

**Department of Educational Leadership and Policy Studies**  
**a**  
**Department in the**  
**College of Education, Health, and Human Sciences**  
**at The University of Tennessee**  
**2016-2017**

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*“Enhancing Quality of Life through Research, Outreach, and  
Practice”*



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## **Welcome from the Department Head**

**Dr. Norma T. Mertz**

Welcome to the Department of Educational Leadership and Policy Studies. We are proud of our 60+ year history of preparing administrators, policy scholars and faculty. We offer graduate programs in Educational Administration (PK-12), including a principal licensing certificate alone or in conjunction with an MS or EdS degree, and a PhD in Educational Leadership; in Higher Education Administration, including an MS degree in College Student Personnel; and a Ph.D in Higher Education Administration; and an undergraduate leadership minor. More about each program is provided in this handbook. You are encouraged to contact the Coordinator for further information about each program. In addition to the programs, the department houses two centers. The Center for Educational Leadership, and the College Access and Persistence Outreach Center (CAPP). As with our programs, you can learn more about these centers by viewing our website.

Through its programs, the department seeks to prepare effective educational leaders, scholars and faculty involved in state, regional, and the national study of major issues related to schools and post-secondary institutions; leaders actively involved in policy dialogue affecting the purpose and performance of schools and colleges; and active researchers and practitioners who lead those schools and colleges. The departmental programs are designed to enrich the knowledge, skills and values of those who enroll in the programs, consonant with our vision of educational leaders as stewards and servants of their organizations; designers of the social and cultural climate in which they work; teachers who facilitate and encourage human growth and development; change agents who continually examine the purpose and performance of their organization; and conceptual provocateurs who challenge ideas and assumptions on which policy and practice are built.

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In our practice and program, we seek to honor the core values which we see as consistent with effective leadership.

**Civility:** Affirming the power of human dignity and diversity

**Candor:** Respecting the power of public forum and the role of debate and dissent

**Courage:** The commitment to act on conviction and link belief to action

**Responsibility:** Accepting care for one's actions and decisions

**Compassion:** Caring for person and principle

**Community:** Respecting and embracing diversity while developing an agenda of common caring

**Persistence:** Focusing on long-range goals and staying the course in the face of hardship

**Service:** Placing the welfare and promise of others before self

**Excellence:** Calling self, others and organizations to high standards of performance

**Justice:** Ensuring equity in opportunity and recognition

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## Graduate School Introduction

“In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.”

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies <http://catalog.utk.edu/graduate-student-life> noted in the *Graduate Catalog*, but rather provides the specific ways in which those policies are carried out.”

## Purpose of Handbook

Graduate Students are expected to be aware of and satisfy all regulations governing their work and studies at the university. In addition to this handbook, graduate students are advised to consult the *Graduate Catalog*, *Hilltopics*, and to the publications on the Appeals Procedure and the Graduate Assistant Handbook available on the Graduate School website (<http://gradschool.utk.edu/GraduateCouncil/Acad Poli/appealprocedure.pdf>).

## Degree Programs

Degree/Certificate	Major	Concentration
<b>M.S.</b>	Educational Administration	NA
<b>Ed.S.</b>	Education	Educational Administration
<b>PreK-12 Licensure Certificate</b>	Educational Administration	
<b>Ph.D.</b>	Education	Leadership Studies in Education
<b>M.S.</b>	College Student Personnel	NA
<b>Ph.D.</b>	Higher Education Administration	NA

Figure 1. ELPS Program of Studies Overview.

NOTE: For Leadership Academy Programs see LA Handbook

## **Mission of Educational Leadership and Policy Studies**

The mission of the ELPS Department is to prepare entry and executive level administrators for schools and colleges, faculty in colleges and in universities, and policy scholars to serve in state, regional and national policy agencies associated with educational and human service enterprises. The graduate programs of the Department are designed to enrich knowledge, skills, and values requisite to effective leadership and to effective teaching and research in educational settings.

The Department views leaders as stewards and servants of organizations; designers of the social and cultural climate in which they work; teachers who facilitate and encourage human growth and development; change agents who continually examine the purpose and performance of their organizations, and conceptual provocateurs who challenge ideas and assumptions on which policy and practice are built.

In keeping with our mission, ELPS offers programs in Educational Administration and in Higher Education Administration. Figure 1 on the previous page shows an overview of the programs offered in the Department followed by detailed information about each program and the conceptual frameworks upon which the programs are built.



## Conceptual Framework for Licensure Preparation

### Graduate Programs (M.S. and Ed.S.) Leading to Licensure in School Administration “Praxis through Self Reflection, Ethics, and Artful Practice” 2013

#### Introduction

The Educational Administration program faculty offers two graduate degrees (M.S. and Ed.S.) in Educational Administration. These programs are directed to the initial and advanced education of leaders in PreK-12 schools and are certification programs for the preparation of principals and supervisors.

All of the University of Tennessee’s graduate educational administration programs are built on the concept of leadership as a conceptual, moral/ethical, and performing art form. Effective leadership is built first on the power of ideas and theory. But there is no single theory of sufficient scope to cover every dimension of educational leadership and the knowledge, skills, and dispositions that are necessary for effectively linking leadership theory to the world of practice.

The technical concepts of leadership are then placed in action in response to values held by the leader; so that moral and ethical concerns become paramount for effective leadership. As with any ethical/moral dimension, there is an emphasis on awareness of self as a leader, self in relation to others, and self within the context of the educational administration profession. Our programs are values-based and values-driven, following the conviction that educational leadership is an ethical endeavor (Fullan, 2003; Willower, 1994). Values are central to administrative theory and practice and to administrative decision making (Sergiovanni, 1992). Orin B. Graff, founder of the educational administration program in 1949, was a tireless defender of this position when it was unpopular.

The curriculum is directed toward providing beginning practitioners with “best practice” knowledge and skills derived from the field and from research. The transfer of these “best practices” into educational settings is a focus of the instruction.

There is a linkage between reflection and action and the art form is perfected in the context of practice—theory in action, full circle. For the graduate degrees, practice is encouraged in intensive internship experiences (Daresh, 1988).

In addition to this conceptual base, we firmly believe that educational leaders must have knowledge of the philosophical and historical contexts of schools, and the dimensions that distinguish schools from other organizations in our society. We also encourage our students to engage in policy issues that affect schools and further assist them in the development of program evaluation and school improvement planning skills that incorporate data-driven decision and allow them to be active policy voices.

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## Knowledge Base

The Educational Administration Master's and Specialist programs were developed in direct response to six major themes in the reform literature concerned with the field of educational administration. Critics have suggested the following:

1. Expansion of the knowledge base that forms the framework for leadership and a broader conceptualization of educational organizations (Educational Commission of the States, 1990; Firestone & Riehl, 2005; Griffiths, Stout, & Forsyth, 1988; Mulkeen & Tentenbaum, 1990, Murphy & Datnow, 2003) This is accomplished through a course on organizational and leadership theory. It is here where they have an opportunity to experience leadership within real school contexts and to gain a deeper understanding on the leadership stories of numerous practicing principals (Gardner, 1995).
  2. Emphasis on the performance dimension of the principalship with particular attention given to the knowledge, skills, and dispositions underlying performance and delineated in the ISLLC standards (Murphy, 1990; Murphy & Datnow, 2003). The graduate programs are designed around the Interstate School Leaders Licensure Consortium (ISLLC) standards and the Tennessee Instructional Leadership Standards (TILS) which have been adopted by the State of Tennessee as the basis for its licensing standards.
  3. Integration of theory and practice—praxis (Daresh, 1988; Murphy, 1990; Murphy & Datnow, 2003). This is accomplished through a two-year internship which is connected to course content and closely monitored through on-site visitations, monthly seminar meetings, and reflections being posted on PLP.
  4. Collaboration between universities and schools (Fullan, 2003; Goodlad, 1988; Griffiths, Stout, & Forsyth, 1988). This is accomplished through the use of school-based mentors for our internship experience, the limited use of school district personnel to assist in the teaching of classes, school-site visitations with principals, and the involvement of the professors in district-related activities.
  5. Focus on the use of data and data-driven decision making for the purposes of instructional leadership and continual school improvement (Riehl & Firestone, 2005). This is accomplished through coursework that is focused on research strategies. School-level data, and school improvement planning become the focus of this problems-based instruction.
  6. Focus on the core technology of schooling—teaching and learning. With this in mind (Murphy, 2003; Reyes & Wagstaff, 2005), we heavily emphasize instructional leadership, curriculum, and supervision of personnel.
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## References

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- Murphy, J. (1990). Preparing school administrators for the twenty-first century: The reform agenda. In B. Mitchell & L. L. Cunningham (Eds.), *Educational leadership and changing contexts of families, communities, and schools* (pp. 232-215). Chicago: University of Chicago Press.
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## Conceptual Framework for Higher Education Administration

Just as many organizations in our society find themselves in transitional moments, it is clear that our conception of leadership is changing as well. From an era when the terms “command” and “control” were often descriptors of the dominant style and philosophy associated with the leadership of pyramidal organizational structures, new descriptors are emerging: “steward, designer, teacher, servant.” No longer is leadership perceived as a responsibility invested only in formal roles and positions, as something those holding formal position do to or for us, but as a partnership responsibility shared by all who hold learning organizations in trust.

Leaders are stewards and servants because they hold organizations in trust. Leaders are designers, because their knowledge and their values shape, in major part at least, the social and cultural climate in which we do our work. Leaders are teachers in the sense that they have primary responsibility to facilitate human growth and development. Leaders are change agents, continually examining the effectiveness of their organizations. Leaders are conceptual provocateurs, challenging ideas and assumptions on which practice and policy are built. The programs in Higher Education Administration are designed to enrich knowledge, skills, and values requisite to effective leadership in educational practice settings.

## Conceptual Design of Professional Education Programs

All graduate leadership education programs are built on the concept of leadership as a conceptual, moral, and performing art form. Effective leadership is built first on the power of ideas and theory. There is no single, embracing theory of sufficient scope to cover every dimension of educational leadership role, tasks, and effectiveness; and there are multiple truths to be mastered in both leadership and organizational theory. The educational leader is a conceptual artist in placing these concepts in action. Technical concepts of leadership are placed in action in response to values held by the leader. Moral and ethical concerns are paramount for effective leadership. As with any art form, there is a linkage between reflection and action, and the art form is perfected in the practice of the art. For master’s degrees, practice is encouraged in intensive internship experiences, and for doctoral degrees, the alternative residence option accents the simultaneous linking of practice, theory, and research.

