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Academic Policy Committee Report - March 13, 2014

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ACADEMIC POLICY COMMITTEE REPORT
Thursday, March 13, 2014, 2:15 – 3:30 P.M.
111 STUDENT SERVICES BUILDING

Present: Stefanie Ohnesorg (Chair), Catherine Cox, Russell Crook, Joy DeSensi, Xiaobing Feng, Shandra Forrest-Bank, Yanfei Gao, Jennifer Morrow, Marian Roman, Martin Walker, Greg Tipps, and Phuriwat Anusonti-Inthra (via skype and speaker phone)

1. Continuation of the Discussion of the following Academic Policies:

- **Continuous Enrollment** (new policy),
- **Consequences of Non-Enrollment without Leave of Absence** (new policy),
- **Leave of Absence (LOA) and Reinstatement Following an LOA** (new policy),
- **Reinstatement** (new policy)
- **Time Limit for Masters Programs** (revised policy)
- **Time Limit for Doctoral Programs** (revised policy)
- **Readmission** (revised policy)
- **Registration and Enrollment Requirements: Registration** (revised policy)
- **Registration for Course 600** (revised policy)

The members of the Academic Policy Committee continued their discussion of the above listed policies (see appendix to this report, pages 2-11, right-hand column). The major point of discussion was whether continuous enrollment can be maintained by registering for one credit hour or a registration of three credit hours would be necessary. A consensus was reached that the new "Continuous Enrollment" policy should be adjusted to the already existing policies on "Registration and Enrollment Requirements" and "Registration for Course 600": Graduate student in masters' programs and doctoral students who have not yet started to register for Course 600 are considered continuously enrolled when registered for a minimum of one graduate credit hour, and summer is not necessary to maintain continuous enrollment for this group of students. Doctoral students who have started to register for Course 600 are required to continuously enroll for a minimum of three graduate credit hours in each semester (including summer).

- **The members of APC unanimously approved the drafts of the above listed new and revised policy statements as they appear in the Appendix to the APC Report for March 13, 2014 (p. 2-11).**
- **These policies will be presented to Graduate Council for a vote on April 10, 2014, and the members of Graduate Council are asked to consider all of these policies in combination.**

2. Revised Academic Policies on "English Proficiency" and "Foreign Language Reading Proficiency"

The members of the Academic Policy Committee agreed to vote electronically (via e-mail) on the revised policy statements on "English Proficiency" and "Foreign Language Reading Proficiency" (see appendix to this report, pages 12-16, right-hand column)

- **The members of APC unanimously approved the drafts of both revised policy statements as they appear in the Appendix to the APC Report for March 13, 2014 (p. 12-16).**
- **These policies will be presented to Graduate Council for a vote on April 10, 2014.**

ATTACHMENT TO THE ACADEMIC POLICY COMMITTEE REPORT FOR MARCH 13, 2014

The following policy proposals are presented by the Academic Policy Committee to Graduate Council as voting items to be considered during the GC meeting on April 10, 2014:

- 1. Proposed Statements on “Continuous Enrollment,” “Consequences of Non-Enrollment without Leave of Absence (LOA),” “Leave of Absence (LOA) and Reinstatement Following an LOA,” and “Reinstatement,” as well as resulting changes that will become necessary in academic policies on “Time Limit for Masters Programs,” “Time Limit for Doctoral Programs,” “Readmission,” “Registration and Enrollment Requirements: Registration,” and “Registration for Course 600 (Doctoral Research and Dissertation)” (p. 2 – 11) - [all of these policy statements need to be considered in combination]**
- 2. Proposed Statement on “English Proficiency” (p. 12 – 13)**
- 3. Proposed Statement on “Foreign Language Reading Proficiency” (p. 14 – 16)**

1. Proposed Statements on “Continuous Enrollment,” “Consequences of Non-Enrollment without Leave of Absence (LOA),” “Leave of Absence (LOA) and Reinstatement Following an LOA,” and “Reinstatement,” as well as resulting changes that will become necessary in academic policies on “Time Limit for Masters Programs,” “Time Limit for Doctoral Programs,” “Readmission,” “Registration and Enrollment Requirements Registration,” and “Registration for Course 600 (Doctoral Research and Dissertation)”

➔ Presented by APC to Graduate Council for a vote during GC meeting on April 10, 2014

	<p>Proposed <u>NEW</u> Policy Statements presented to Graduate Council as a voting item (April 10, 2014)</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). <i>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</i></p>

	<p><i>and Dissertation) ” in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).</i></p> <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>

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.

