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Graduate Associate Deans' Group Minutes

Graduate Council

3-27-2014

Graduate Associate Deans' Group Minutes - March 27, 2014

Graduate Council

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Graduate Deans' Group
Thursday, March 27, 2014, 2:00 – 3:30 p.m.
Multipurpose Room, Black Cultural Center

Attending:

Sherry Cummings, Joy DeSensi (Chair), Mary Gunther, Carolyn Hodges, Stephen Kania, Yvonne Kilpatrick, Tom Ladd, Sandra Leach, Catherine Luther, Brent Mallinckrodt, Stefanie Ohnesorg, Masood Parang, Carol Parker, Annette Ranft, John Stier, Dixie Lee Thompson

The Graduate Deans' Group meeting was called to order by Joy DeSensi at 2:00 p.m. on March 27, 2014 in the Multipurpose Room, Black Cultural Center.

1. Minutes of the Graduate Deans' Group Meeting from January 9, 2014 were approved.
2. Updates – Carolyn Hodges
 - The Graduate School is preparing for the Spring 2014 Graduate Hooding Ceremony on Thursday, May 8, 2014.
 - A request to begin the search for a new Assistant Dean of the Graduate School is being reviewed by Provost Martin.
 - The Graduate School now has a business manager. Pamela Newlon joined the staff on February 3.
 - Dr. Hodges will be meeting with Provost Martin and Dean Theresa Lee regarding the assistantship taskforce to discuss ways to assist graduate students with external fellowships that do not cover tuition.
 - The Survey of Earned Doctorates Report will be shared with the Graduate Deans' Group at the next meeting.
3. Proposed Continuous Enrollment Policy/Graduate Student Leave of Absence Policy – Stefanie Ohnesorg (Attachments 1 & 2)
 - Last year's Graduate Student Senate President, Amanda Sanford, approached Dr. Hodges requesting a Medical Leave Policy for graduate students. In order to have a Medical Leave Policy, a Leave of Absence Policy needs to be in place, and the Leave of Absence Policy requires a Continuous Enrollment Policy. For over a year, the Graduate Council Academic Policy Committee reviewed models from other institutions, as they worked on these policies.
 - Graduate students will maintain Continuous Enrollment by registering for a minimum of one graduate credit hour per semester, with the exception of students who have begun taking dissertation hours (600) who will need to register for a minimum of three credit hours per semester including summer semester.
 - A Leave of Absence for two years will be granted to graduate students who need to interrupt their studies and have submitted the approved Leave of Absence Request Form to the Graduate School. Leave of Absences are granted on a case to case basis. The student is to return to active status by the end of the leave period as stipulated by submitting the Request for Reinstatement. If they do not

return to active status, they will be considered non-enrolled and lose their eligibility for reinstatement and will need to seek readmission. The graduate student will be responsible for the paying the past tuition charges and fees. The Law School currently has a Leave of Absence Policy in place.

- The Directors of Graduate Studies, College Associate Deans, and the Graduate School will sign off on forms, and the Graduate School will be responsible for the documentation of these policies.
- The Graduate Student Senate reviewed and approved the policies. These policies were approved by the Academic Policy Committee and will be presented at the next Graduate Council meeting for a vote.
- Stefanie Ohnesorg requested Graduate Deans' Group's comments be sent to her in an email, so the Academic Policy Committee can review them.

4. 2014 Graduate Application Data – Yvonne Kilpatrick (Attachment 3)

- In order to finalize graduate admissions files, a decision of either admit, admit conditionally, or deny by the department/program, needs to be reported and returned to the Graduate Admissions Office.
- A checklist assists students with the application process, showing what part of the application is missing information and indicates the admission status.

5. Announcements – Joy DeSensi

- Directors of Graduate Studies Workshop will be held on Monday, March 31st from 9:00 a.m. to 11:00 a.m. in the Shiloh Room, University Center.
- Dr. DeSensi is working on a Directors of Graduate Studies Manual which should be very helpful to the directors. The manual will be posted on the Graduate School Blackboard site under Directors of Graduate Studies in the near future.
- On Tuesday, April 8 the Graduate School Fellowship Recipients will be posted on the Graduate School Website.

6. Other

No other business was discussed.

Meeting was adjourned at 3:30.

The last Graduate Deans' Group meeting for this year will be held on
Thursday, April 17 in the Black Cultural Conference Room.

