Department of Educational Leadership and Policy Studies

a

Department in the

College of Education, Health, and Human Sciences

The University of Tennessee

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“Enhancing Quality of Life through Research, Outreach, and Practice”
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Welcome to the Department of Educational Leadership and Policy Studies. We are proud of our more than 60+-year history of preparing educational administrators, policy scholars and faculty. We offer graduate programs in Educational Administration (PK-12), including a principal licensing certificate, MS, EdS and PhD programs; and in Higher Education Administration, an MS degree in College Student Personnel and a PhD in Higher Education Administration. To learn more about each program, click on the appropriate link on the website menu. You will also find the name and contact information for the coordinator of the program through that link. You are encouraged to contact the Coordinators of these various programs for further information. In addition to the programs the department houses three centers: the Leadership, the College Access and Persistence Services (CAPS) Outreach Center, and the Post Secondary Research Center (PERC). As with our programs, you can learn more about these centers by clicking on the identified link to the center.

The department seeks to prepare effective educational leaders, scholars and faculty involved in state, regional, and 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.
In our practice and program, we seek to honor the core values that 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
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 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.

Department/Program Structure

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<th>Major</th>
<th>Concentration</th>
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</thead>
<tbody>
<tr>
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<td>Educational Administration</td>
<td>NA</td>
</tr>
<tr>
<td>EdS</td>
<td>Education</td>
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</tr>
<tr>
<td>PreK-12 Licensure Certificate</td>
<td>Educational Administration</td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>Education</td>
<td>Leadership Studies in Education</td>
</tr>
<tr>
<td>MS</td>
<td>College Student Personnel</td>
<td>NA</td>
</tr>
<tr>
<td>PhD</td>
<td>Higher Education Administration</td>
<td>NA</td>
</tr>
</tbody>
</table>

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 (MS and EdS)
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 (MS and EdS) 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.
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 principal ship 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 with 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.
References


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.
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:** education finance, education law and education policy. Her publications have appeared in the Journal of Education Finance, Educational Considerations, and Mentoring & Tutoring. She has authored numerous technical studies for school boards and in state education finance litigation cases.

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Phone: 865-974-6161; Fax: 865-974-6146; Email: jmart176@utk.edu
**Research interests:** Research Interests: Focused his research on supporting educators to address issues related to underrepresented students, Science, Technology Engineering and Mathematics (STEM), special education and the role of the school administrator. Using a mixed method approach and epistemological/critical frameworks, he gleans data from local surveys/interviews as well as from large databases such as the National Center for Educational Statistics (NCES).

Dorian L. McCoy, PhD, Associate Professor of Higher Education
319 Jane and David Bailey Education Complex; Knoxville, TN 37996-3430
Phone: 865-974-6140; Fax: 865-974-6146; Email: dmccoy5@utk.edu.
**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:** School and district leadership, including the impact of leadership on students success; school finance, with specific emphasis on aligning resources to educational objectives; and educational governances, particularly effective school board superintendent teams.

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

**Adjunct/Lecturers of Educational Leadership and Policy Studies**

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Graduate Research Assistants

Gresham Collom, PERC, 305 Bailey Education Complex
Ashton Cooper, CSP & HEAM, 326 Claxton Complex
Jacob Kamer, CEL, 302 Bailey Education Complex
Lee Flood, EDAM, 326 Claxton Complex
Educational Administration Admission Requirements

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

Admissions

Students must submit a transcript and the Graduate Application to the Office of Graduate and International Admissions, The University of Tennessee, Knoxville. Supplemental information should be sent to the ELPS department office. 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.
Licensure Alternative (requires three years teaching experience and a valid teaching certificate)

The MS program requires 36 hours of coursework; the EdS 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 MS and EdS 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 PhD Program in Education with a concentration in Leadership Studies

Admissions

Students must submit a transcript, 3 rating forms and the Graduate Application to the Office of Graduate and International Admissions, University of Tennessee, Knoxville to The Graduate School. Supplemental information should be sent to the ELPS department office.

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

For PhD 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 Masters or PhD Program:
College Student Personnel

CSP Admission

Students are admitted to the college student personnel program each spring for matriculation in the fall. Prospective students must submit the following information to the Department office (Program Coordinator) by January 1st:

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

An admission application must also be submitted to the Office of Graduate and International Admissions.

PhD Admission

Students must submit a transcript, departmental application, writing sample, and 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.
Financial Support

Graduate Assistantships

The Department offers a small number of graduate research assistantships. These graduate students comprise a vital part of the departmental community. The Department follows University guidelines regarding these appointments and related work assignments.

Selection of Graduate Assistants

Students interested in obtaining graduate assistantships within the Department should submit complete assistantship applications to Ms. Constance Honorable, Office Supervisor, 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.
Scholarships and Other Funding Opportunities

CEHHS has general scholarship forms for various scholarships. These forms can be found in the Appendix D (pages 64-64) or at this website: http://ehhsstudentservices.utk.edu/files/2014/10/Graduate-Scholarship-Application2015-2016.pdf

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.