For master’s and doctoral study there are two additional accents. The first of these is centered on the educational leader having knowledge and sensitivity to the “nature of the enterprise,” the special and important role of higher education in a democratic society. Thus educational leaders are expected to have knowledge of the philosophic and historic context of colleges, the dimensions of role that distinguish colleges from other organizations in our society. Second, students are encouraged in their engagement of policy issues that affect higher education and further encouraged to develop those skills of policy analysis, program evaluation, and research that will allow them to be active policy voices.

For both master’s and doctoral programs, cohort models and problem-based learning approaches to graduate study are used. Students in these programs have extensive course experiences together where mutual support and sense of community are accented.

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## Faculty of Educational Leadership and Policy Studies

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**Research interests:** School effectiveness and school improvement, distributed leadership, teacher leadership, and catalysts that promote collegiality.

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**Research interests:** The overarching focus of my research is the organizational dimensions of the student-institutional relations and the impact of those relations on integrative learning, specifically educating students for personal and social responsibility.

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**Research interests:** People of color experiences in higher education, more specifically, research explores the socialization experiences of faculty, administrators, and graduate students from historically underrepresented groups and issues of access to higher education.

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**Research interests:** Gender and leadership, mentoring, and role socialization.

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Research interests: Politics of the superintendency in terms of preparation models, gender, and the pipeline of organizational ascension. Dr. Robinson is also researching the roles and responsibilities of assistant principals and how their preparation programs and relationships with mentor principals have equipped them for success.

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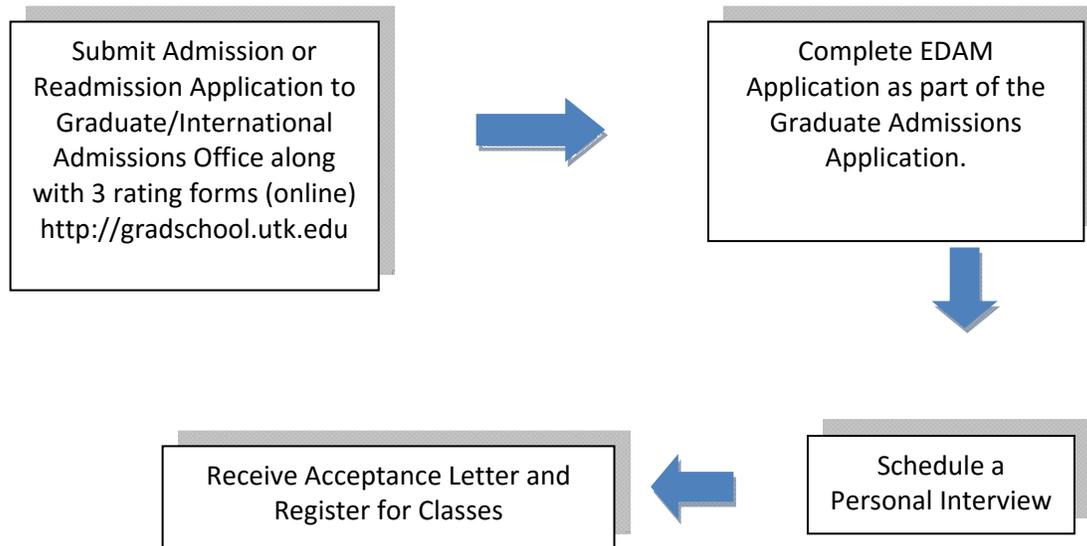
### **Graduate Research Assistants**

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Lee Flood, EDAM, 324 Claxton Complex  
Kaitlin Singer, CSP/HEAM, 326 Claxton Complex

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## Educational Administration Admission Requirements

### Enrolling in EDAM Licensure Programs: M.S., Ed. S., and PreK-12 Licensure Certificate in Educational Administration



### Admissions

Students must submit a transcript, EDAM application, and the Graduate Application to the Office of Graduate and International Admissions, The University of Tennessee, Knoxville to The Graduate School.

Admission decisions are made on a holistic basis to discern the candidate's promise for graduate study and to ascertain the match of the candidate's educational goals with the resources and goals of the Department.

### Transfer Courses

Transfer courses must receive prior approval from both the student's committee/program faculty and the Dean of the Graduate School. To be transferred into a master's or specialist program, a course must be: (1) taken at the graduate level, (2) carry a grade of B or better, and (3) not have been used for a prior degree. Please refer to the *Graduate Catalog* for complete information on "transfer" courses. Students interested in transferring graduate courses must petition the faculty in writing and provide all necessary documentation (e.g., transcripts showing courses and syllabi for courses being considered). No course may be transferred into the PreK-12 Licensure Certificate Program, in accordance with Graduate School Policy in Certificate Program.

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**Licensure Alternative (requires three years teaching experience and a valid teaching certificate)**

The M.S. program requires 36 hours of coursework; the Ed.S. program requires 42 hours. Evening and summer classes are combined with on-the-job internship activities organized around real school problems. The school principal (or other administrator at the school site) and a faculty representative of the Educational Administration program together supervise the internship.

The desired outcome of the program leading to licensure as a school administrator is to produce thoughtful principal and supervisory practitioners with the skills and scholarship to provide quality leadership to the organizations they serve. Graduates are expected to have a vision of quality education combined with good leadership skills to lead our schools in the twenty-first century.

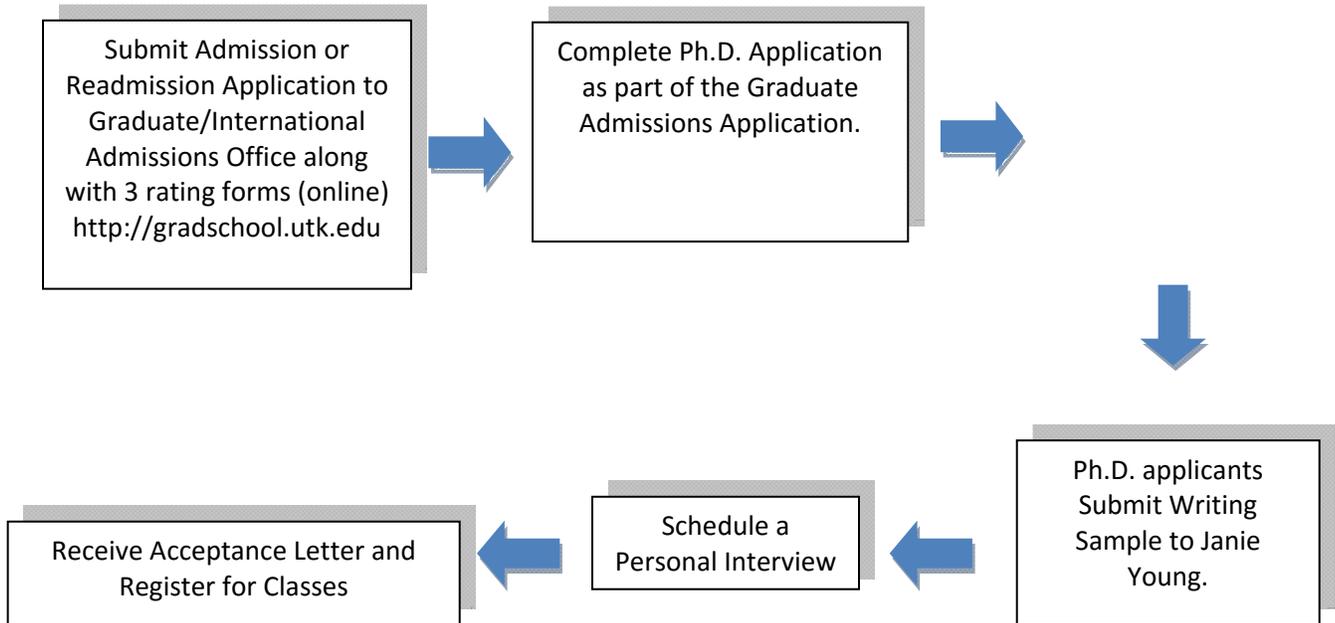
The program leading to licensure as a school administrator is designed around the standards developed by the Tennessee State Board of Education, the Tennessee Instructional Leadership Standards (TILS), and the Interstate School Leaders Licensure Consortium (ISLLC) for the knowledge and skills required today for a school principal. It meets the certification requirements of the Tennessee State Board of Education. The program is also accredited by the National Council for the Accreditation of Teacher Education (NCATE) and recognized by the University Council for Educational Administration (UCEA), indicating national recognition as a quality program.

**Non-licensure Alternative**

The non-licensure alternative program for both the M.S. and Ed.S. is designed to prepare leaders for a variety of settings in other social community service agencies. It requires a common set of four courses with the remainder of the program tailored to the students' special needs. While an internship is required for the non-licensure alternative, the format and parameters of the internship will be decided in consultation with the faculty advisor.