Respectfully Submitted,
Gay Henegar
Secretary to Graduate Deans' Group

This is the text that was approved by APC on March, 13, 2014 and should be presented for a vote to Graduate Council.

Continuous Enrollment

All degree-seeking graduate students are expected to make a full commitment to their graduate and professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation.

Continuous enrollment is maintained by registering for a minimum of **one** graduate credit hour per semester (excluding the summer unless stipulated otherwise by the program or department). *However*, students who have started taking dissertation hours (Course 600), must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on “*Registration for Course 600 (Doctoral Research and Dissertation)*” in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).

The minimum enrollment for international students may be different, and international students always need to check with the Center for International Education (CIE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

Consequences of Non-Enrollment without Leave of Absence (LOA)

Graduate students who do not maintain continuous enrollment as stipulated in the “Continuous Enrollment” policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment ahead of time will not be allowed to continue in his her graduate program until readmitted. (see policy on “Readmission” for more details)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, etc.

Upon approval for readmission to complete the interrupted degree program, students will be retroactively enrolled in every semester of missed enrollment for **one graduate credit hour of Course 502 or for three graduate credit hours of Course 600 (whichever is appropriate)**. Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.

Leave of Absence (LOA) and Reinstatement Following an LOA

If extenuating circumstances arise, that make it necessary for students to interrupt their studies temporarily, a request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student’s home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious

medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on “Reinstatement” for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for **one** term or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on “Consequences of Non-Enrollment without Leave of Absence” and on “Readmission”).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated. (also see the graduate policy on “Reinstatement”).

If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

CHANGES AFFECTING RELATED POLICIES

Time Limit for Masters Programs

Candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

Time Limit for Doctoral Programs

Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral degree program. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

Reinstatement

Graduate students on an approved Leave of Absence (LOA) are expected to seek reinstatement to active student status by the end of the period approved by the Graduate School. Reinstatement Requests need to be initiated by the student, processed by the Director of Graduate Studies in charge of the graduate degree program to which reinstatement is requested, and submitted to the Graduate School no later than the last day of classes of the semester prior to the semester for which reinstatement is requested.

If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

International students must note that all published deadline dates for new international graduate applications also apply for applications for reinstatement. (See Admission of International Students section in *Graduate Catalog*.)

Readmission

Graduate students at UT Knoxville with an interruption in enrollment must seek readmission unless they qualify for reinstatement (see Policy on “*Reinstatement*”). An interruption in enrollment is defined as follows:

- Completion of a graduate degree without graduate enrollment in semester following graduation.
- Interruption of enrollment for at least one semester (excluding summer) when last enrolled as a graduate student.
- Withdrawal from the university when last enrolled as a graduate student.

- Not complying with conditions stipulated in the context of an approved Leave of Absence (LOA) and thus forfeiting to be reinstated into the graduate degree program for which a Leave of Absence had been granted.

Please note that for those students in circumstances 2, 3, or 4, there is a financial penalty for readmission (see Policy on “*Consequences of Non-Enrollment without Leave of Absence (LOA)*”)

To seek readmission, students must submit a Readmission Application to the Office of Graduate Admissions. The application is located on the Graduate Admissions website <http://graduateadmissions.utk.edu/forms.shtml>. A non-refundable application fee in the amount of \$30.00 will be assessed upon each submission of the Readmission Application.

- Domestic students must submit their applications at least two weeks prior to the first day of class in the desired term of entry.
- International students must note that all published deadline dates for new international graduate applications also apply for applications for readmission. (See Admission of International Students section in *Graduate Catalog*.)

Students who have attended another institution since their last graduate enrollment at the University of Tennessee, Knoxville, must also submit one official transcript from each institution showing all course work and any degrees earned at that institution.

Students will be notified about admission decisions by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.

Registration and Enrollment Requirements

Registration

All degree-seeking graduate students need to comply with UT’s Continuous Enrollment requirement and are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. (for details see “*Continuous Enrollment*”) Only graduate students who are properly registered may use university facilities and/or faculty time.

The minimum number of hours for registration is one credit hour (however, for students who must register for Course 600, the minimum is three credit hours), and registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA and they will consequently not be able to use university facilities and/or faculty services while on an approved Leave of Absence (LOA).

Information concerning registration is available on the web at <http://onestop.utk.edu/your-classes/registering-for-classes/>. Registration is accomplished via the web - MyUTK. During priority

registration, the VolXpress statements are delivered electronically. Students will receive an email at their University of Tennessee email address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement at <https://myutk.utk.edu/>. Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration. Additional information can be obtained from the One Stop Express Student Service Center, (865) 974-1111.

Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VolXpress statement), will result in cancellation of the schedule. Retroactive registration is not allowed.

Non-degree students in unrestricted programs may obtain permission to register from the Graduate School. Non-degree students with no declared major must obtain permission from the department/program head to register for courses in restricted fields.

Registration for Course 600 (Doctoral Research and Dissertation)

Course 600 (Doctoral Research and Dissertation) is reserved for doctoral research and dissertation hours. Initial registration for course 600 should be determined by each department and generally corresponds to the time at which a student begins to work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of Course 600 each semester, including summer term, except for terms during which a Leave of Absence (LOA) has been granted by the Graduate School (see policy on “Leave of Absence” for more details). A minimum total of 24 hours of course 600 (Doctoral Research and Dissertation) is required to fulfill the PhD degree requirements.

Policies that were approved by ACP unanimously on March 13, 2014. The policies presented in the right-hand column will be presented to Graduate Council for a vote on April 10, 2014.

	<p>NEW POLICIES PROPOSED FOR ADOPTION These policy statements are the result of numerous discussions and review of policies at other institutions. The final text presented below identifies some last changes that were made during the APC meeting on March 13 before APC voted on these policy statements. They are indicated in GRAY PLEASE NOTE: The text below was approved by APC on March, 13, 2014 and will be presented to Graduate Council on April 10, 2014 for a vote.</p>
<p>NEW POLICY</p>	<p>Continuous Enrollment</p> <p>All degree-seeking graduate students are expected to make a full commitment to their graduate and professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation.</p> <p>Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (Course 600), must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).</p>

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	<p>The minimum enrollment for international students may be different, and international students always need to check with the Center for International Education (CIE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.</p>
<p>NEW POLICY</p>	<p>Consequences of Non-Enrollment without Leave of Absence (LOA)</p> <p>Graduate students who do not maintain continuous enrollment as stipulated in the “Continuous Enrollment” policy will lose their active student status. A student who has lost his or her active status without having been granted a Leave of Absence for the period of non-enrollment ahead of time will not be allowed to continue in his her graduate program until readmitted. (see policy on “Readmission” for more details)</p> <p>Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, etc.</p> <p>Upon approval for readmission to complete the interrupted degree program, students will be retroactively enrolled in every semester of missed enrollment for one graduate credit hour of Course 502 or for three graduate credit hours of Course 600 (whichever is appropriate). Students will be responsible for paying the past tuition charges and fees as well as the current university per semester late registration penalty. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment.</p>

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NEW POLICY

Leave of Absence (LOA) and Reinstatement Following an LOA

If extenuating circumstances arise, that make it necessary for students to interrupt their studies temporarily, a request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship.

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Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term

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immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on “Reinstatement” for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return.

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	<p>semester prior to the semester for which they seek to be reinstated. (also see the graduate policy on “Reinstatement”)</p> <p>If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.</p>

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The following passages are copied from the UT 2013-14 Graduate Catalog. It will be important to ensure that the new policies listed above (continuous enrollment, consequences of non-enrollment, leave of absence) are not creating conflicts with existing policies. The newly proposed policies require some adjustments of these currently existing policies.

IMPORTANT / PLEASE NOTE:

The policy in “Reinstatement” is NEW . Since we decided to make a distinction between “Readmission” and “Reinstatement”, APC members included it here so that it can be reviewed in the context “Readmission”.

CURRENT POLICIES AS THEY APPEAR IN THE 2013-14 GRADUATE CATALOG WITH PROPOSED EDITS INDICATED AS FOLLOWS

YELLOW – implies that this should be deleted

GREEN – new → implies that this should be added

TEXT WITH ALL EDITS indicated in the left-hand column applied PLUS the changes agreed upon during the APC meeting on March 13, 2014. All changes that are the result of the discussion on March 13 are indicated in GRAY

PLEASE NOTE:

The text below was approved by APC on March, 13, 2014 and will be presented to Graduate Council on April 10, 2014 for a vote.