Departmental 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: Norma T. Mertz, ELPS Department Head and HEAM PhD Program Coordinator at 865-974-6150
Fellowships

For more information about fellowships available for graduate students at The University of Tennessee log on to the following website: http://gradschool.utk.edu/fellowships.shtml

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/your-money/
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 $2,600 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. If you do not have a bank account, your paycheck will be mailed to your home address.

For additional information, e-mail onestop@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.

**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/administration/graduate-student-advisory-board/

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

As funds permit, the department sponsors graduate student travel to present a paper accepted by a national or international organization. Contact the department head for more information.

The College will match departmental funding up to $300.00 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.

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 secretaries. 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.

The application may be found in the Appendix E, page 66.
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/travel-awards/
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.

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://onestop.utk.edu/your-info/student-id-and-access-information/ for Net IDs and Student IDs.

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

Banner System—MyUTK
http://myutk.utk.edu
(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

Full-text Online Timetables
http://myutk.utk.edu (UTK Timetable of classes, Search for term and then subject / program area)
(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://onestop.utk.edu/your-classes/ for Web Registration.

5. Confirm that the University (Bursar) has your correct billing address. To verify and change your address go to One Stop Student Services.

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.
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.

Degree Requirements for Programs in

Educational Administration

Master of Science

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

Degree Requirements (available on-line)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements (513, 563, 548, 552)</td>
<td>12</td>
</tr>
<tr>
<td>Licensure Specialization (523, 554, 583 544, 519) or</td>
<td></td>
</tr>
<tr>
<td>Non-licensure Specialization (selected by the student and advisor)</td>
<td></td>
</tr>
<tr>
<td>Research (516 or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>Internship (580) required for licensure specialization</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>

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), and the Professional Standards for Educational Leaders (PSEL).
**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 student’s 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 MS degree. Masters forms are found in Appendix A, pages 44-48.

**Specialist in Education**

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

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

The EdS 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**

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements (513,563,548,552)</td>
</tr>
<tr>
<td>Licensure Specialization (523,554,583,***519,544 or)</td>
</tr>
<tr>
<td>Non licensure specialization (select by the student and advisor) Research (516,592,**Elective: EDPY 577)</td>
</tr>
<tr>
<td>Internship (580 required for licensure students)</td>
</tr>
<tr>
<td>Electives for non-licensure students</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
</tr>
</tbody>
</table>

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

**EdS 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 EdS 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 EDAM 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 EDAM 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 EdS degree.

EdS forms are found in Appendix A, pages 43-48. IRB forms required for human subjects prior to conducting research are found in Appendix C, pages 54-63.
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 MS and the EdS 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)

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements (563, 548, 544)</td>
</tr>
<tr>
<td>Licensure Specialization (554, 583, 519)</td>
</tr>
<tr>
<td>Internship (580) (required for licensure specialization)</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
</tr>
</tbody>
</table>

*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.
Doctoral Programs (EDAM)

The Department of Educational Leadership and Policy Studies offers a PhD 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 Graduate Application to the Office of Graduate and International Admissions, University of Tennessee, Knoxville. Three rating forms from those who know of the candidate’s professional record and promise are required. Supplemental information should be submitted to the department office. 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)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Core</td>
<td>9</td>
</tr>
<tr>
<td>Foundation Core</td>
<td>9</td>
</tr>
<tr>
<td>Research Foundation</td>
<td>15</td>
</tr>
<tr>
<td>Specialization</td>
<td>12</td>
</tr>
<tr>
<td>Cognate</td>
<td>6</td>
</tr>
<tr>
<td>Dissertation</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total hours</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

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.
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 Web site: (http://diglib.lib.utk.edu/dlc/catalog/images/g/2007/g_1.pdf)

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 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/forms/Leave of Absence Request.pdf](http://gradschool.utk.edu/forms/Leave of Absence Request.pdf)

**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– 5th or 6th 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.
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 Appendix B, pages 49-53. IRB forms required for completing the dissertation are found in Appendix C, pages 54-63.

Degree Requirements for Programs in Higher Education Administration

Under Higher Education Administration, two programs are offered—a major in College Student Personnel under the MS degree and a major in Higher Education Administration under the PhD 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—MS Degree

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core requirements(513,542,543,570,572,595)</td>
<td>18</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Research (516)</td>
<td>6</td>
</tr>
<tr>
<td>Practicum Experiences (2) (599)</td>
<td>3</td>
</tr>
<tr>
<td>Capstone Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Problems in Lieu of Thesis (503)</td>
<td>3</td>
</tr>
<tr>
<td>Thesis (500)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Hours 36</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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 MS degree.