## Enrolling in EDAM Ph. D. Program in Education with a concentration in Leadership Studies



### Admissions

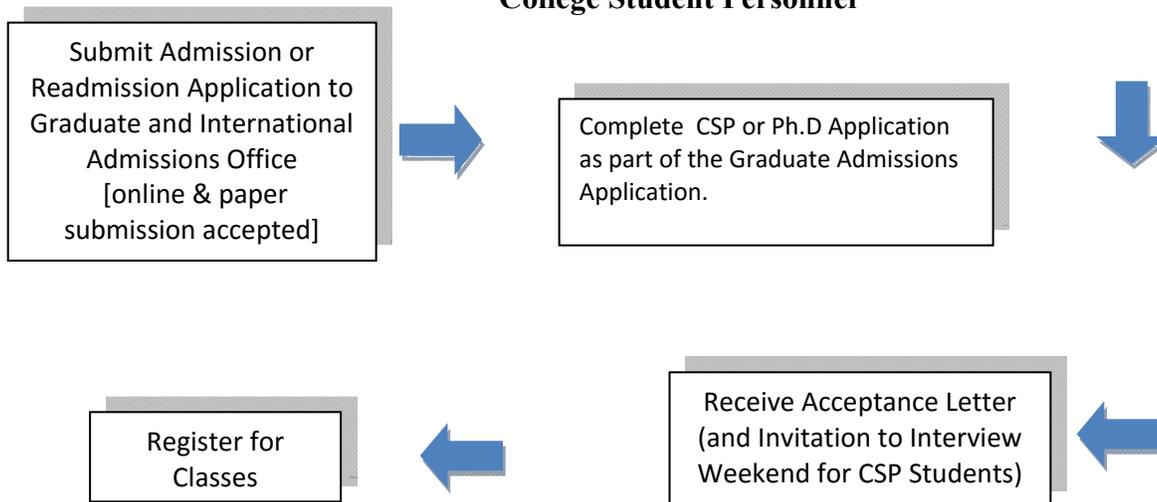
Students must submit all college transcripts, 3 rating forms and the Graduate application to the Office of Graduate and International Admissions, University of Tennessee, Knoxville, <http://gradschool.utk.edu/admissions>. To Janie Young, [jsyoung@utk.edu](mailto:jsyoung@utk.edu), students must submit the Ph.D. application and a writing sample.

\*An overall GPA of 3.30 in previous graduate study is required for admission to doctoral study.

For Ph. D. candidates, an interview with the faculty may be required. Admission decisions are made on a holistic basis to discern the candidate's promise for doctoral study and to ascertain the match of the candidate's educational goals with the resources and goals of the Department.

## Higher Education Administration Admission Requirements

### Enrolling in the HEA Master's or Ph. D Program: College Student Personnel



### CSP Admission

College Student Personnel applicants must submit the following information online at the Graduate School of Admissions website by December 1<sup>st</sup> for spring admittance into the fall semester.

- College Student Personnel Program Application Form
- Three Rating/Reference Forms
- Current GRE Scores (within the past five years)

### Ph.D. Admission

Applying Students are required to submit transcripts, departmental application, and three rating forms from those who know of the candidate's professional record and promise to the Office of Graduate and International Admissions, University of Tennessee, Knoxville. An overall GPA of 3.30 in previous graduate study is required for admission to doctoral study and an interview with the faculty may be required. Admission decisions are made on a holistic basis to discern the candidate's promise for doctoral study and to ascertain the match of the candidate's educational goals with the resources and goals of the Department.

## Financial Support

### Graduate Assistantships

The Department offers selected graduate students positions as graduate assistants. These graduate students comprise a vital part of the departmental community. The Department follows University guidelines regarding these appointments and related work assignments. Graduate assistants should receive appropriate departmental and instructional team communications, attend departmental and team meetings, and participate in departmental conferences, seminars, or symposia. However, such activities should not interfere with the student's primary educational objective.

#### Selection of Graduate Assistants

Students interested in obtaining graduate assistantships within the Department should submit complete assistantship applications to Ms. Constance Honorable, Administrative Coordinator, in BEC 320. Faculty shall review applications and make recommendations to the Department Head regarding assignment of available assistantships. The Department Head, in concert with the faculty, determines the appropriate distribution of assistantships and assigns faculty supervisors for each selected student. Pending the availability of departmental resources and satisfactory performance of the student, graduate assistant appointments can be renewed up to five years. Faculty supervisors are responsible for the evaluation of graduate assistants and must notify the Department Head in writing of any reasons why an assistantship should not be renewed for an otherwise eligible assistant prior to March 15. Work assignments for graduate assistants are given by assigned faculty supervisors in collaboration with the Department Head.

#### More on Assistantship

Graduate assistantships are the primary source of funding for graduate students at UT and are offered by academic departments and administrative offices of the university. An assistantship is a financial award to a graduate student for part-time work in teaching, administration, or research while pursuing an advanced degree. Appointments are normally on a one-fourth to one-half time basis, usually requiring 10-20 hours of service per week. The annual stipend is payable in twelve monthly installments. In addition to the stipend, Graduate Assistants (with appointments on a one-fourth time basis or higher) are entitled to a waiver of maintenance fees and tuition for the period of appointment in accordance with university policy. These appointments also include a benefit of health insurance for the student.

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## Scholarships and Other Funding Opportunities

General scholarship and financial aid funding forms are located at the back of this packet or at <http://onestop.utk.edu/financial-aid> or <http://gradschool.utk.edu/funding,fellowships,assistantships>

### Other Scholarships available are the following:

#### **THEC African American Grant**

Based on available funding, this grant is offered to African-American interns. For more information, contact the College's Student Services Center at 865-974-8194.

## Scholarships

The **Billie Cannon De Mont Scholarship** is awarded to a full-time masters or doctoral student in Educational Administration. Recipient must possess excellence in scholarship, sensitivity to current social problems, and a high degree of leadership potential.

The **Orin Graff Scholarship** is a substantial monetary award that is available to students pursuing the doctoral degree in Educational Administration. Recipients must be in full-time residency at The University of Tennessee while they pursue the terminal degree. Criteria for this award include evidence of the following qualities: (1) excellence in scholarship, (2) sensitivity to current social problems, and (3) a high degree of leadership potential. This award can be granted for up to two years.

The **Erma Graff Scholarship** is also a monetary award that is available to students pursuing the doctoral degree in Educational Administration. Recipients must be in full-time residency at The University of Tennessee while they pursue the terminal degree. Criteria for this award include evidence of the following qualities: (1) excellence in scholarship, (2) sensitivity to current social problems, and (3) a high degree of leadership potential. This award can be granted for up to two years.

Students interested in any of the above opportunities are encouraged to contact: Dr. Norma T. Mertz, ELPS Department Head and HEAM Ph.D. Program Coordinator at 865-974-6150; or Dr. Dorian McCoy, CSP Program Coordinator, at 865-974-6457.

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## Fellowships

For more information about funding, fellowships and assistantships available for graduate students at The University of Tennessee log on to the following website: <http://gradschool.utk.edu/funding,fellowships,assistantships>

This site provides several on-campus funding opportunities as well as links to outside funding opportunities.

### Loans Available for Graduate Students

Graduate students interested in applying for financial support can find additional information at the UTK financial aid website: <http://onestop.utk.edu/finaid>

The following loan Types are available:

#### Federal Work Study

Federal Work Study is funded from federal and institutional resources. This is a need-based program that allows eligible students to earn part of their educational expenses by working part time. At UT this program awards students an average of \$3,000 per year. The exact earning potential depends upon award limit and hours actually worked. You may not work more than 20 hours per week during regular class sessions.

Students apply for Federal Work Study on the same form that they complete for Federal Aid (the FAFSA). If you are interested in FWS, when asked if you (the student) will be interested in student employment, your answer should be "yes." Of course, funds are limited; therefore, those submitting the FAFSA before the priority deadline will have the greatest chance of being awarded.

At the beginning of each term report to the Financial Aid Office with your social security card and UT ID to fill out the appropriate paperwork to be placed in a position. You will be paid bi-weekly, and the funds will be electronically deposited into your bank account.

For additional information, e-mail [finaid@utk.edu](mailto:finaid@utk.edu) or call (865) 974-1111.

## Student Loans

#### Federal Stafford Loan

Federal Stafford loans are fixed-rate federal student loans for undergraduate and graduate students attending college at least half-time.

#### Subsidized Stafford Loans

Subsidized is a need-based loan program in which the government pays the interest that accrues during the student's period of enrollment.

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### **Unsubsidized Stafford Loans**

Unsubsidized is a non-need-based loan program in which the interest accrues while the student is attending. The student has the option of paying the interest while in school on a monthly or quarterly basis or deferring the interest until repayment begins. This accrued interest will be capitalized.

### **Repayment**

Repayment of the Federal Stafford Loan can be deferred up to six months upon graduation, leaving the university, or dropping below half-time attendance. This loan is repaid through the lender chosen by the student. All Stafford Loans have a fixed interest rate with a cap of 8.25%.

### **Loan Amounts**

The maximum annual amounts, if eligible, that you can borrow as a graduate student is \$20,500 per year. Graduate or professional students may accrue up to \$138,500 (\$65,500 subsidized and \$73,000 unsubsidized), which includes undergraduate loans.

## **CEHHS Graduate Student Advisory Board**

The CEHHS Graduate Student Advisory Board is composed of graduate student representatives from each department in the College of Education, Health, and Human Sciences. These students are selected by their respective Department Heads to serve as liaisons between graduate students and Dean Robert Rider. Please see the following website for further information: <http://cehhs.utk.edu/graduate-student-advisory-board-members-administrative-contacts/>

### **Graduate Student Colloquium**

The Graduate Student Colloquium, held each March, provides an opportunity for graduate students in the College of Education, Health, and Human Sciences to showcase their graduate-level research through formal presentations and poster sessions. The colloquium is coordinated by members of the Dean's Graduate Student Advisory Board, and gives students a formal setting for presenting their research in a non-threatening environment prior to participating in professional conference presentations.

### **Graduate Student Travel Information**

The College will match departmental funding up to \$50.00 for presentation of a research paper. Group presentations will be reviewed on a case-by-case basis. A group presentation of more than three presenters will receive reduced funding for the individuals involved. Requests for graduate student travel support must be co-submitted by a faculty sponsor such as major professor or research collaborator. In general, graduate students will be supported for a maximum of three travel awards during their enrollment in the College.

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Other funding possibilities for graduate student funding include the University Program Services Fee (UPSF) Graduate Student Fund and the Kellie W. McGarrh Fund. Guidelines and submission dates for these sources are available from Diane Booker in the Dean's Office (974-6638). The UPSF submission dates are firm and applications must be submitted well in advance of intended travel time.

Requests for departmental and college funding must include the signature of the appropriate Department Head along with the amount furnished by the Department and any other contributing accounts other than the College account. Request forms are available from departmental support staff. Please submit requests on forms printed for the current academic year. Forms should be completely filled out with the requested information. All items are important since we log all travel by the person, the conference or purpose of the trip including places and dates and titles of presentations made.

Forms are located in the Forms Section.