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

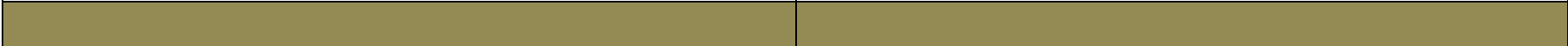
more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of 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”)

	<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 policies are copied from the UT 2013-14 Graduate Catalog. The proposed new policies listed above (continuous enrollment, consequences of non-enrollment, leave of absence) require some adjustments of these currently existing policies. These changes are indicated in the left-hand column, and the resulting/proposed text appears in the right-hand column.

Text as it appears in the 2013-14 Graduate Catalog with suggested changes indicated as follows:

- **Text in YELLOW**
→ Suggested deletions
- **Text in GREEN**
→ Suggested additions (partly substitutions for the texts passages marked for deletions)

- Resulting text (with the changes indicated in the left-hand column applied)

Proposed Policy Statements presented to Graduate Council as a voting item (April 10, 2014)

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 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.

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.

NEW POLICY

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. 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.

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

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

<p>two weeks prior to the first day of class in the desired term of entry.</p> <ul style="list-style-type: none"> 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>two weeks prior to the first day of class in the desired term of entry.</p> <ul style="list-style-type: none"> 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 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 "Continuous Enrollment") 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. <u>The minimum number of hours for registration is one, and</u> Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. <u>Students on an approved Leave of</u></p>	<p>Registration and Enrollment Requirements: 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 "Continuous Enrollment") 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 (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</p>

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.

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 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.

2. Proposed Statement on “English Proficiency”

→ Presented by APC to Graduate Council for a vote during GC meeting on April 10, 2014

<p>Text as it appears in the 2013-14 Graduate Catalog with suggested changes indicated as follows:</p> <ul style="list-style-type: none"> • Text in YELLOW → Suggested deletions • Text in GREEN → Suggested additions (partly substitutions for the texts passages marked for deletions) • Text in BLUE → Explanatory remarks (will not be included in the catalog language) 	<ul style="list-style-type: none"> • Resulting text (with the changes indicated in the left-hand column applied) <p>Proposed Policy Statement on “Foreign Language Reading Proficiency” presented to Graduate Council as a voting item.</p>
<p>English Proficiency</p> <p>Applicants whose native language is not English must pass an English proficiency examination (English Placement Exam), given by the university prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 121 or another course assigned by the English Department for undergraduate credit and pass with a grade of C or better. A student may not take more than 9 additional hours of course work while enrolled in English 121. Students whose scores indicate that they are not prepared to enter English 121 will be referred to a program of intensive English study prior to enrolling in an academic program.</p> <p>Applicants whose native language is not English must pass an oral test in English (the SPEAK Test) before they can be assigned to classroom duties in connection with their assistantships. The SPEAK Test is administered on campus as part of the programs offered by the Graduate School. Scores from the Test of Spoken</p>	<p>English Proficiency</p> <p>Applicants whose native language is not English must pass an English proficiency examination (English Placement Exam), given by the university prior to initial registration. Students whose performance on the examination indicates a need for additional English study must enroll immediately for English 121 or another course assigned by the English Department for undergraduate credit and pass with a grade of C or better. A student may not take more than 9 additional hours of course work while enrolled in English 121. Students whose scores indicate that they are not prepared to enter English 121 will be referred to a program of intensive English study prior to enrolling in an academic program.</p> <p>All prospective teaching assistants or associates whose native language is not English are required to take and pass the ITA-OPIc Test before they can be assigned classroom related duties in connection with their assistantships. The ITA-OPIc is administered on campus through the Graduate School, and</p>

English (TSE) may be accepted in place of the SPEAK Test.

SUGGESTED REPLACEMENT for the text in yellow

All prospective teaching assistants or associates whose native language is not English are required to take and pass the ITA-OPIC Test before they can be assigned classroom related duties in connection with their assistantships. The ITA-OPIC is administered on campus through the Graduate School, and students need to consult the ITA-OPIC website for more specific details on the ITA-OPIC, including test-dates (<http://gradschool.utk.edu/speaktest.shtml>)

students need to consult the ITA-OPIC website for more specific details on the ITA-OPIC, including test-dates (<http://gradschool.utk.edu/speaktest.shtml>)

3. Proposed Statement “Foreign Language Reading Proficiency”

➔ Presented by APC to Graduate Council for a vote during GC meeting on April 10, 2014