PhD in Higher Education Administration

The major in higher education administration under the PhD 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Education Leadership and Foundations</td>
<td>12</td>
</tr>
<tr>
<td>Research Foundations</td>
<td>21</td>
</tr>
<tr>
<td>Dissertation</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>72</strong></td>
</tr>
</tbody>
</table>

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://diglib.lib.utk.edu/dlc/catalog/images/g/2007/g_1.pdf](http://diglib.lib.utk.edu/dlc/catalog/images/g/2007/g_1.pdf)

**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 PhD 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 the students 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 Appendix B, pages 49-53.

IRB forms required for human subjects prior to conducting research are found in Appendix C, pages 54-63.
Examinations

Programs in Educational Administration

Master of Science: SLLA and the Final Examination

A candidate for the MS 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 he 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.

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.

MS forms are found in Appendix A, pages 43-48.

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).
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 month 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 able to take it. It requires you speaking to the professor prior to classes starting and having them sign an add slip. “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 7-8. The Academic Calendar is available in Appendix F, page 67.

ELPS Continuous Enrollment and 600 Hours Clarification

Regarding continuous enrollment, doctoral students
  • Must maintain continuous enrollment of at least one graduate credit hour* every semester after they enroll in their first semester of classes.
  • This policy does not apply in the summer. There is no enrollment requirement in the summer, unless otherwise stipulated by international student status, financial aid, an assistantship or other role or policy.
  • However, once doctoral students enroll in 600, they must register for a minimum of three credit hours every semester (including summer) until they defend and submit their dissertation.

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.

Assessment of Student Progress

Student progress is assessed annually by program faculty. In addition to academic indicators, all students in the MS, EdS 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 those cases 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 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/GraduateCouncil/AcadPoli/appealprocedure.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.

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 students, faculty, and staff at the University of Tennessee are provided with a NetID and password when they join the university. Your NetID permits secure access to a variety of applications and services. Applications that request NetID authentication vary by campus. For information about which application require NetID authentication, contact your local HelpDesk.

On the Knoxville campus, your NetID provides authentication for many services including:

- Email
- Wireless access
- Access to library services
- Access to lab computers
- Canvas
- MyUTK
- And much, much, more!

Your NetID is associated with an entry in the online (white pages) directory, although this entry may be hidden for privacy reasons.

Volmail Setup Instructions:

Step One: Search for your NetID

Search for your NetID in the online directory. Enter your full name in the search field to find your NetID.

If you have been admitted and could not find yourself in the UT Online Directory, please follow these instructions:

- Undergraduate Students
  Log in to the VIP website. Your NetID will be assigned and available once Admissions
has updated your record. If you have trouble logging in, please contact Undergraduate Admissions for assistance.

- **Graduate Students**
  
  Log in to the Graduate Admissions website. Your NetID will be assigned and available once your record has been updated*. If you have trouble logging in, please contact Graduate Admissions for assistance.

*Students accepted into the College of Law and College of Veterinary Medicine will need to contact their respective admissions offices for this information. Go to the Graduate Admissions website

**Step Two: Setup your password, security questions and email service provider.**

In addition to creating your password, you will be prompted to create your online reset security questions and choose your email service provider.

**Create Your NetID Password**

**Step Three: Log in to Volmail**

To access your Volmail account, go to http://volmail.utk.edu and choose Office 365 or Google. For both services, you will sign in with your netid@vols.utk.edu and your NetID password you created in step two.

**Additional Help**

Contact the OIT HelpDesk online or by phone at (865) 974-9900.

**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 Office is responsible for creating VolCard IDs for faculty, staff and students, managing accounts that can be accessed by the VolCard, and managing accounts for the vending machines on campus. At the request of students, you may now use your VolCard account as payment at participating off-campus merchants. Currently, there are more than 20 merchants in the program. You may transfer up to $1,000 of excess financial aid to your VolCard account which can then be used at dining facilities on campus, vending operations, VolShop, convenience stores on-campus, and off-campus merchants.

VolCard can be used at Aquatic Center, Libraries, Dining Facilities, Local Shops, Neyland Stadium & Thompson-Boiling Arena, Recreation Facilities, Student Health Clinic, Ticket Offices, University Housing, Ucopy, Student Union & Volshop/Voltech, and Vending Machines.

VolCard Office is located at 472 S. Stadium Hall in Neyland Stadium at gate 9. Office hours are 8:00 am – 4:30 pm.
Lost/stolen VolCard (ID) must be reported immediately to the VolCard office. This can be done on-line or by phone at 865-974-3430, by leaving your name and ID number along with message. The replacement fee is $30 for any lost or stolen card.

If your VolCard is damaged due to normal wear and tear, it may be replace free of charge as long as you bring the whole card to the VolCard office.

Money can be added to your VolCard or Dining Dollars Account by logging into MYUTK.