Time Limit for Masters Programs

Candidates have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

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<p>NEW POLICY</p>	<p>Reinstatement</p> <p>Graduate students on an approved Leave of Absence (LOA) are expected to seek reinstatement to active student status by the end of the period approved by the Graduate School. Reinstatement Requests need to be initiated by the student, processed by the Director of Graduate Studies in charge of the graduate degree program to which reinstatement is requested, and submitted to the Graduate School no later than the last day of classes of the semester prior to the semester for which reinstatement is requested.</p> <p>If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.</p> <p>International students must note that all published deadline dates for new international graduate applications also apply for applications for reinstatement. (See Admission of International Students section in <i>Graduate Catalog</i>.)</p>

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Readmission

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- Completion of a graduate degree without graduate enrollment in semester following graduation.
- Interruption of enrollment for at least one semester (excluding summer) when last enrolled as a graduate student.
- Withdrawal from the university when last enrolled as a graduate student.
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Please note that for those students in circumstances 2, 3, or 4, there is a financial penalty for readmission (see Policy on “*Consequences of Non-Enrollment without Leave of Absence (LOA)*”)

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<ul style="list-style-type: none"> • Domestic students must submit their applications at least two weeks prior to the first day of class in the desired term of entry. • International students must note that all published deadline dates for new international graduate applications also apply for applications for readmission. (See Admission of International Students section in <i>Graduate Catalog</i>.) <p>Students who have attended another institution since their last graduate enrollment at the University of Tennessee, Knoxville, must also submit one official transcript from each institution showing all course work and any degrees earned at that institution.</p> <p>Students will be notified about admission decisions by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.</p>	<ul style="list-style-type: none"> • Domestic students must submit their applications at least two weeks prior to the first day of class in the desired term of entry. • International students must note that all published deadline dates for new international graduate applications also apply for applications for readmission. (See Admission of International Students section in <i>Graduate Catalog</i>.) <p>Students who have attended another institution since their last graduate enrollment at the University of Tennessee, Knoxville, must also submit one official transcript from each institution showing all course work and any degrees earned at that institution.</p> <p>Students will be notified about admission decisions by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.</p>
<p>Registration and Enrollment Requirements</p> <p>Registration</p> <p>All degree-seeking graduate students need to comply with UT's Continuous Enrollment requirement and are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. (for details see "<i>Continuous Enrollment</i>") Only graduate students who are properly registered may use university facilities and/or faculty time.</p> <p>Registration is required of all graduate students when using university facilities and/or faculty time. <i>The minimum number of</i></p>	<p>Registration and Enrollment Requirements</p> <p>Registration</p> <p>All degree-seeking graduate students need to comply with UT's Continuous Enrollment requirement and are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. (for details see "<i>Continuous Enrollment</i>") Only graduate students who are properly registered may use university facilities and/or faculty time.</p> <p>The minimum number of hours for registration is one credit hour</p>

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hours for registration is one and Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA and they will consequently not be able to use university facilities and/or faculty services while on an approved Leave of Absence (LOA).

Information concerning registration is available on the web at <http://onestop.utk.edu/your-classes/registering-for-classes/>. Registration is accomplished via the web - MyUTK. During priority registration, the VolXpress statements are delivered electronically. Students will receive an email at their University of Tennessee email address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement at <https://myutk.utk.edu/>. Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration. Additional information can be obtained from the One Stop Express Student Service Center, (865) 974-1111.

Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VolXpress statement), will result in cancellation of the schedule. Retroactive registration is not allowed.

Non-degree students in unrestricted programs may obtain permission to register from the Graduate School. Non-degree students with no declared major must obtain permission from the department/program head to register for courses in restricted fields.

(however, for students who must register for Course 600, the minimum is three credit hours), and registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA and they will consequently not be able to use university facilities and/or faculty services while on an approved Leave of Absence (LOA).

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Policies that were approved by ACP unanimously on March 13, 2014. The policies presented in the right-hand column will be presented to Graduate Council for a vote on April 10, 2014.

Registration for Course 600 and Continuous Registration for 600

Course 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 should be determined by each department and generally corresponds to the time at which a student begins work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of Course 600 each semester, including summer term, except for terms during which a Leave of Absence (LOA) has been granted by the Graduate School (see policy on "Leave of Absence" for more details). A minimum total of 24 hours of course 600 is required.

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request (form found online at http://gradschool.utk.edu/forms/leaveofabsence_reader.pdf) should be completed by the student and then sent to the major professor (advisor) for endorsement. The completed form is then submitted to Graduate School for review and processing.

