

REPORT OF THE ACADEMIC POLICY COMMITTEE MEETING
Thursday, February 6, 2020
3:30 – 5:00 p.m., 111 Student Services Building

Committee members present: Maria Stehle (Chair); Eric Boder, Lars Dzikus, Luis Finotti, Melissa Hines, Mohammed Mohsin, Sue Choi (GSS Vice-President).

Other attendees: Sara Bradberry, Anna Maria Murphy, David Patterson (Graduate Council Chair), Dixie Thompson, and Catherine Cox (Graduate Council Liaison)

Maria Stehle called the meeting to order at 3:30 p.m.

We have one item for discussion. Our discussion item was submitted by Dr. Dixie Thompson, Dean of the Graduate School.

Discussion Item: Graduate School Enrollment Deposit

Graduate School Enrollment Deposit

Applicants who are offered graduate or professional school admission to the University of Tennessee, Knoxville must take the appropriate action to accept the offer of admission. Fall, spring, and summer newly admitted graduate and professional students must pay a \$100 enrollment deposit by the following deadlines to accept their admission to UT.

- Fall – June 1
- Spring – December 1
- Summer – May 1

If students are admitted after the above deadlines, the enrollment deposit is due within 10 days of notification of admission. The \$100 enrollment deposit will be applied to the payment of the student's fees in their first semester of enrollment. Enrollment deposits will be paid via the MyUTK portal. If a graduate or professional student does not end up attending UT, enrollment deposits are non-refundable.

Some degree programs require a higher enrollment deposit (aka seat fee) to reserve a spot in their program. In those cases, students will not be assessed the Graduate School Enrollment Deposit.

Discussion:

The Graduate School Enrollment Deposit idea came about because we want to begin to communicate with those graduate students that are truly coming to UTK as soon as possible. Currently, we have no idea who or how many graduate students are going to show up on the first day of classes. We know the number of admitted students. However, we do not know how many of those admitted students will actually show up on campus. If we knew how many, this would be beneficial to us as we create materials and make plans for orientation.

We want to engage with those students who will be attending to create a positive contact. This information will likewise be beneficial to the graduate programs to know whom, from those you have admitted, will actually be attending.

Currently, most of our graduate programs do not require a deposit. We have a few programs that do – business, nursing, social work.

We are asking that when graduate students make the decision to attend the University of Tennessee, Knoxville, that they will pay a \$100.00 enrollment deposit fee.

This will give us the opportunity to truly communicate to those students who have said, yes, that they will be attending the University of Tennessee, Knoxville, with pertinent information about Knoxville, orientation, how to register for classes, housing, etc.

Keep in mind, the programs that already have a confirmation fee, this will not be an additional fee. We will not add the Enrollment Fee on top of the program's confirmation fee. It is one fee or the other – not both.

From the Graduate School Enrollment Deposit, the amount paid will go toward the student's fees, not tuition. Those fees not paid by an assistantship.

A question was asked, "What happens when students do not respond by the deadline date?"

After the deadline date, applicants will be notified that the deadline date for submitting the Enrollment Deposit has passed.

A question was asked, "How can we make sure students read this policy in the catalog?"

Students will not be receiving this information from the Graduate Catalog. This is a Graduate School policy. We will communicate this policy in the admission process. Our admission letters will be created specifically for the student and the program they are admitted to.

With no further questions, Dr. Stehle asked for a vote.

Vote: APC voted and unanimously approved the Graduate School Enrollment Deposit proposal. We will move this proposal forward with recommendation for approval to the Graduate Council.

With no further items of discussion, the meeting adjourned at 4:30.

Respectfully submitted,

Catherine Cox
Graduate Council Liaison