All this and more information can be found at http://volcard.utk.edu

**Useful UT Websites**

- Academic Calendar: [http://registrar.utk.edu/academic_calendar/](http://registrar.utk.edu/academic_calendar/)
- Blackboard website: [http://online.utk.edu/](http://online.utk.edu/)
- Bursar’s Office Website: [http://bursar.utk.edu](http://bursar.utk.edu)
- Campus Maps website: [http://www.utk.edu/maps/](http://www.utk.edu/maps/)
- Center for International Education: [http://international.utk.edu](http://international.utk.edu)
- Computer training / OIT: [http://oit.utk.edu/](http://oit.utk.edu/)
- Counseling Center: [http://counselingcenter.utk.edu](http://counselingcenter.utk.edu)
- Funding, Fellowships, Assistantships for Graduate Students: [http://gradschool.utk.edu](http://gradschool.utk.edu)
- Graduate School: [http://gradschool.utk.edu](http://gradschool.utk.edu)
- Graduate Catalog: [http://catalog.utk.edu](http://catalog.utk.edu)
- Graduate Student Appeals Procedure: [http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf](http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf)
- Graduate Student Senate: [http://gss.utk.edu](http://gss.utk.edu)
- Graduate and International Admissions: [http://graduateadmissions.utk.edu](http://graduateadmissions.utk.edu)
- International House: [http://ihouse.utk.edu](http://ihouse.utk.edu)
- Judicial Affairs: [http://web.utk.edu/~osja/](http://web.utk.edu/~osja/)
- New Graduate Student On-line Orientation: [http://gradstudies.utk.edu/orientation/](http://gradstudies.utk.edu/orientation/)
- Office of Equity and Diversity: [http://oed.utk.edu](http://oed.utk.edu)
- Office of Minority Student Affairs/Black Cultural Center: [http://multicultural.utk.edu](http://multicultural.utk.edu)
- Parking Services: [http://parking.utk.edu](http://parking.utk.edu)
- Research Compliance/Research with Human Subjects: [http://irb.utk.edu/](http://irb.utk.edu/)
- Registrar’s Office: [http://registrar.utk.edu/](http://registrar.utk.edu/)
- SPEAK Testing Program: [http://gradschool.utk.edu/speaktest.shtml](http://gradschool.utk.edu/speaktest.shtml)
- Library Website for Graduate Students: [http://www.lib.utk.edu/info/grad](http://www.lib.utk.edu/info/grad)
- Housing: [http://housing.utk.edu](http://housing.utk.edu)
- Student Health Services: [http://web.utk.edu/~shs/](http://web.utk.edu/~shs/)
- UT Bookstore website: [http://shop.utk.edu](http://shop.utk.edu)
- UT Research Centers and Institutes: [http://research.utk.edu/centers/](http://research.utk.edu/centers/)
- UT Library Info: [http://www.lib.utk.edu](http://www.lib.utk.edu)
- UT RecSports website: [http://recsports.utk.edu](http://recsports.utk.edu)
Appendixes

Appendixes

A. Masters and EdS Forms ................................................................. 44-48

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

B. Doctoral Forms ........................................................................... 49-53

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

C. IRB Forms.................................................................................. 54-63

Forms available via: http://irb.utk.edu/forms/

D. Graduate Scholarship Application .............................................. 64-65

Forms available via: http://ehhsstudentservices.utk.edu/files/2014/10/Graduate-Scholarship-Application2015-2016.pdf

E. Request for Graduate Travel Form ............................................ 66

Information available via: http://epc.utk.edu/information-for-current-students/epc-travel-instructions/
## Appendix A • Master’s and EdS Forms

**ADMISSION TO CANDIDACY APPLICATION**
**MASTER’S OR SPECIALIST DEGREE**

The University of Tennessee
The Graduate School

**To be completed by the Graduate School**

Submit Form by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN 37996-0211

Name:
  Last  First  Middle

Student ID #: ______________________________________

Street: ____________________________________________

City  State  Zip

Major: ____________________________________________

Email Address: ____________________________________

Concentration: ____________________________

Degree: ____________________________

Choose One: Thesis  Non-Thesis Program

Signature of Applicant  Date

List ONLY graduate-level courses to be counted toward the degree. Include those completed and those planned to be used for requirements:

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<tr>
<th>Year/Term</th>
<th>Department</th>
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Please complete requirement statements on next page.
Appendix A • Master’s and EdS Forms

Name: ________________________________

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Minor:

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Transfer Credit (A majority of the total hours required for a master’s degree must be taken at the University of Tennessee, Knoxville.)

Institution Name: ________________________________

_________________________ ___________________________ __________________________

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(Two-thirds of program, including no more than six (6) hours of thesis credit, must be numbered 500 or above, taken at the University of Tennessee.)

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 compliance (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.

Faculty Committee Signatures

(Print Name) (Signature) (Department)

(Major Professor*) ________________________________ ________________________________ ________________________________

(Major or Minor Professor*) ________________________________ ________________________________ ________________________________

(Major or Minor Professor*) ________________________________ ________________________________ ________________________________

* Must have three (3) signatures. If you have a minor, one of the three professors must be from the minor department.