### **Graduate Student Senate Travel Award**

The Graduate Student Senate, in cooperation with the Dean of Students and the Dean of the Graduate School, awards funding for graduate and professional students to travel, present work, and participate at scholarly conferences and events. Three travel award announcements are made throughout the year, designed to roughly coincide with the academic term periods. These awards are based on merit and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. Applications are considered by a committee composed of graduate students, faculty members, and university administrators.

The application must be filled out completely and returned to the Office of the Dean of Students with the supporting materials.

Travel fund application and checklist may be downloaded from the Graduate Student Senate website. In order for the application to be complete, it *must* be received by the designated date at the Dean of Students office. The current due date may be found at <http://gss.utk.edu>.

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## Registration Step-by-Step

1. Confirm your eligibility to enroll. Make sure one of the following is true: you have been admitted/readmitted for the exact term you are registering; OR if you are an undergraduate, you attended the semester before the one you are registering; OR if you are a graduate student, you attended at least one term during the year before the term you are registering.
2. Determine your UT Net ID and Password. Your UT Net ID and Password allows you to register for your classes, set your confirmation of attendance, and pay your fees. For more information about Net ID and Password, go to this page: <http://registrar.tennessee.edu>

3. Select the sections of the courses you want to take. Course Listings are online at:

### Self Service Banner - MyUTK

<http://myutk>

(searchable by department or prefix, course, time of day and day of week) available from 7:00am to 12:00am Monday through Saturday and 1:00pm to 6:00pm on Sundays

### Class Schedule Search - Timetable

<http://myutk> (UTK Timetable of classes, Search for term and then subject/program area) gs.shtml (full text online version—includes the following about courses: special instructions, additional fees & contact information). Full Text is available 24 hours a day, 7 days a week.

4. Register online. Web Registration is the way to register online for classes at the University of Tennessee. Go to <http://myutk> for Web Registration. For more information about registering online: Online Registration at <http://registrar.tennessee.edu>
  5. Confirm that the University (Bursar) has your correct billing address. To verify and change your address go to One Stop <http://onestop.utk.edu>. 974-1111.
  6. Pay your fees AND confirm your attendance to avoid schedule cancellation! Even if your fees have been paid by financial aid or another third party, you MUST confirm your attendance. If you register by priority registration, your VOLXpress statement will be mailed to you. During final registration, please pick up your VOLXpress statement in 211 Student Services Building or 128 University Center. You may pay your account on MyUTK with Mastercard, Visa or Discover or by mail with a check, money order or cashier's check. The MyUTK system is available to accept credit card payments 8:00 am to 8:00 pm, Monday through Friday.
  7. Go to Class!!! If you decide to drop out of a class, it is always the responsibility of the student to drop courses not attended. Otherwise, you are liable for a grade of 'F' in the course and for payment of appropriate fees. If you decide not to continue your enrollment for the term (whether classes were attended or not), you must notify the Office of the University Registrar in 209 Student Services Building to complete the total withdrawal process. The Registrar's Website is: <http://registrar.tennessee.edu>.
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### **Registration for Use of Facilities**

Students using university facilities, services or faculty time, including summer term, must be registered. Normally, students are registered for course work or thesis/dissertation credit. Students who are not taking course work and are not yet eligible to register for thesis or dissertation hours, must register for course 502 (Use of Facilities) if they wish to have borrowing privileges in the University Libraries or to use computer labs, other labs, or other university resources.

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## Degree Requirements for Programs in Educational Administration

### Master of Science

The University of Tennessee’s Educational Administration Program offers an M.S. degree in Educational Administration licensure and non-licensure alternatives.

#### Degree Requirements (available on-line)

Core Requirements (513, 515, 548, 552).....	12
Licensure Specialization (523, 554, 583 544, 519) .....	15
Non-licensure Specialization (selected by the student and advisor)	
Research (520 or equivalent).....	3
Internship (580) required for licensure specialization.....	6
Total.....	36

#### Admission to Candidacy

In the EDAM program, the Admission to Candidacy Form and the Graduation Application are submitted the semester prior to graduation. This form must be signed by the student’s committee and list all courses to be used for the degree, including transfer coursework.

#### Internship Objective

The Internship is designed to provide a link between theory and practice in Educational Administration through planned fieldwork experiences. The goal of the internship is to provide “on-the-job training.” During an internship, interns are expected to carry real and continuous responsibility under the direct mentorship of an identified organizational leader. Intern activities are to coordinate with the Tennessee Instructional Leadership Standards (TILS) and the Interstate School Leader Licensure Standards (ISLLC).

#### Master’s Committee

A committee of at least three faculty members is chosen by each student. A minimum of two members of this committee must represent the unit or major area. The responsibilities include formulating the students program of coursework, supervising progress, recommending admissions to candidacy, and coordinating the qualifying and final examinations.

#### Time Limit

All course requirements, the comprehensive examination; the School Leader Licensure Assessment (SLLA) must be passed prior to the University submission of the licensure application. Candidates have six calendar years from the time of entry to complete the M.S. degree.



## **Specialist in Education**

The University of Tennessee’s Educational Administration Program offers an Ed.S. degree in Education with a concentration in Educational Administration, with licensure and non-licensure alternatives.

### **Degree Requirements (available on-line)**

The Ed.S. with a major in educational administration requires a minimum of 42 hours of study. A final comprehensive examination is required as is a culminating research paper or thesis depending on the program. Students who are pursuing licensure in administration must also pass the SLLA examination.

### **Education Administration Hours Credit**

	Credit Hours
Core Requirements (513, 515, 548, 552).....	12
Licensure Specialization (523, 554, 583, ***519, 544) or .....	15
Non-licensure specialization (selected by the student and advisor)	
Research (520, * 592, **Elective: EP 577) .....	9
Internship (580 required for licensure students) .....	6
Electives for non-licensure students .....	6
Total.....	42

\*A thesis option is available with approval of advisor. \*\*Elective from outside the Educational Administration area chosen in consultation with advisor. \*\*\*EDAM 519 or an approved curriculum course. For additional course information, refer to the *Graduate Catalog*.

### **Ed.S. Committee**

A committee of at least three faculty members is chosen by each student. A minimum of two members of this committee must represent the unit or major area. The responsibilities include formulating the student’s program of coursework, supervising progress, recommending admissions to candidacy, directing research, and coordinating the qualifying and final examinations.

### **Admission to Candidacy**

In the Ed.S program, the Admission to Candidacy Form and the Graduation Application are submitted the semester prior to graduation. This form must be signed by the student’s committee and list all courses to be used for the degree, including transfer coursework. A qualifying examination may be required for admission to candidacy if the student has a master’s degree earned six years or more prior to admission to the program. This examination may be written and/or oral.



### Research Requirements

In the problems in lieu of thesis option, a three credit hour research course must be taken as a prerequisite for EA 592. The student must successfully complete the problems in lieu of thesis research course while working on the research project in the semester it is accepted by the Graduate School on behalf of the Graduate Council or the student will be required to register for an additional three hours of EA 592. This “problems paper” must be prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*, and the student’s committee will grant final approval and acceptance of the problems in lieu of thesis.

### Time Limit

All course requirements, the comprehensive examination, the School Leader Licensure Assessment (SLLA) must be passed prior to the University submission of the licensure application. Candidates have six calendar years from the time of entry to complete the Ed.S. degree.

IRB forms required for human subjects prior to conducting research are found in Research and Engagement, <http://research.utk.edu/training-workshops/citi/accessing-citi-online-compliance-training/>



## PreK-12 Licensure Certificate in Educational Administration

A PreK-12 Licensure Certificate in Educational Administration is an option for students seeking licensure and who hold a minimum of a master's degree in teaching or a related field with at least three years of teaching experience. The certificate consists of a minimum of 21 hours and the courses are taught concurrently with the M.S. and the Ed.S. degree programs. An on-the-job internship is also required. Specific course requirements are outlined below. Student must pass the SLLA examination prior to the university's submission of the licensure application.

### PreK-12 Licensure Certificate Required Credits (available on-line)

	Credit Hours
Core Requirements (515, 548, 552) .....	9
Licensure Specialization (554, 583, EDAM 519) .....	9
Internship (580) (required for licensure specialization).....	3
Total.....	21

\*Research (516 or equivalent) may also be required if the student did not have a research course involving data analysis in the master's degree program.

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## **Doctoral Programs (EDAM)**

The Department of Educational Leadership and Policy Studies offers a Ph.D. degree with a major in Education and a concentration in Leadership Studies in Education. Students in Leadership Studies in Education are required to take courses with credits as shown below. Doctoral committees may require students to take additional hours to fulfill degree requirements.

### **Admission**

Students must submit a departmental application, writing sample, and a Graduate Application to the Office of Graduate and International Admissions, University of Tennessee, Knoxville. Five rating forms from those who know of the candidate’s professional record and promise are required. An overall GPA of 3.30 in previous graduate study is required for admission to doctoral study and an interview with the faculty may be required. Admission decisions are made on a holistic basis to discern the candidate’s promise for doctoral study and to ascertain the match of the candidate’s educational goals with the resources and goals of the Department.

## **Doctoral Hours Credit for Leadership Studies in Education (EDAM)**

*Research.....	15
**Core Requirements (minimum) .....	12
Concentration.....	18
Cognate .....	6
Dissertation .....	24
Total .....	75

### **Independent Studies**

Course requirements for the doctoral degree are considered “minimum” requirements. In consultation with the dissertation chair/advisor, a doctoral student may arrange for an independent study to fulfill a course requirement, to be part of additional courses beyond the minimal degree requirements, or to help further their skills and professional interests. Independent studies should be used sparingly.

### **Cognate Requirement Guidelines**

Leadership Studies in Education’s cognate area consists of a minimum of six hours of graduate coursework offered outside the Department of Educational Leadership and Policy Studies (ELPS). A cognate may be defined in two different ways. First, the Department recognizes the value of developing additional skills related to an individual’s future career plans. Cognate courses may, then, be in areas not covered in the required/core curriculum. Second, the cognate courses may be related to students’ research interest and serve as part of the foundation for work on the dissertation. Finally, the two cognate courses, selected in consultation with the student’s advisor, are related or connected in a logical way to the field of educational administration.

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### **Doctoral Committee**

The major professor directs the student's dissertation research and chairs the dissertation committee. The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student's major field. This committee is nominated by the Department Head and officially approved by the Dean of the Graduate School.