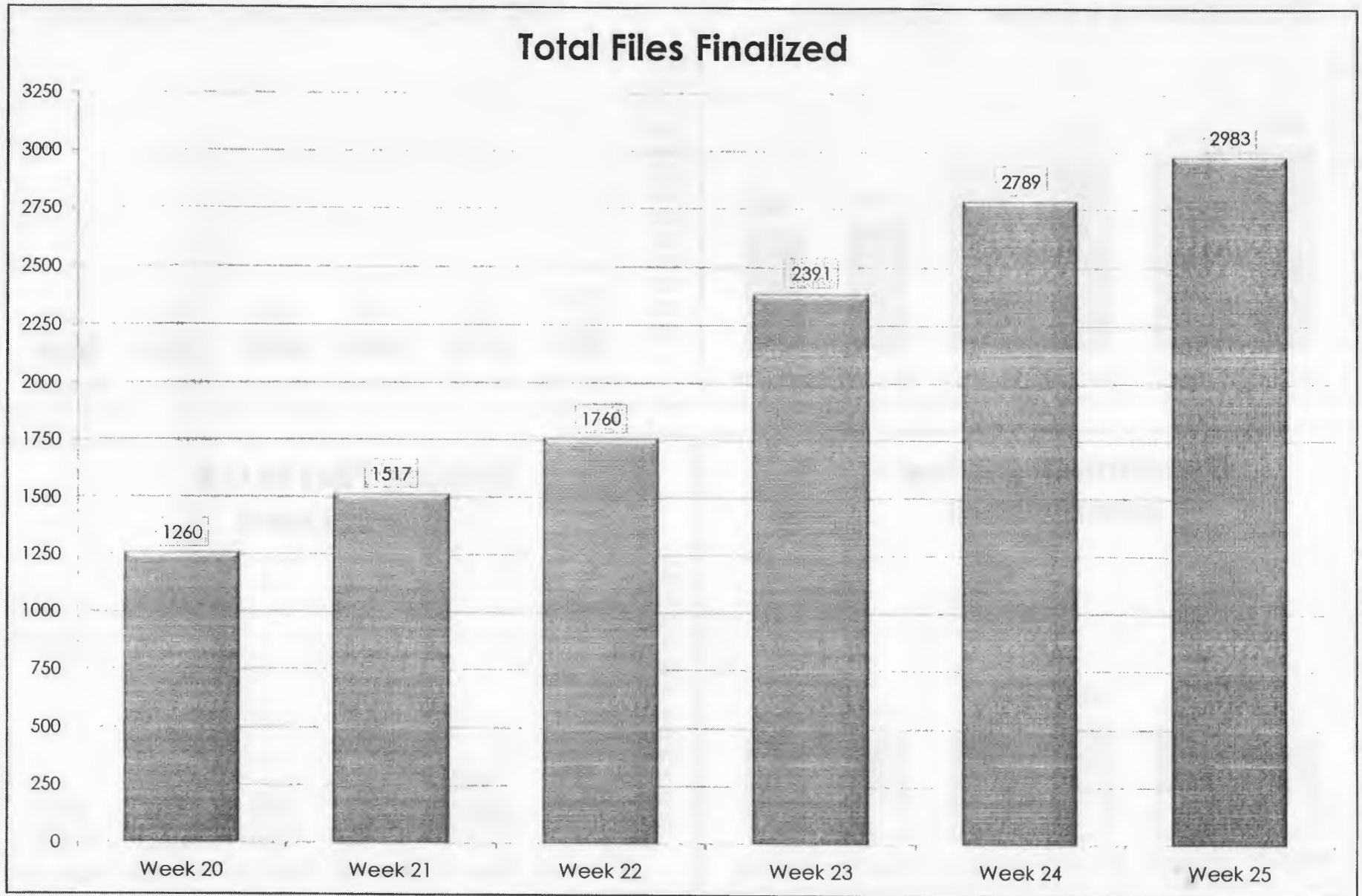
Registration for Course 600 (Doctoral Research and Dissertation)

Course 600 (Doctoral Research and Dissertation) is reserved for doctoral research and dissertation hours. Initial registration for course 600 should be determined by each department and generally corresponds to the time at which a student begins to work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of Course 600 each semester, including summer term, except for terms during which a Leave of Absence (LOA) has been granted by the Graduate School (see policy on "Leave of Absence" for more details). A minimum total of 24 hours of course 600 (Doctoral Research and Dissertation) is required to fulfill the PhD degree requirements.