I recommend the approval committee.

_________________________ ___________________________ __________________________

Graduate Program Director Signature
Appendix A • Master’s and EdS Forms

GRADUATION APPLICATION
FOR GRADUATE STUDENTS
The University of Tennessee
The Graduate School

Submit Form by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN
37996-0211

TO BE COMPLETED BY THE OFFICE OF THE UNIVERSITY REGISTRAR ONLY
Diploma Ordered: ________________
Diploma Received: ________________

STUDENT INFORMATION

NAME: ___________________________________________________ STUDENT ID #: ______________________
                        Last                        First                        Middle

(Note: the name listed on your official transcript at the university will be the name listed on your diploma unless noted below under “DIPLOMA INFORMATION.”)

To ensure your addresses are correct go to www.cpo.utk.edu. Your diploma will be mailed to the PERMANENT ADDRESS listed with the University (CPO).

PHONE: ________________________ UNIVERSITY EMAIL*: ________________________________

*Information in regards to your graduation status, deadlines, and commencement will be sent to your UTK email address.

Date: ____________________ Signature (Application must be signed and dated before it can be processed):

DEGREE INFORMATION

TERM AND YEAR OF GRADUATION:  FALL _______ SPRING _______ SUMMER _______
(year)  (year)  (year)

DID YOU APPLY TO GRADUATE IN THE PREVIOUS TERM? ☐ YES ☐ NO

DEGREE NAME: (Choose One) ☐ THESIS/DISSERTATION ☐ NON-THESIS

MAJOR*: ____________________________

*Please confirm your major/program by logging into CPO. YOU MUST BE ADMITTED TO YOUR PROGRAM BEFORE YOU CAN GRADUATE.

CONCENTRATION: ________________________________________

MINOR: ________________________________________

DIPLOMA INFORMATION

PLEASE PRINT YOUR NAME BELOW AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA ONLY IF IT IS DIFFERENT THAN THE NAME ON YOUR OFFICIAL TRANSCRIPT.

__________________________________________________________________________________

ADDITIONAL INFORMATION

Students cannot graduate with incomplete grades (“I”) or NR on their transcripts.

A new Graduation Application must be submitted if you do NOT graduate in the term for which you have specified on this form.

Information about the Graduate Hooding Ceremony is available online at http://gradschool.utk.edu/hooding/hoodinginfo.shtml.
Appendix A • Master’s and EdS Forms

INSTRUCTIONS FOR COMPLETION OF REPORT OF FINAL EXAMINATION/DEFENSE OF THESIS MASTER’S OR SPECIALIST IN EDUCATION DEGREES

The University of Tennessee
The Graduate School

Purpose of Form:
This form is to be completed by the Master’s or Educational Specialist Committee when the graduate student has completed the final examination for the degree or has defended the thesis. This form is used to communicate the results of the final examination/defense of thesis from the Master’s Committee to the Graduate School.

Deadline:
The completed form, signed by all Master’s Committee members, must be filed in the Graduate School by the Deadline posted in the “Graduate Student Deadline Dates” in the semester in which the student has applied to receive the degree. http://gradschool.utk.edu/dudategraduation.shtml

Responsibility for Filing:
In the semester in which graduation is expected, the graduate student must file the form with the Graduate School or confirm with the Graduate School that the form was filed by the academic department.

Steps to Completion:
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 form is filed with the Graduate School in 111 Student Services Building.

Notes:
• Only original signatures of the approved Master’s Committee members, as noted on the Admission to Candidacy form, will be accepted.
• The original form with original signatures must be filed. Faxed copies will not be accepted.
• No signatures will be accepted from an individual other than the approved Master’s Committee members, including the academic department head’s signature for an absent committee member.
• The form should be dated with the date of the examination, including month, day, and year.
• This form is not to be used by doctoral students. The Graduate School sends the Report of Defense of Dissertation to the major professor for doctoral students.

Submit Exam Results by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN 37996-0211

Updated January 5, 2009
Appendix A • Master’s and EdS Forms

REPORT OF FINAL EXAMINATION/DEFENSE OF THESIS
MASTER'S OR SPECIALIST IN EDUCATION DEGREES

The University of Tennessee
The Graduate School

This is to certify that

________________________________________
(student name)

a candidate for the ________________________ degree,

________________________________________
(passed or failed)

the final examination in partial fulfillment of the requirements.

Date: ________________________________

Student ID #: __________________________

**Committee Names and Signatures**

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Submit Exam Results by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN 37996-0211

Updated December 19, 2008
Appendix B • Doctoral Forms

**ADMISSION TO CANDIDACY APPLICATION**
**DOCTORAL DEGREE**

The University of Tennessee
The Graduate School

Name: ____________________________
Last    First    Middle

Student ID #: ______________________

Street: ____________________________

City    State    Zip

Email Address: ______________________

Major: ____________________________

Concentration: ______________________

☐ Ph.D.    ☐ Au.D.

