation with the instructor and the student individually or together. Within five working days of the initial contact by the student, the department head/director will notify or confirm in writing to the student the results of this consultation. The department head/director will also notify the graduate coordinator of the program in which the student is enrolled. If an agreement is reached, the process ends. If the department head/director is the instructor of the course involved in the complaint and the problem cannot be resolved through Step 1, the department head/director will notify the student in writing of his/her decision, and the student may proceed with Step 3.
- Step 3. If an agreement is not reached at the departmental level and the student wishes to appeal, the student must obtain, complete, and return to the Graduate School office a grade appeals form within ten working days after being mailed notification or confirmation by the department head of the departmental decision. The form includes a place for the signature of the department head or director indicating that the first two steps have been followed, the signature of the dean of the appropriate college or school, a request for a hearing before the Grade Appeals Committee, and supporting information to justify the student's appeal.
- Step 4. The Dean of The Graduate School will arrange a Grade Appeals meeting to be held within ten working days after receiving the Grade Appeals form. Present at the meeting will be the Grade Appeals Committee (the Chair of the Graduate Council and three members of the Council), the student, the faculty member, the dean (or his/her designated representative) of the college or school in which the appeal originated, the Dean of The Graduate School, and up to two non-voting faculty members of the department affected. The student will be given time to present his/her case with a question-answer period following. The faculty member will then present his/her response followed by another question-answer period. The student and faculty member may be present during both presentations and during both question-answer periods, and both presentations must adhere to the issues covered in the written appeal. When the committee deems it has sufficient information to determine the case, the student, faculty member, and visiting members of the department will be asked to leave, and the committee will begin its deliberation and make its decision. If the committee decides that additional information is needed, the chair may request such information orally or in writing before the committee makes a decision.
- Step 5. The committee will recommend that 1) the grade previously assigned be upheld; or 2) the faculty member be asked to change the grade; or 3) the grade of I be assigned until completion of specified requirements agreed upon by faculty and student. The Dean of The Graduate School will send a copy of the recommendation to the student, the faculty member, the graduate coordinator, the department head/director, and the dean. Within ten working days after being mailed the recommendation, the student and faculty member must each notify the Dean of The Graduate School of an intention to accept or reject the recommendation. If both faculty and student agree to accept the recommendation of the committee, the process ends. If that recommendation includes a grade change, the faculty member will make the necessary change and notify the Dean of The Graduate School that the change has been made. The graduate dean will then notify the student of the change.
- Step 6. If either the student or faculty chooses to reject the recommendation and wishes to continue the appeal process, the Dean of The Graduate School will notify the faculty as well as the graduate coordinator, the department head or director, and the dean. The Dean of The Graduate School will then submit all materials to the Chancellor who may request additional information/materials from either/both parties. The Chancellor's decision is final, and a copy of that decision will be mailed to the student, the faculty member, the graduate coordinator, the department head/director, the dean, and the Dean of The Graduate School.

A copy of the Graduate Student Grade Appeals Form, the results of the hearing, and the chancellor's decision (if applicable) will become a part of the student's file. A permanent record of all grade appeals reviewed by the Grade Appeals Committee shall be maintained in the of Graduate School office.

## GRADUATE SCHOOL PROPOSAL COVER SHEET

All curriculum proposals should be sent to the Graduate School office for review. Minor changes will be handled administratively. Substantive changes and new proposals require the action of both Graduate Council and Faculty Senate. When all signatures have been obtained, the Graduate School will notify the originator of the proposal to send an electronic version of the proposal to the Graduate School dean for placement on the Graduate Council agenda.

**Note:** All changes that affect course numbers or titles do not require action by the Graduate Council but must be submitted to the Dean of Graduate School for transmission. All other curricular proposals require the action of both Graduate Council and Faculty Senate. After the required signatures have been obtained, return the proposal to the Dean of Graduate School, who will notify the proposal originator to send an electronic version of the proposal to the Graduate School office.

From: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Proposed Starting Date: \_\_\_\_\_

<b>REVIEWED BY:</b>				
Department Head	Date	_____	approve	neutral
			_____	disapprove*
Dean	Date	_____	approve	neutral
			_____	disapprove*
Director, The Graduate School	Date	_____	approve	neutral
			_____	disapprove*
Dean, The Graduate School	Date	_____	approve	neutral
			_____	disapprove*
Registrar	Date	_____	approve	neutral
			_____	disapprove*
Dean of Lupton Library	Date	_____	approve	neutral
			_____	disapprove*
Provost	Date	_____	approve	neutral
			_____	disapprove*
<b>REVIEWED BY OTHER UNITS IMPACTED:</b>				
Reviewer	Date	_____	approve	neutral
			_____	disapprove*
Reviewer	Date	_____	approve	neutral
			_____	disapprove*
Reviewer	Date	_____	approve	neutral
			_____	disapprove*

\* Those who disapprove must attach an explanation.

### SUMMARY OF ACTION BY GRADUATE COUNCIL

\_\_\_\_\_ Approved as submitted

\_\_\_\_\_ Approved with amendments (amendments indicated and transmitted to originator to revise and submit electronically for Faculty Senate)

\_\_\_\_\_ Forwarded to Faculty Senate

\_\_\_\_\_

Graduate Council Chair

\_\_\_\_\_

Date

### SUMMARY OF ACTION BY FACULTY SENATE

\_\_\_\_\_ Approved as submitted and sent to originator and Registrar

\_\_\_\_\_ Approved with amendments (amendments indicated) and sent to originator and Registrar

\_\_\_\_\_

President, Faculty Senate

\_\_\_\_\_

Date



CHATTANOOGA

UTC is an equal employment opportunity/affirmative action/Title VI/Title IX/  
Section 504/ADEA/ADA institution. E04-0224-012-02