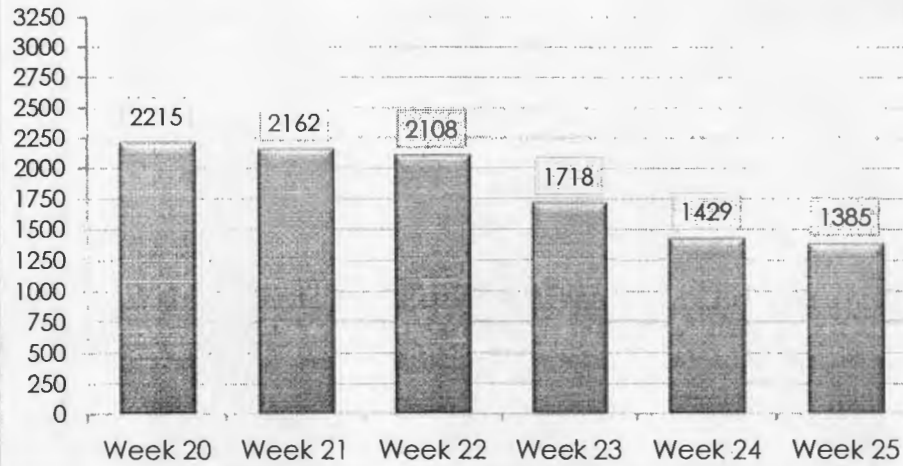
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Wk 23: 3/11 Wk 24: 3/18 Wk 25: 3/25

UT Graduate Admissions, Fall 2014

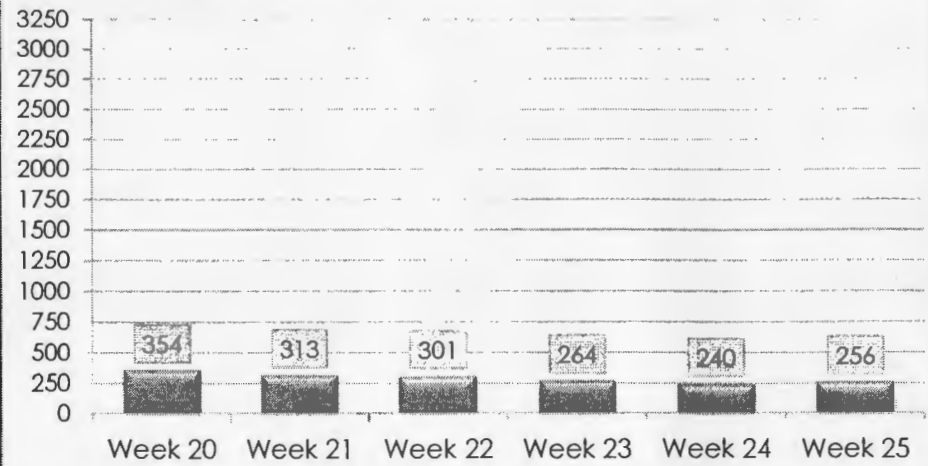
Total Files Finalized Week 20 - 25 Source: CollegeNet ADMIT



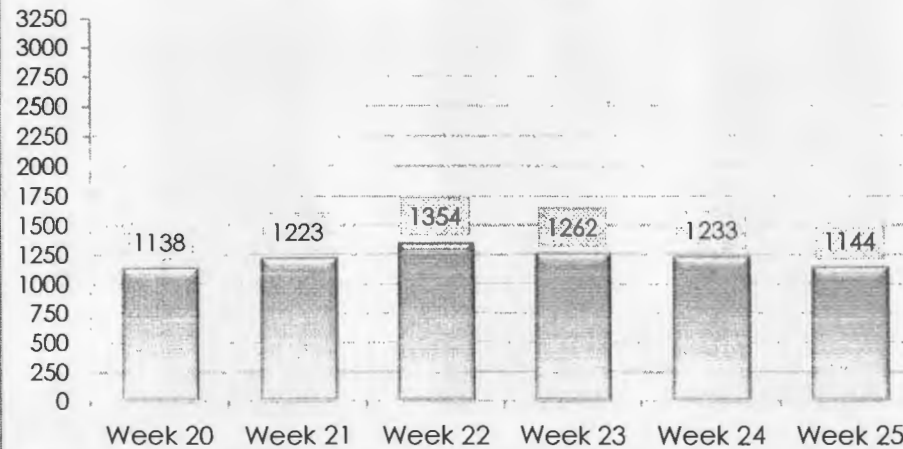
Department Review - Domestic



Working Files in GA - Domestic



Department Review - International



Working Files in GA - International