__________________________
Signature of Applicant

__________________________
Date

To be completed by the Graduate School

Admitted to Candidacy: ______________________

Met Residence Requirements?    ☐ YES    ☐ NO

Time Limit
Your degree must be granted by the ______________________
Term.

Dean of the Graduate School

List all graduate courses to be counted toward the doctoral degree in chronological order of courses taken. Must include a minimum of six (6) hours of 600-level courses and 24 hours of 600 dissertation, taken at the University of Tennessee. If using Master’s degree coursework to meet part of the 48 hour requirement, list those courses on next page.

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<thead>
<tr>
<th>Year/Term</th>
<th>Department</th>
<th>Course #</th>
<th>Course Title</th>
<th>Hours</th>
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Please complete requirement statements on next page.
Appendix B • Doctoral Forms

Name: ________________________________

List coursework from Master’s degree to fulfill part of requirement for doctoral degree.

<table>
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<tr>
<th>Master's Institution Name</th>
<th>Date Awarded</th>
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Residence Requirement
The residence requirement for the doctoral program in __________________________ has been met by the following course of action:

* 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 and Other Requirements

Comprehensive Examination Passed: __________________________ Date

Doctoral Language Examination in __________________________ was passed on ______________
(if required) Language Date

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 compliance (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)

(Committee Chairperson) ____________________________________________________________

(Committee Member) ________________________________________________________________

(Committee Member) ________________________________________________________________

(Committee Member) ________________________________________________________________

(Committee Member) ________________________________________________________________

Graduate Program Director Signature ________________________________________________
Appendix B • Doctoral Forms

**DOCTORAL COMMITTEE APPOINTMENT FORM**

The University of Tennessee
The Graduate School

Name:

Last First Middle

Student ID #:____________________

E-mail address: ____________________

Street: ___________________________

City State Zip

Submit Form by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN 37996-0211

TO BE COMPLETED BY GRADUATE SCHOOL

Dean of the Graduate School

Date

---

**Committee Recommended:**
Type or print name and department. Signature indicates both acknowledgment of request and willingness to serve.

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<th>Name (Please print)</th>
<th>Department</th>
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**Change in Previously Appointed Committee:**
Indicate above the recommended membership of the Committee. Signatures are needed for new members and those being removed.

* A statement indicating the reason for the proposed change must be provided below by the department head.

**Add to the Committee:**

---

---

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---

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**Remove from the Committee:**

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**Reason for Changes:**

---

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* Signatures are not required to remove persons whose UT faculty appointments have been terminated or who are absent from the campus for an extended period.

---

Department Head (Approval) ___________________________ Date ___________________________
Appendix B • Doctoral Forms

TO BE COMPLETED BY THE OFFICE OF THE UNIVERSITY REGISTRAR ONLY
Diploma Ordered: ______________
Diploma Received: ______________

GRADUATION APPLICATION FOR GRADUATE STUDENTS
The University of Tennessee
The Graduate School

Submit Form by Deadline to:
The Graduate School
111 Student Services Building
Knoxville, TN
37996-0211

STUDENT INFORMATION
NAME: ___________________________ STUDENT ID # _______________________
First             Last               Middle

(Note: the name listed on your official transcript at the university will be the name listed on your diploma unless noted below under "Diploma Information."

To assure your addresses are correct go to www.cpo.utk.edu. Your diploma will be mailed to the PERMANENT ADDRESS listed with the University (CPD).

PHONE: (_____ ) UNIVERSITY EMAIL* ________________________________

*Information on regards to your graduation status, deadlines, and commencement will be sent to your UT email address.

Date ___________ Signature (Application must be signed and dated before it can be processed)

DEGREE INFORMATION
TERM AND YEAR OF GRADUATION:
FALL (year) SPRING (year) SUMMER (year)

DID YOU APPLY TO GRADUATE IN THE PREVIOUS TERM?

[ ] YES [ ] NO

DEGREE NAME:
(Choose One)
[ ] THESIS/DISSERTATION [ ] NON-THESIS

Examples: MA, MBA, MS, MSSW, MSN, MPH, EdS, PhD

MAJOR*: ________________________________________________________________

*Please confirm your major/program by logging into CPO. YOU MUST BE ADMITTED TO YOUR PROGRAM BEFORE YOU CAN GRADUATE.

CONCENTRATION ________________________________

MINOR: ____________________________________________

DIPLOMA INFORMATION
PLEASE PRINT YOUR NAME BELOW AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA ONLY IF IT IS DIFFERENT THAN THE NAME ON YOUR OFFICIAL TRANSCRIPT:

______________________________________________________________

ADDITIONAL INFORMATION
Students cannot graduate with incomplete grades ("I") or NR on their transcripts.

A new Graduation Application must be submitted if you do NOT graduate in the term for which you have specified on this form.