The committee should be formed about the time a student is completing coursework and is ready to take the comprehensive examination and start dissertation research. Doctoral committees may be formed earlier if the student has a fairly well formulated topic for the dissertation and has identified a faculty member to serve as chair. Prior to the completion of the coursework, the entire Educational Administration faculty serve as the "committee" and advising is provided to the doctoral student in the Leadership Forum course.

Subject to Graduate Council policies and individual program requirements, the committee must approve all coursework applied toward the degree, certify the student's mastery of the major field and any cognate field, assist the student in conducting research, and recommend the dissertation for approval and acceptance by the Graduate School.

### **Residence Requirements**

Residence is defined as full-time registration (i.e., nine hours of coursework) for two consecutive semesters (spring, fall, and summer) on the campus where the program is located. During residence, it is expected that the student will be engaged in full-time, on-campus study toward a graduate degree.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the Department Head. More information about the rationale for the residence requirement may be obtained from the Graduate Catalog: <http://catalog.utk.edu>

### **Admission to Candidacy**

Admission to candidacy indicates agreement that the student has demonstrated the ability to complete and master graduate work and that satisfactory progress has been made toward a degree. Being "admitted to candidacy" connotes that all coursework has been completed (or that the student is registered for the last semester of courses needed for the degree) and that the comprehensive examination has been passed.

A student may be admitted to candidacy for the doctoral degree after passing the comprehensive examination and must maintain at least a B average in all graduate coursework. Each student is responsible for filing the admission to candidacy form, which lists all courses to be used for the degree, including courses taken at The University of Tennessee, Knoxville, or at another

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institution prior to admission to the doctoral program. Admission to candidacy must be applied for and approved by the Office of the University Registrar at least one full semester prior to the date the degree is to be conferred.

### **Registration for ELPS 600 and Continuous Registration**

ELPS 600 (Dissertation Research) is reserved for doctoral research and dissertation hours. Initial registration for 600 generally corresponds to the time at which a student begins work actively on dissertation research following completion of all coursework and admission to candidacy. From this time on, students are required to register continuously for at least 3 hours of 600 each semester, including summer term. A minimum total of 24 hours of course 600 is required and no more than 99 credits of 600 can be earned. Exceptions to this policy must be approved by the doctoral student's advisor/dissertation chair and approved by the Department Head.

### **Leave of Absence**

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, approved by the major professor, will be submitted to the Graduate School. Form can be obtained <http://gradschool.utk.edu>

### **Dissertation**

The dissertation represents the culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such research.

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate's program. An electronic copy of the dissertation (prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*) must be submitted to and accepted by the Graduate School on behalf of the Graduate Council.

### **Dissertation Proposal**

The dissertation proposal for this program consists of fully-developed Chapters 1, 2 and 3. These chapters are to be developed in consultation with the student's dissertation chair/major professor. Attention must be given to both content and formatting (APA– 5<sup>th</sup> or 6<sup>th</sup> edition).

### **Assessment of Student Progress**

Students are evaluated annually by the program faculty to ensure adequate progress is being made toward degree completion. In addition to academic reasons, students may be dismissed from the program for lack of progress, particularly at the stage of dissertation writing.

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### **Time Limit**

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.

IRB forms required for completing the dissertation are found in Research and Engagement, <http://research.utk.edu/training-workshops/citi/accessing-citi-online-compliance-training/>



## Degree Requirements for Programs in Higher Education Administration

Under Higher Education Administration, two programs are offered—a major in College Student Personnel under the M.S. degree and a major in Higher Education Administration under the Ph.D. degree.

### Master of Science in College Student Personnel

The college student personnel program is a two-year, practitioner-oriented master’s degree designed to prepare student personnel administrators and for colleges and universities. Philosophically based in college and university administration and resting on standards articulated by the Council for Advancement of Standards for Student Services/Student Development programs, the program prepares individuals for a wide and growing variety of student and university service positions in post-secondary institutions including admissions, orientation, records, financial aid, academic advising, housing, athletics, disability services, career services, student activities and leadership development, institutional research and assessment, advancement and alumni relations, Greek life, and international education.

#### Required Hours Credit—M.S. Degree

	Credit Hours
Core Requirements (513, 542, 543, 570, 572,595).....	18
Electives.....	6
Research (516).....	3
Practicum Experiences (2) (599).....	3
Capstone Seminar.....	3
Problems in Lieu of Thesis (503).....	3
Total .....	36
or	
Thesis (500).....	6
Total .....	39

#### Admission to Candidacy

In the CSP program, The Admission to Candidacy Form and the Graduation Application are submitted the semester prior to graduation. This form must be signed by the student’s committee and list all courses to be used for the degree, including transfer coursework.

#### Time Limit

Candidates have six calendar years from the time of entry to complete the M.S. degree.



## **Ph.D. in Higher Education Administration**

The major in higher education administration under the Ph.D. offers advanced graduate study to those students aspiring to enhance their leadership knowledge and skill for service in their current positions, to establish knowledge and skill bases for a more responsible executive leadership appointment, to build the capacity and inclination for active participation in policy dialogue related to the purpose and performance of higher education, and to prepare selected scholars for service in faculty and policy scholar roles.

Interdisciplinary in design, the program features core coursework in higher education foundations, leadership and organizational theory, research foundations, and specialization interests. The program also features forum and seminar experiences for all students in a humanities and research seminar in the first year of the program and an issues and inquiry seminar in the second year of the program.

### **Doctoral Hours Credit for Higher Education Administration (HEA)**

	Credit Hours
Higher Education Leadership and Foundations.....	12
Research Foundations.....	15
Specialization.....	21
Dissertation.....	24
<b>Total .....</b>	<b>72</b>

### **Doctoral Committee**

The major professor directs the student’s dissertation research and chairs the dissertation committee. The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student’s major field. This committee is nominated by the Department Head or College Dean and approved by the Dean of the Graduate School.

The committee should be formed within the first two years of doctoral study. Subject to Graduate Council policies and individual program requirements, the committee must approve all coursework applied toward the degree, certify the student’s mastery of the major field and any cognate field, assist the student in conducting research, and recommend the dissertation for approval and acceptance by the Graduate School.



### **Residence Requirements for Higher Education Administration (HEA)**

Residence is defined as full-time registration for a given semester on the campus where the program is located. The summer term is included in this period. During residence, it is expected that the student will be engaged in full-time on-campus study toward a graduate degree.

For the doctoral degree, a minimum of two consecutive semesters of residence is required. Individual doctoral programs may have additional residence requirements.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the Department Head/Program Coordinator. More information about the rationale for the residence requirement may be obtained from the Graduate Catalog Website: <http://catalog.utk.edu>

### **Admission to Candidacy**

Students successfully completing the comprehensive examination will file the Admission to Candidacy form signed by members of their committee with the Graduate School. Admission to candidacy must be filed at least one semester before the Ph.D. is to be conferred.

### **Dissertation**

The dissertation represents the culmination of an original major research project completed by the student. The organization, method of presentation, and subject matter of the dissertation are important in conveying to others the results of such research.

A student should be registered for the number of dissertation hours representing the fraction of effort devoted to this phase of the candidate's program. Paper or electronic submission will be approved by his/her Committee prior to final preparation of the dissertation. Two paper copies or an electronic copy of the dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations) must be submitted to and accepted by the Graduate School on behalf of the Graduate Council.

### **Time Limit**

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.

Doctoral forms are found in Forms.

IRB forms required for human subjects prior to conducting research are found in Research and Engagement, <http://research.utk.edu/training-workshops/citi/accessing-citi-online-compliance-training/>

## Examinations

### Programs in Educational Administration

#### Master of Science: SLLA and the Final Examination

A candidate for the M.S. degree (Licensure Alternative) must pass the School Leader Licensure Assessment (SLLA) the semester prior to taking the final examination. A candidate cannot take the final examination until he or she has passed the SLLA. The final examination (given to non-thesis students) is a demonstration of the candidate's ability to integrate knowledge across coursework and make connections between theory and the world of practice.

To be eligible to take the comprehensive examination, student must be enrolled in the last semester of their program and in the process of completing their final coursework.

#### Specialist in Education: Final Examination

A candidate for the Ed. S. degree (Licensure Alternative) must pass the SLLA examination in addition to an examination covering the student's research and program of study. The final examination cannot be administered until the SLLA has been passed. A non-thesis student must pass a final written, or written and oral examination, on all work offered for the degree. The examination is not merely a test over coursework, but a demonstration of the candidate's ability to integrate materials in the major and related fields. Each examination is conducted by the program faculty. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

To be eligible to take the comprehensive examination, student must be enrolled in the last semester of their program and in the process of completing their final coursework.

#### Doctoral Programs (EDAM): Doctoral Examinations: Qualifying and Comprehensive

The Department of Educational Leadership and Policy Studies, through the Educational Administration faculty, may administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of a comprehensive examination and a defense of dissertation are required for all doctoral degrees. Registration is required during the term in which the examinations are taken.

Successful completion of a doctoral comprehensive examination is required for all doctoral degrees in the Department of Educational Leadership and Policy Studies and indicates that, in the judgment of the faculty and/or doctoral committee, the doctoral student can think analytically and creatively, has a comprehensive knowledge of the field, knows how to use academic resources, and is deemed capable of completing the dissertation. (Please refer to the most current *Graduate Catalog* for more information on the comprehensive examination).

The nature of the comprehensive examination (the questions asked and the procedures for completion of the examination) is decided upon by the doctoral student's dissertation committee.

