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# Academic Policy Committee Report - November 01, 2007

Graduate Council

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ACADEMIC POLICY COMMITTEE  
THURSDAY, NOVEMBER 1, 2007, 2:00 P.M.  
4<sup>TH</sup> FLOOR CONFERENCE ROOM, ANDY HOLT TOWER  
REPORT

Present: Ben Bates (Chair), Basil Antar, Douglas Blaze, Vijay Chellaboina, Nicholas Cook, Thomas Heffernan, Sandra McGuire, Lane Morris, Matthew Murray, Stefanie Ohnesorg.

The meeting was called to order by Ben Bates, Chair, at 3:30 p.m. The committee recommended that Graduate Council approve the following items:

**CHANGE: COLLEGE OF LAW PROGRAM DESCRIPTION REGARDING GRADING AND CALCULATION OF GPA.**

**EFFECTIVE DATE: FALL 2008**

Page 154, 2007-2008 Graduate Catalog, Doctor of Jurisprudence, add the following language to the end of the first paragraph:

Law student grade point averages are reported on the official transcript rounded to one decimal place. Law school grade point averages are also rounded to one decimal place for determining academic honors and class rank.

**CHANGE: COLLEGE OF LAW NUMERICAL GRADE REFERENCES.**

**EFFECTIVE DATE: FALL 2008**

Page 22, 2007-2008 Graduate Catalog, Law Courses, replace third and fourth sentences with:

If the student earns a 2.0 or better, an S will be recorded on the transcript. Below 2.0, a No Credit will be recorded, and the course cannot be used toward meeting degree requirements.

Page 154, 2007-2008 Graduate Catalog, Doctor of Jurisprudence, replace the third through sixth sentences with:

The required average is 2.0 and that average must be maintained on the work of all six semesters and also for the combined work of the grading periods in which the last 28 hours taken in residence were earned. Averages are computed on weighted grades and rounded to one decimal point. Grades are awarded on a numerical scale (in increments of 0.1) from 0.0 to 4.3. No credit toward the JD degree is awarded for grades of 0.0 to 0.7.

**ADD: INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) FOR ENGLISH CERTIFICATION AS OPTION TO GRADUATE ADMISSION PROCEDURES****EFFECTIVE DATE: FALL 2008**

Insert information on IELTS in the Graduate Catalog text as follows (insertions are bold, italic and underscored):

Page 20, 2007-2008 Graduate Catalog:

**Application Procedures**

Anyone with a bachelor's degree from a regionally accredited institution or foreign equivalent who wishes to take courses for graduate credit, whether or not the person desires to become a candidate for a degree, must submit a formal application for admission to graduate study or apply for transient status. No action is taken until a file is complete. The applicant will be notified by mail of the action taken.

To apply for admission, the following materials must be sent to Graduate and International Admissions.

- The completed Graduate Application for Admission (<http://admissions.utk.edu/graduate>).
- A \$35 non-refundable application fee.
- One official transcript from all colleges and universities attended.
- Scores from Test of English as a Foreign Language (TOEFL) ***or the International English Language Testing System (IELTS)*** if native language is not English (refer to section on English Certification).

Additional departmental/program requirements may include

- Departmental application. Contact the program office for forms.
- Reference letters or rating forms. All departmental forms should be sent to the college or department.
- Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

To register for the GRE, GMAT and TOEFL please contact  
Educational Testing Service  
Princeton, New Jersey 08450  
<http://www.ets.org>

The UT code is 1843. Test results reach the university in approximately three weeks.

**To register for the IELTS, please contact IELTS at <http://www.ielts.org>.**

All documents submitted become the property of the university and will not be returned. For international graduate student application procedures, see Admission of International Students.

Admission of International Students

For admission to a graduate program, an international student must have an equivalent 4-year bachelor's degree with at least a B average on all previous coursework and a B+ on all previous graduate work. On various grading scales, this corresponds to

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

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

International students may apply for admission any semester, but normally enter the fall semester. The deadlines for submission of applications to the Office of Graduate and International Admissions are:

Fall	1 February
Spring	15 June
Summer	15 October

The Office of Graduate and International Admissions must be notified of any change in entering date after admission has been granted. Individuals applying online must pay the application fee by credit card.

The following items must be received before admission will be considered.

- A completed Graduate Application for Admission.
- A \$35 non-refundable processing fee. Payment should be made in United States dollars by a cashier's check, money order, or personal check payable to the University of Tennessee, Knoxville. If payment is by personal check, it must be drawn on a United States bank to be honored in United States currency. Checks drawn on overseas banks are not accepted. International money orders are suggested.
- Official or attested university records, with certified translations if the records are not in English (notarized copies are not accepted).
- Confirmation of degree(s). Confirmation must be received by the Office of Graduate and International Admissions at least 2 months prior to term of first enrollment.
- Certification of English proficiency. Refer to section on English Certification.
- Documented evidence of financial resources sufficient to support the student, as stated on the financial statement form supplied to the applicant. This form is available at the Graduate and International Admissions Web site: <http://admissions.utk.edu/admissions/graduate/shtml> or will be sent to the applicant after receipt of application.
- Additional departmental/program requirements.
- Departmental application. Contact the program for forms.
- Reference letters or rating forms. All program forms should be sent to the college or department.
- Scores from the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT).

Admission must be granted, and financial documentation and degree confirmation must be received prior to issuance of an I-20 or DS-2019 form needed to obtain a visa. The university will not issue these forms after the following dates.

Fall	15 May
Spring	1 October
Summer	15 February

An international student may not enroll as a non-degree student nor be on probation.

#### English Certification

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) ***or the International English Language Testing System (IELTS)***. A minimum TOEFL score of 213 on the computer-based test, 550 on the paper test, or 80 on the Internet-based test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. Some programs require higher scores. A minimum score of 6.5 on the IELTS is required. The score must be no more than two years old from the requested date of entry. Applicants who have received a degree from an accredited U.S. institution within the past two years are exempt from the TOEFL requirement.

All students whose native language is not English must take an English proficiency examination after arrival at the University of Tennessee, Knoxville. Refer to section on English Proficiency.

The meeting adjourned at 5:00 p.m.