Information about the Graduate Hooding Ceremony is available online at http://gradschool.utk.edu/hooding/hoodinginfo.shtml.
**Appendix B • Doctoral Forms**

**SCHEDULING DEFENSE OF DISSERTATION**

The University of Tennessee  
The Graduate School

Submit completed form to:  
Graduation Specialists  
The Graduate School  
111 Student Services Building  
Knoxville, TN 37996-0211  
Fax: (865)946-1090

So that arrangements can be made for the defense of dissertation, please submit the completed form to the Graduate School at least one week before the date of the defense.

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**DEFENSE**

Date/Time:  
Building / Room Number:  
Dissertation Title:  

**List Defense Committee:**  
(NO SIGNATURES ARE REQUIRED)

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Appendix C • IRB Forms

FORM A

Certification for Exemption from IRB Review for Research Involving Human Subjects

A. PRINCIPAL INVESTIGATOR(s) and/or CO-PI(s) (For student projects, list both the student and the advisor.):

B. DEPARTMENT:

C. COMPLETE MAILING ADDRESS AND PHONE NUMBER OF PI(s) and CO-PI(s):

D. TITLE OF PROJECT:

E. EXTERNAL FUNDING AGENCY AND ID NUMBER (if applicable):

F. GRANT SUBMISSION DEADLINE (if applicable):

G. STARTING DATE (NO RESEARCH MAY BE INITIATED UNTIL CERTIFICATION IS GRANTED.):

H. ESTIMATED COMPLETION DATE (Include all aspects of research and final write-up.):

I. RESEARCH PROJECT

   1. Objective(s) of Project (Use additional page, if needed.):

   2. Subjects (Use additional page, if needed.):

   3. Methods or Procedures (Use additional page, if needed.):

   4. CATEGORY(s) FOR EXEMPT RESEARCH PER 45 CFR 46 (See instructions for categories.):

J. CERTIFICATION: The research described herein is in compliance with 45 CFR 46.101(b) and presents subjects with no more than minimal risk as defined by applicable regulations.

Principal Investigator:

_________________________________________  ___________________________  _______________________
Name                                      Signature                                  Date

Student Advisor:

_________________________________________  ___________________________  _______________________
Name                                      Signature                                  Date

Department Review Committee Chair:    __________________________________________

_________________________________________  ___________________________  _______________________
Signature                                  Date                                      Name

APPROVED:

Department Head:

_________________________________________  ___________________________  _______________________
Name                                      Signature                                  Date

COPY OF THIS COMPLETED FORM MUST BE SENT TO COMPLIANCE OFFICE IMMEDIATELY UPON COMPLETION.

Rev. 01/2005

Dr. Patrick Biddix, Associate Professor, ELPS, is the Department Review Committee Chair.
Appendix C • IRB Forms

INSTRUCTIONS FOR COMPLETING FORM A
PLEASE TYPE THE INFORMATION REQUESTED ON THE FRONT OF THIS FORM

Provide the required information in the space available if at all possible. If additional space is necessary, attach a separate sheet. Submit one copy of this form to the Chair of your Departmental Review Committee for review and approval. [PLEASE NOTE: This form may be reproduced on a personal computer and printed on a high quality printer (e.g., LaserJet, DeskJet). Form A was originally created under WordPerfect 6.1 and printed on a HP LaserJet III printer using a 9-point CG Times font.]

ALL SIGNATURES MUST BE ORIGINAL on this form. When certified by your department or unit head, a copy of the signed Form A will be returned to the Principal Investigator and a copy will be returned to the Research Compliance Services Section, Office of Research.

1.1. OBJECTIVES: Briefly state, in non-technical language, the purpose of the research, with special reference to human subjects involved.

1.2. SUBJECTS: Briefly describe the subjects by number to be used, criteria of selection or exclusion, the population from which they will be selected, duration of involvement, and any special characteristics necessary to the research.

1.3. METHODS OR PROCEDURES: Briefly enumerate, in non-technical language, the research methods which directly involve use of human subjects. List any potential risks, or lack of such, to subjects and any protection measures. Explain how anonymity of names and confidentiality of materials with names and/or data will be obtained and maintained. List the names of individuals who will have access to names and/or data.

1.4. CATEGORY(s) FOR EXEMPT RESEARCH PER 45 CFR 46: Referring to the extracts below from Federal regulations, cite the paragraph(s) which you deem entitle this research project to certification as exempt from review by the Institutional Review Board. 45 CFR 46.101(b): Research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt from IRB review:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as: (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

PLEASE NOTE: An exemption cannot be used when children are involved for research involving survey or interview procedures or observations of public behavior, except for research involving observation of public behavior when the investigator(s) do not participate in the activities being observed. [45 CFR 46.401(b)]
Appendix C • IRB Forms

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) above, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of Federal Department or Agency heads, and which are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, if wholesome foods without additives are consumed or if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminants at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the US Department of Agriculture.