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For the Department of Educational Leadership and Policy Studies:

- (1) The comprehensive examination is generally taken when the doctoral student has completed all or nearly all prescribed courses (i.e., in the last semester of coursework).
  - (2) The nature and number of questions which comprise the examination are determined by the doctoral student's dissertation committee and coordinated by the committee's chair.
  - (3) The comprehensive examination will be comprised of both a written component and an oral defense of the written responses.
  - (4) The faculty/dissertation committee has three decisions that may be rendered relative to the student's performance: (a) *pass*—with "Admission to Candidacy" paperwork being signed and forwarded to the Graduate School, (b) *conditional pass*—indicating some revision is needed before the faculty will sign and forward "Admission to Candidacy" paperwork, and (c) *fail*—the student has not demonstrated the skills and knowledge needed to proceed to dissertation writing, is not admitted to candidacy, and the fail is officially recorded on the "Admission to Candidacy" form and reported to the Graduate School.
  - (5) Students are afforded two opportunities at passing the doctoral comprehensive examination. If a student fails the comprehensive examination, the scheduling of the second attempt is to be determined by the student's committee.
  - (6) Students who receive a "conditional pass" will have to comply with conditions placed on the revision relative to variables like time (a maximum time of three months is allowable). Failure to comply with any and all conditions will result in the "conditional pass" being turned into a "fail."
-

## Examinations

### Programs in Higher Education Administration

#### Final Examination CSP Program

Students are required to complete either a thesis or problems-in-lieu of thesis as a culminating activity. Both the thesis and problems in lieu of thesis (also called the problems paper) involve students identifying an issue, problem, or gap in knowledge that they will explore. Both a problems paper and a thesis must be defended before a committee of three full-time faculty members.

The options for a problems paper include: (a) a pilot study, (b) a project, or (c) a critical review of the research or literature on a topic in student affairs/higher education. The length of a problems paper is approximately 30 pages. For the problems paper, the committee members must have their doctorate, but may be adjunct faculty.

In addition to the above, a thesis involves conducting original research and reporting the results and implications for policy, practice, and future research. A thesis is usually more than 90 pages. For this option, the committee members must be full-time faculty members and have an earned doctorate.

M.S. forms are found in Forms.

#### Doctoral Examinations: Qualifying and Comprehensive

Departments may, at their option, administer diagnostic and/or qualifying examinations in the early stages of the student's doctoral program. Successful completion of a comprehensive examination and a defense of dissertation is required for all doctoral degrees. Registration is required the term in which the examination is taken.

This written portion of the comprehensive examination consists of written responses to "take home" examination questions framed by the four members of the student's doctoral committee. Student responses to the questions are evaluated by the committee in an oral examination to follow. At or toward the end of course work, each student must take and pass a comprehensive examination. An overall GPA of 3.5 is required to take the comprehensive examination in the Higher Education Administration program.

Successful completion of a doctoral comprehensive examination is required for all doctoral degrees in the Department of Educational Leadership and Policy Studies and indicates that, in the judgment of the faculty and/or doctoral committee, the doctoral student can think analytically and creatively, has a comprehensive knowledge of the field, knows how to use academic resources, and is deemed capable of completing the dissertation. (Please refer to the most current *Graduate Catalog* for more information on the comprehensive examination).

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For the Department of Educational Leadership and Policy Studies:

- (1) The comprehensive examination is generally taken when the doctoral student has completed all or nearly all prescribed courses (i.e., in the last semester of coursework).
  - (2) The nature and number of questions which comprise the examination are determined by the doctoral student's dissertation committee and coordinated by the committee's chair.
  - (3) The comprehensive examination will be comprised of both a written component and an oral defense of the written responses.
  - (4) The faculty/dissertation committee has three decisions that may be rendered relative to the student's performance: (a) *pass*—with "Admission to Candidacy" paperwork being signed and forwarded to the Graduate School, (b) *conditional pass*—indicating some revision is needed before the faculty will sign and forward "Admission to Candidacy" paperwork, and (c) *fail*—the student has not demonstrated the skills and knowledge needed to proceed to dissertation writing, is not admitted to candidacy, and the fail is officially recorded on the "Admission to Candidacy" form and reported to the Graduate School.
  - (5) Students are afforded two opportunities at passing the doctoral comprehensive examination.
  - (6) Students who receive a "conditional pass" will have to comply with conditions placed on the revision relative to variables like time (a maximum time of three months is allowable). Failure to comply with any and all conditions will result in the "conditional pass" being turned into a "fail."
-

## Standards, Problems and Appeals

Should you not be able to register for a class you need, contact your program area secretary. They have the capability to bypass the system and register you for courses. Your professors do not have this ability, but will need to grant approval.

Should a class be listed as full, you may still be allowed to register for the course. It will require you speaking to the professor prior to classes beginning. “Wait listing” is also an available route to pursue on the online registration system.

ELPS Faculty and Staff (including administrative staff) contact information is on pages 7-9. The Academic Calendar is available in Forms.

### Grade Point Average and Grades

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

The grading system available for a course is based on the level of the course. Courses numbered 500-699 are graded letter grade only, except where the *Graduate Catalog* indicates Satisfactory/No Credit only or optional Program/No Program (i.e., 600 Dissertation). There are restrictions regarding the use of Satisfactory/No Credit graded courses, including the number of hours that may be used toward any degree program.

No graduate student may repeat a course for the purpose of raising a grade already received. A graduate student may not do additional work nor repeat an examination to raise a final grade. A change of grade may occur only in cases of arithmetic or clerical error. An instructor may not initiate a change of grade as a result of a reevaluation of the quality of the student’s performance nor as a result of additional work performed by the student.

### Incomplete Grades

A grade of I received in a graduate course is computed into the GPA as no quality points. Students may receive a temporary grade indicating that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all requirements. An I is not given to enable a student to do additional work to raise a deficient grade. The instructor, in consultation with the student, decides the terms for the removal of the I, including the time limit for removal. If the I is not removed within one calendar year, the grade will be changed to an F. The course will not be counted in the cumulative grade point average until a final grade is assigned. No student may graduate with an I on the record.

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### **Assessment of Student Progress**

Student progress is assessed annually by program faculty. In addition to academic indicators, all students in the M.S., Ed.S. and certificate program in EDAM are assessed according to the list of dispositions that are part of the NCATE review process. EDAM students receive a list of these dispositions at the time of admission into the program. An annual evaluation letter is sent to the student and a copy is placed in the student's files, housed in the department.

### **Academic Standards**

Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

Departments and programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this catalog for all graduate programs. It is the student's responsibility to be familiar with the special requirements of the department or program.

### **Academic Probation**

Upon completion of 9 hours of graduate course work, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

### **Dismissal**

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.0 in a subsequent semester. When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In a situation where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of

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study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

### **Academic Honesty**

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that adherence is confirmed. The honor statement declares

*An essential feature of the University of Tennessee, Knoxville, is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.*

### **Plagiarism**

Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense subject to disciplinary action that may include failure in a course and/or dismissal from the university. Some examples of plagiarism are

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor and the Dean of the Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

### **Appeals Process**

The Graduate Council Appeal Procedure can be obtained at the Graduate School or at <http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf> Normally, grievances should be handled first at the department level through the student's academic advisor, the graduate program director, or the department head. Further appeal may be made to the dean of the respective college, the Graduate Council through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School.

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Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the Graduate Council Appeal Procedure

## **Useful Information: Net ID and Email Information**

### **What's a NetID?**

All faculty, staff, and students of The University of Tennessee are provided with a Network Identifier (NetID). When used with its associated password, the NetID provides access to network-based services at the University. For instance, you can use your NetID to look up articles in library databases, buy parking permits, or access the Blackboard course management system. Your NetID is also used to access your email account on the central mail server.

The NetID is also used to form your short, or University-style, email address (netid@utk.edu). By default, netid@utk.edu points to your central server account, if you have one. However, you can route mail from netid@utk.edu to any email address you prefer. All students must have a working University-style address.

### **What is my NetID?**

You can find out what your NetID is by looking it up in the UT Online Directory. Go to <http://directory.utk.edu> and type your name in the search box. If you have requested privacy, your name will not be listed. You will need to contact the OIT Help Desk for assistance.

### **What is my NetID Password?**

By default you have a NetID password composed of the following three pieces of information:

- The first two letters of your birth month in lower case.
- The last two digits of your birth year.
- The last four digits of your UT ID Number.

For example, if you were born February 1979 and your UT ID Number is 123-45-6789 then your default password would be fe796789.

Since your default password is made up of personal information that is relatively insecure, you must change your password to something more private as soon as you can (see Changing Your Password). You are required to change your password every 180 days.

### **Registering for an Email Account**

All UT students are required to have a UT e-mail address. Incoming students are given an account upon acceptance to the university.

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NOTE: Students, faculty, and staff can find out information about forwarding or registering for an account at <http://oit.utk.edu>. You must register for an email account before you can use it. To register, go to: <https://ds.utk.edu/uact/>

### **Accessing Email with Webmail**

Probably the easiest way to access your email is using TMail, a browser-based email program. Simply go to the TMail page (<http://ds.utk.edu/uact>), select “UTK-MAIL” from the list of servers, and login.

### **Changing Your Password**

You may change your email account password using the OIT Account Management web interface. You may also use this interface to check the security of your password or to reset a lost password.

### **How To Get a VolCard**

The VolCard is issued to a new student after admission at the appropriate university level or anytime during the year to all students. The VolCard is used in nearly all aspects of campus life to obtain services including meals, vending machines, computers, laundry machines, check cashing, sporting events, cultural attractions, residence halls access, library, recreational facilities and equipment, University Bookstore, and much more. Many students have established debit or charge accounts which are accessed through use of the VolCard ID. These cards are non-transferable and may not be duplicated. The VolCard must be carried at all times for purposes of identification. Students are responsible for the safekeeping of this card and must immediately report it lost or stolen if the card is not in their possession. Failure to notify the VolCard office will make the student liable for any unauthorized charges to the debit or charge accounts the student may have. To obtain a new VolCard or replace a lost or stolen card, report to the VolCard Office, Room 472, South Stadium Hall (between gates 12 and 13 at Neyland Stadium) on Stadium Drive. There is a minimum charge of \$30.00 for replacement of a VolCard, <http://volcard.utk.edu/>