<p>Text as it appears in the 2013-14 Graduate Catalog with suggested changes indicated as follows:</p> <ul style="list-style-type: none"> • Text in YELLOW → Suggested deletions • Text in GREEN → Suggested additions (partly substitutions for the texts passages marked for deletions) • Text in BLUE → Explanatory remarks (will not be included in the catalog language) 	<ul style="list-style-type: none"> • Resulting text (with the changes indicated in the left-hand column applied) <p><u>Proposed Policy Statement on “Foreign Language Reading Proficiency” presented to Graduate Council as a voting item.</u></p>
<p><u>Language Requirement</u></p> <p>Replace title by: Foreign Language Reading Proficiency Requirement</p> <p>Candidates for the Doctor of Philosophy may be required to demonstrate a reading knowledge of at least one foreign language in which there exists a significant body of literature relevant to the major field of study. Please refer to the descriptions of individual programs. The doctoral committee will determine the specific language (or languages) required. When the student is prepared to take a language examination, he/she should complete an Application for Doctoral Language Examination (http://gradschool.utk.edu/files/DocLangExam1011.pdf) and submit to the Graduate School in accordance with the dates and times for the examinations published online.</p>	<p>Foreign Language Reading Proficiency Requirement</p> <p>Candidates for the Doctor of Philosophy may be required to demonstrate a reading knowledge of at least one foreign language in which there exists a significant body of literature relevant to the major field of study. Please refer to the descriptions of individual programs. The doctoral committee will determine the specific language (or languages) required.</p> <p>The doctoral committee will determine the specific language (or languages) required, and it will further determine which of the following options are available to students from their academic unit to satisfy the Foreign Language Reading Proficiency Requirement:</p>

Satisfactory completion (grade of B or better) of German 332 or French 302 may be substituted for a language examination.

Some programs may accept a computer language in lieu of a foreign language.

SUGGESTED REPLACEMENT for the text in yellow

The doctoral committee will determine the specific language (or languages) required, and it will further determine which of the following options are available to students from their academic unit to satisfy the Foreign Language Reading Proficiency Requirement:

- The student's first language is a foreign language that allows the student to access a significant body of literature resources that are relevant to his or her major field of study. This option can only be chosen if the student received formal schooling that is equivalent to completing an American high school diploma in this foreign language.
- The student completes a Graduate Reading Course offered at UT (French 302 or German 332) that satisfies the reading proficiency requirement with a grade of B or higher.
- The student received approval from his/her home department to satisfy the Foreign Language Reading Proficiency Requirement by taking a course taught at UT in the target language at the 400-level or above, and he or she completed the course with a grade of B or higher.
- The student's home department registered the student for the Foreign Language Reading Proficiency Exam that is offered through the UT Graduate School once per semester, and the student received a PASS on this examination.
- The student completes a standardized Reading Proficiency Test offered by another institution or testing service, and

- The student's first language is a foreign language that allows the student to access a significant body of literature resources that are relevant to his or her major field of study. This option can only be chosen if the student received formal schooling that is equivalent to completing an American high school diploma in this foreign language.
- The student completes a Graduate Reading Course offered at UT (French 302 or German 332) that satisfies the reading proficiency requirement with a grade of B or higher.
- The student received approval from his/her home department to satisfy the Foreign Language Reading Proficiency Requirement by taking a course taught at UT in the target language at the 400-level or above, and he or she completed the course with a grade of B or higher.
- The student's home department registered the student for the Foreign Language Reading Proficiency Exam that is offered through the UT Graduate School once per semester, and the student received a PASS on this examination.
- The student completes a standardized Reading Proficiency Test offered by another institution or testing service, and the student's home department considers the results of this test as sufficient documentation for fulfilling the Foreign Language Reading Proficiency Requirement for the degree program in question.
- A faculty member from the above named student's home department has advanced proficiency in the foreign language in which the student needs to document Foreign Language Reading Proficiency and is thus considered qualified to evaluate a foreign language reading

the student's home department considers the results of this test as sufficient documentation for fulfilling the Foreign Language Reading Proficiency Requirement for the degree program in question.

- A faculty member from the above named student's home department has advanced proficiency in the foreign language in which the student needs to document Foreign Language Reading Proficiency and is thus considered qualified to evaluate a foreign language reading proficiency exam. The student's home department will determine if faculty members with this expertise can and/or should be expected to prepare, proctor, and grade a unit-specific foreign language reading proficiency exams for their own students. If this option is made available to students by their home department, receiving a "PASS" on this unit-specific exam will satisfy the foreign language reading proficiency requirement
- Some programs may accept a computer language in lieu of a foreign language.

Students whose graduate degree program lists a foreign language reading requirements need to file the Foreign Language Reading Proficiency Documentation Form along with their Admission to Candidacy in order to document that they satisfied this requirement through one of the options listed above.

proficiency exam. The student's home department will determine if faculty members with this expertise can and/or should be expected to prepare, proctor, and grade a unit-specific foreign language reading proficiency exams for their own students. If this option is made available to students by their home department, receiving a "PASS" on this unit-specific exam will satisfy the foreign language reading proficiency requirement

- Some programs may accept a computer language in lieu of a foreign language.

Students whose graduate degree program lists a foreign language reading requirements need to file the Foreign Language Reading Proficiency Documentation Form along with their Admission to Candidacy in order to document that they satisfied this requirement through one of the options listed above.