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## Useful UT Websites

Best Practices in Teaching <http://gradschool.utk.edu/graduate-student-life>  
Blackboard website: <http://oit.utk.edu/instructional/tools/online>  
Book and Computer stores: <http://shop.utk.edu>  
Bursar's Office Website: <http://bursar.utk.edu/>  
Campus Maps website: <http://utk.edu/maps/>  
Center for International Education <http://international.utk.edu>  
Computer training: <http://oit.utk.edu/>  
Counseling Center <http://counselingcenter.utk.edu>  
Dining Services: <http://campusdish.com/>  
Financial Aid: <http://onestop.utk.edu/financial-aid>  
Funding, Fellowships, Assistantships for Graduate Students  
<http://gradschool.utk.edu/funding,fellowships,assistantships>  
Graduate School <http://gradschool.utk.edu>  
Graduate Catalog <http://catalog.utk.edu>  
Graduate Student Senate <http://gss.utk.edu>  
Graduate and International Admissions <http://gradschool.utk.edu/admissions>  
International House <http://ihouse.utk.edu>  
Judicial Affairs <http://web.utk.edu/~osja/>  
Library Website for Graduate Students <http://libguides.utk.edu/graduate>  
Multicultural Student Affairs: <http://multicultural.utk.edu>  
New Graduate Student On-line Orientation: <http://gradschool.utk.edu/graduate-student-life>  
Office of Equity and Diversity <http://oed.utk.edu>  
OIT <http://oit.utk.edu/>  
Parking Services: <http://parking.utk.edu>  
RecSports website: <http://recsports.utk.edu/>  
Registrar's Office: <http://registrar.tennessee.edu/>  
Research Compliance/Research with Human Subjects <http://research.utk.edu/training-workshops/citi/accessing-citi-on-line-compliance-training>  
SPEAK Testing Program <http://gradschool.utk.edu/>  
Student Health Services: <http://web.utk.edu/~shs/>  
Thesis/Dissertation Website <http://gradschool.utk.edu/thesesdissertations>  
UT Computer store website: <http://shop.utk.edu/>  
UT Library Info: <http://www.lib.utk.edu/>

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## Forms

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Masters and Ed.S.....

Forms available via: <http://gradschool.utk.edu/gradforms.shtml>

Doctoral Forms .....

Forms available via: <http://gradschool.utk.edu/gradforms.shtml>

IRB on line only.....

<http://research.utk.edu/training-workshops/citi/accessing-citi-on-line-compliance-training>

Graduate Travel .....

<http://web.utk.edu/~edpsych/Travel/gradstudent-travel.pdf> .

Graduate/Undergraduate Supplementary Grade Form.....

2016-2017 Academic Calendar.....

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# Revised Admission to Candidacy Masters/Ed.S.

## When to Use this Form

Use this form when you have submitted your admission to candidacy to a Master's or Specialist in Education degree, but need to revise your candidacy in one of two ways:

- You need to add to or remove classes from your candidacy.
- You need to add to or remove members from your committee.

## Instructions

1. Fill out all fields on the form, using any of the add or remove fields, as necessary.
2. Sign the form.
3. Get the signature of your major professor.
4. If you are making changes to your committee, get the signature of the Director of Graduate Studies for your program.
5. Deliver the form to the Graduate School in one of three ways:
  - Take the original, signed form to the Graduate School personally.
  - Send the original, signed form to the Graduate School by mail.
  - Scan the original, signed form and have either your major professor or a departmental administrative assistant email it to **gradspec@utk.edu**.



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# Report of Final Examination/ Defense of Thesis/Project/Capstone

## When to Use this Form

This form is to be completed by the Master's, Educational Specialist or DSW Committee when the graduate student has completed the final examination for the degree or has defended the thesis/project/capstone. The Pass/Fail form is used to communicate the results of the final examination/defense of thesis/project/capstone from the student's Committee to the Graduate School.

**In the semester in which graduation is expected, the graduate student must submit the Pass/Fail form with the Graduate School or confirm with the Graduate School that the form was received by the academic department.**

## Instructions

1. The major professor completes the information on the form related to the student (name, identification number, degree, date of examination, results of examination).
2. The major professor and the other members of the committee sign the form, indicating the decision of the committee about the results of the examination.
3. The Pass/Fail form with original signatures is submitted to the Graduate School in 111 Student Services Building. **If you are having difficulty getting original signatures, please contact the Graduate School at 864-974-2475 (gradschool@utk.edu), and we can help find a solution.**

## Important Notes

- Only original signatures of the approved Committee members, as noted on the Admission to Candidacy form, will be accepted.
- The Pass/Fail form with original signatures must be submitted. Faxed copies will not be accepted.
- No signatures will be accepted from an individual other than the approved Committee members, including the academic department head's signature for an absent committee member.
- The Pass/Fail form must include the date of the examination, including month, day, and year.

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# Report of Final Examination/ Defense of Thesis/Project/Capstone

## Master's, Specialist in Education, DSW Degrees

This is to certify that

\_\_\_\_\_

a candidate for the \_\_\_\_\_ degree

\_\_\_\_\_

*passed or failed*

the final examination in partial fulfillment of the requirements.

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Student ID Number*

### Committee Names and Signatures

\_\_\_\_\_

*Name (Chairperson)*

*Signature*

\_\_\_\_\_

*Name*

*Signature*

\_\_\_\_\_

*Name*

*Signature*

\_\_\_\_\_

*Name*

*Signature*

\_\_\_\_\_

*Name*

*Signature*

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# Doctoral Committee Form

## When to Use this Form

Use this form to designate faculty members to serve on your doctoral committee. You may also use this form if you need to add or remove committee members from your current doctoral committee.

## Student Instructions

1. Fill out the student information fields.
2. Print the form and obtain the signatures of the committee members who are to serve on the committee.
3. If you are adding or removing members to or from your committee, obtain the signatures of each of the committee members being added or removed. *Note: if a committee member being removed is no longer at UT, a signature may be waived.*
4. If you are adding or removing members to or from your committee, be certain to provide a reason for the changes to your committee.
5. Deliver the signed form to your department head.

## Departmental Instructions

1. The department head should sign where indicated, if they approve the assignments presented in the form.
2. Submit the completed form to the Graduate School for processing in one of the following ways:
  - Scan the signed form and email it to **gradspec@utk.edu**.
  - Send the form by mail to the Graduate School.
  - Return the form to the student to deliver the form in person to the Graduate School main office.

# Doctoral Committee Form

**Name:** \_\_\_\_\_  
*Last First Middle*

**Student ID #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## Proposed Doctoral Committee

*Faculty Signature confirms acknowledgement of the request, and willingness to serve.*

Name (Please Print)	Department	Signature
Major Professor		

## Change to Approved Appointed Committee Members

### Add the following name(s) to committee

Name (Please Print)	Department	Signature

### Remove the following name(s) from committee

Name (Please Print)	Department	Signature

**Reason for changes**

**Department Head** \_\_\_\_\_  
*Print Name Signature*

To be completed by the Graduate School

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Dean of the Graduate School*

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# Schedule of Dissertation Defense

## When to Use this Form

This form is used by doctoral candidates who are preparing to schedule their dissertation defense, as part of the requirements for graduation.

**Remember that doctoral candidates must schedule their dissertation defense no later than one week prior to their defense. Check the graduation deadlines at <http://tiny.utk.edu/grad-deadlines> for the specific deadline for the term in which you intend to graduate.**

## Instructions

1. Fill out all fields on the form, using as many committee member fields as necessary (*no signatures are necessary*).
2. Be sure to include the location, date and time of the defense.
3. Deliver the form to the Graduate School in one of three ways:
  - Take the form to the Graduate School personally.
  - Send the form to the Graduate School by mail.
  - Scan form and email it to **gradspec@utk.edu**.

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# Schedule of Dissertation Defense

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_  
*Last First Middle*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Graduation:** \_\_\_\_\_  
*Semester/Year*

**Date of Defense:** \_\_\_\_\_ **Time of Defense:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Dissertation Title:**

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## Dissertation Committee

*No Signatures Required*

\_\_\_\_\_  
*Printed Name (Major Professor)*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Department*

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# Admission to Candidacy

## Doctoral Degree

### When to Use this Form

The Admission to Candidacy form is a contract between a student and the university, establishing the coursework required to graduate with a degree in their chosen program. Once the form has been submitted and approved, any later changes to the degree requirements for a program will not apply to the candidate. If for any reason (class unavailability, etc.), a course listed on this form cannot be completed, the candidate may submit a Revision to Admission to Candidacy form. These revisions will need to be approved by the candidate's major professor.

You may submit the Doctoral Admission to Candidacy form **after** admission as a potential candidate to the doctoral program, having passed the comprehensive exams. In addition, **your doctoral committee must be officially established through the Graduation Specialist by submitting a Doctoral Committee Form before your Admission to Candidacy will be approved.**

### Instructions

1. Obtain a copy of your academic history from the Registrar's Office, your academic department, or the Graduate School.
2. Fill out the identifying information (name, email, major, degree, etc.). Be certain to fill out information regarding residence, comprehensive examination, and doctoral language examination, if required.
3. List in chronological order the graduate coursework you will apply toward your degree, paying close attention to the requirements for your major. Check the current Graduate Catalog and consult your major professor to ensure that you meet the requirements for your degree. For coursework used from a prior Master's degree, you may list those hours in a special section and list the university in which the degree was awarded.
4. Print the form and sign where indicated. Obtain the signatures of your committee chair, your committee members, and the graduate program director. *Note that the signature of the committee members must match the signature listed on the approved Doctoral Committee Form.*
5. Bring the signed form (**with original signatures**) to the Graduate School at the address above. **If you are having difficulty getting original signatures, please contact the Graduate School at 864-974-2475 (gradschool@utk.edu), and we can help find a solution.**
6. You should submit your graduation application through MyUTK by the same deadline date as the Admission to Candidacy, the last day of classes preceding the term in which you expect to graduate (see [tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines) for current deadline dates).

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# Admission to Candidacy

## Doctoral Degree

### Important Considerations

When evaluating your form, the Graduation Specialist will first ensure that you have listed the correct major and degree to which you have been admitted. Then, your coursework will be checked against your academic history for accuracy. The Graduation Specialist will also look for the following:

- Degree requirements (Each department or program has its own requirements for candidacy, in terms of required coursework, 600-level coursework, and hours of dissertation credit. The applicant should check with the department, program, or the Graduate Catalog to be certain that the correct requirements are listed on the application.)
- Time limit (No course used toward the degree may be more than eight years old at the time of graduation)
- Language requirements, cognate area coursework, or computer courses, if applicable
- Signatures of committee members and Director of Graduate Studies (be sure to **print** each name next to signature).
- Residence requirement (The application must list two **consecutive** semesters of full-time enrollment [9 hours]). If you are submitting semesters for residence when you were working as a graduate assistant and you were enrolled in only six hours a semester, please attach a letter certifying your appointment at 50% FTE.
- Completion of exams (include the date of your successful completion of the doctoral comprehensive examination where indicated)

The next step is to complete a graduation application for the term in which you plan to graduate. If your admission to candidacy is approved, you and your Director of Graduate Studies will receive an email notification. If not, you will receive a letter explaining what problems exist. It is your responsibility to handle any problems in a timely manner so that your graduation is not delayed.

**This form will not be accepted by the Graduate School without original signatures of the approved committee members and the Director of Graduate Studies. If you are having difficulty getting original signatures, please contact the Graduate School at 864-974-2475 ([gradschool@utk.edu](mailto:gradschool@utk.edu)), and we can help find a solution.**

# Admission to Candidacy

## Doctoral Degree

Name: \_\_\_\_\_  
*Last* *First* *Middle*

Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Major: \_\_\_\_\_

Degree: \_\_\_\_\_

Concentration: \_\_\_\_\_

**To be Completed by the Graduate School**\_\_\_\_\_  
*Date Admitted* *Term for Degree***Met Residence Requirements?**  Yes  No\_\_\_\_\_  
*Dean of the Graduate School*\_\_\_\_\_  
*Student Signature*\_\_\_\_\_  
*Date*

## Residence Requirement

List the two terms of full-time enrollment used to meet the residence requirement:

\_\_\_\_\_  
*Term* *Term*

Residence is defined as a minimum of two consecutive terms of full-time enrollment. Individual programs may have additional residence requirements. If using 6-hours enrollment per semester while holding a half-time graduate assistantship, attach a letter of appointment from the department.

## Examination Requirements

**Comprehensive Examination Passed:** \_\_\_\_\_  
*Date***If required, Doctoral Language Examination in** \_\_\_\_\_ **was passed on** \_\_\_\_\_  
*Language* *Date*



**Student Name:** \_\_\_\_\_ **ID:** \_\_\_\_\_

List Coursework from Master's degree to fulfill part of requirement for doctoral degree.

**Master's Institution Name:** \_\_\_\_\_ **Date Awarded:** \_\_\_\_\_

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## Committee Approval and Endorsement

We certify that the above program, when successfully completed, meets all coursework requirements for this degree. We also certify that all University regulations regarding research compliances (use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or handling of hazardous materials) have been appropriately approved prior to the initiation of the research if approval is relevant to the applicant's research.

Print Name	Signature	Department
_____ <i>Chairperson</i>	_____	_____
_____ <i>Committee Member</i>	_____	_____
_____ <i>Director of Graduate Studies</i>	_____	_____

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# Revised Admission to Candidacy

## Doctoral Degree

### When to Use this Form

Use this form when you have submitted your admission to candidacy to a Doctorate degree, but need to revise your candidacy by adding or removing courses.

### Instructions for Student

1. Fill out the Student section of the form, using as many Add Course or Delete Course fields as necessary.
2. Sign the form beneath the course fields.
3. Print the form and give it to your major professor, who will complete the process.

### Instructions for Major Professor

1. Please review and verify the information provided by the student.
2. Please indicate your approval of the changes by printing your name and signing this form.
3. Deliver the form to the graduate school by either:
  - Scanning the form (after signing it) to PDF and emailing the PDF to the Graduate School at **gradspec@utk.edu (this email must come from the email of the major professor)**
  - Sending the form by mail to the Graduate School
  - Delivering the form in person to the Graduate School

# Revised Admission to Candidacy

## Doctoral Degree

### Student

Name: \_\_\_\_\_  
Last First Middle

Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_

### Add the Following Courses

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

### Delete the Following Courses

Year/Term	Course Name Prefix	Course #	Course Title	Hours	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Date*

### Major Professor

\_\_\_\_\_  
*Major Professor (Print)* \_\_\_\_\_  
*Major Professor (Signature)*

\_\_\_\_\_  
*Department* \_\_\_\_\_  
*Date*

**To be completed by the Graduate School**

\_\_\_\_\_  
*Approval Date*

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# Thesis/Dissertation Approval Form

## When to Use this Form

This form is used by Doctoral candidates and Master's candidates in a thesis program to receive approval of their thesis or dissertation, as a requirement for graduation. Candidates should have already submitted a thesis to Trace ([trace.tennessee.edu](http://trace.tennessee.edu)) electronically.

## Instructions

1. Fill out all fields on the form, being certain to provide the complete and accurate title of the dissertation or thesis. *Note that this title will appear on your transcript exactly as typed in this field.*
2. If you wish to request a one-year embargo that will delay the posting of your electronic thesis or dissertation (ETD), please fill out the fields under Embargo Request, being sure to provide a justification for the embargo. For more details on the Embargo Policy, please see the Graduate School website ([tiny.utk.edu/etd-policy](http://tiny.utk.edu/etd-policy)). Be certain to sign where indicated, and get your advisor's signature.
3. Print the form and initial the items on top of the second page.
4. Get all committee members to sign where indicated. **If you are having difficulty getting original signatures, please contact the Graduate School at 864-974-2475 ([gradschool@utk.edu](mailto:gradschool@utk.edu)), and we can help find a solution.**
5. Deliver the form to the Graduate School either by delivering it personally, or sending the form by mail. **It is the candidate's responsibility to ensure that the form has been delivered to the Graduate School by the deadline date (see [tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines) for precise date and time).**

# Thesis/Dissertation Approval Form

**Name:** \_\_\_\_\_  
*Last First Middle*

**Student ID #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

in partial fulfillment of the requirements of the degree of

\_\_\_\_\_ **in:** \_\_\_\_\_  
*Ex. MS, MA, PhD, EdS Major*

**Title of Thesis/  
Dissertation:**

## Review and Acceptance

As major professor for the student named above, I certify by signing below that I have read this student's defended thesis or dissertation, have approved changes required by the final examiners, and recommend the thesis or dissertation to the Graduate School for acceptance.

\_\_\_\_\_  
*Printed Name (Major Professor) Signature (Major Professor) Date*

The undersigned certify that they have examined the final electronic copy of this thesis/dissertation approval form and content and recommend that it be accepted by the Graduate School.

\_\_\_\_\_  
*Printed Name (Committee Member) Signature (Committee Member) Date*

\_\_\_\_\_  
*Printed Name (Committee Member) Signature (Committee Member) Date*

\_\_\_\_\_  
*Printed Name (Committee Member) Signature (Committee Member) Date*

### To be completed by the graduate school

\_\_\_\_\_  
*Month/Year Graduation Referred To Approved Denied*

# Thesis/Dissertation Approval Form

## Student Agreement

The following items **must** be initialed by the student for final approval of submission of thesis/dissertation.

\_\_\_\_\_ I certify that the version of my ETD that I submitted as my final copy to TRACE is the same as that approved by my committee

\_\_\_\_\_ I certify that any use I have made in my ETD of third party works (materials created by other people) fall under fair use. If my use of others' work in my ETD does not fall under fair use, I have sought permission for use from the copyright holders. I understand the copyright issues explained at: <http://libguides.utk.edu/scholarlypublishing/copyright>.

\_\_\_\_\_ I hereby grant UT and its agents the non-exclusive license to archive and make accessible my ETD now or hereafter known. I retain all ownership rights to the copyright of the ETD. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

\_\_\_\_\_ I certify that none of my work has been published in journals, books, or any other third party publications; or, if I am including my own work that has already been published in such third party publications, I certify that I have examined the contract/agreement I signed and/or contacted someone at the publishing company to ensure that I have permission to include this work in my ETD.

## Embargo Request

Be sure you have read the instructions and understand the embargo policy before completing this section. If you are not requesting an embargo, this section can be left entirely blank.

**I would like my ETD to be held from release for one year from the date my degree is conferred.**

**Justification:**

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor Signature*

\_\_\_\_\_  
*Date*

**2016-2017 Academic Calendar****Fall 2016 Semester**

Classes Begin .....	Wednesday .....	August 17
Administrative Closing .....	Thursday .....	September 1
Labor Day .....	Monday .....	September 5
1st Session Ends .....	Wednesday .....	October 5
Fall Break.....	Thursday-Friday .....	October 6-7
2 <sup>nd</sup> Session Begins.....	Monday .....	October 10
Thanksgiving.....	Thursday-Friday .....	November 24-25
First Study Day .....	Wednesday .....	November 30
Classes End.....	Thursday .....	December 1
Second Study Day .....	Friday .....	December 2
Exams .....	Saturday-Friday .....	December 3, 5, 6, 7, 8, 9
Graduate Hooding.....	Thursday .....	December 8
Commencement and Official Graduation Date .....	Friday (4:00 p.m.) .....	December 9

**Spring 2017 Semester**

Classes Begin .....	Wednesday .....	January 11
MLK Holiday.....	Monday .....	January 16
1 <sup>st</sup> Session Ends .....	Wednesday .....	March 1
2 <sup>nd</sup> Session Begins.....	Thursday .....	March 2
Spring Break .....	Monday-Friday.....	March 13-17
Spring Recess.....	Friday .....	April 14
Classes End.....	Friday .....	April 28
Study Day .....	Monday .....	May 1
Exams .....	Tuesday-Tuesday .....	May 2, 3, 4, 5, 8, 9
Graduate Hooding.....	Thursday .....	May 11
University College Commencement Ceremonies.....	Wednesday-Friday .....	May 10-12
Official Graduation Date.....	Saturday .....	May 13

**Summer 2017 Semester**

Mini Session Begins.....	Wednesday .....	May 10
Memorial Day Holiday .....	Monday .....	May 29
Mini Session Ends .....	Wednesday .....	May 31
Full and 1 <sup>st</sup> Sessions Begin.....	Thursday .....	June 1
Independence Day Holiday .....	Tuesday.....	July 4
1 <sup>st</sup> Session Ends .....	Thursday .....	July 6
2 <sup>nd</sup> Session Begins.....	Monday .....	July 10
Full and 2 <sup>nd</sup> Sessions End.....	Friday .....	August 11
Summer Graduation Date* .....	Saturday .....	August 12

\*There is no commencement ceremony in the summer. This is the official graduate date that will appear on the transcript.