For additional information on Form A, contact the Office of Research Compliance Officer by e-mail or by phone at (865) 974-3466.

Rev. 01/2005
Appendix C • IRB Forms

FORM B APPLICATION

All applicants are encouraged to read the Form B guidelines. If you have any questions as you develop your Form B, contact your Departmental Review Committee (DRC) or Research Compliance Services at the Office of Research.

FORM B

IRB # ____________________________

Date Received in OR ________________

THE UNIVERSITY OF TENNESSEE

Application for Review of Research Involving Human Subjects

I. IDENTIFICATION OF PROJECT

1. Principal Investigator Co-Principal Investigator:
   Complete name and address including telephone number and e-mail address

   Faculty Advisor:
   Complete name and address including telephone number and e-mail address

   Department:

2. Project Classification: Enter one of the following terms as appropriate:
   Dissertation, Thesis, Class Project, Research Project, or Other (Please specify)

3. Title of Project:

4. Starting Date: Specify the intended starting date or insert "Upon IRB Approval":

5. Estimated Completion Date:

6. External Funding (if any):
   o Grant/Contract Submission Deadline:
   o Funding Agency:
Appendix C • IRB Forms

- Sponsor ID Number *(if known)*:
- UT Proposal Number *(if known)*:

II. PROJECT OBJECTIVES

III. DESCRIPTION AND SOURCE OF RESEARCH PARTICIPANTS

IV. METHODS AND PROCEDURES

V. SPECIFIC RISKS AND PROTECTION MEASURES

VI. BENEFITS

VII. METHODS FOR OBTAINING "INFORMED CONSENT" FROM PARTICIPANTS

VIII. QUALIFICATIONS OF THE INVESTIGATOR(S) TO CONDUCT RESEARCH

IX. FACILITIES AND EQUIPMENT TO BE USED IN THE RESEARCH

X. RESPONSIBILITY OF THE PRINCIPAL/CO-PRINCIPAL INVESTIGATOR(S)

The following information must be entered verbatim into this section:

By compliance with the policies established by the Institutional Review Board of The University of Tennessee the principal investigator(s) subscribe to the principles stated in "The Belmont Report" and standards of professional ethics in all research, development, and related activities involving human subjects under the auspices of The University of Tennessee. The principal investigator(s) further agree that:

1. Approval will be obtained from the Institutional Review Board prior to instituting any change in this research project.

2. Development of any unexpected risks will be immediately reported to Research Compliance Services.

3. An annual review and progress report (Form R) will be completed and submitted when requested by the Institutional Review Board.

4. Signed informed consent documents will be kept for the duration of the project and for at least three years thereafter at a location approved by the Institutional Review Board.

XI. SIGNATURES

ALL SIGNATURES MUST BE ORIGINAL. The Principal Investigator should keep the original copy of the Form B and submit a copy with original signatures for review. Type the name of each individual above the appropriate signature line. Add signature
Appendix C • IRB Forms

lines for all Co-Principal Investigators, collaborating and student investigators, faculty advisor(s), department head of the Principal Investigator, and the Chair of the Departmental Review Committee. The following information should be typed verbatim, with added categories where needed:

Principal Investigator: __________________________________________

Signature: __________________________ Date: __________________________

Co-Principal Investigator: __________________________________________

Signature: __________________________ Date: __________________________

Student Advisor (if any): __________________________________________

Signature: __________________________ Date: __________________________

XII. DEPARTMENT REVIEW AND APPROVAL

The application described above has been reviewed by the IRB departmental review committee and has been approved. The DRC further recommends that this application be reviewed as:

[ ] Expedited Review -- Category(s): __________________________

OR

[ ] Full IRB Review

Chair, DRC: __________________________

Signature: __________________________ Date: __________________________

Department Head: __________________________

Signature: __________________________ Date: __________________________

Protocol sent to Research Compliance Services for final approval on (Date): __________________________
Appendix C • IRB Forms

Approved:
Research Compliance Services
Office of Research
1534 White Avenue

Signature: ___________________________ Date: ________________

For additional information on Form B, contact the Office of Research Compliance Officer or by phone at (865) 974-3466.
Appendix C • IRB Forms

Sample Informed Consent Form

(Include or exclude the following information as applicable)

INFORMED CONSENT STATEMENT

[List title of project here]

INTRODUCTION

State that participants are invited to participate in a research study. State the purpose/objectives of the study.

INFORMATION ABOUT PARTICIPANTS' INVOLVEMENT IN THE STUDY

List all procedures, preferably in chronological order, which will be employed in the study. Point out any procedures that are considered experimental. Clearly explain technical and medical terminology using non-technical language. Explain all procedures using language that is appropriate for the expected reading level of your participants.

State the amount of time required of participants per session and for the total duration of study.

If audio taping, videotaping, or film procedures are going to be used, provide information about the use of these procedures. (If applicable, please review the document entitled Videotape Guidelines.)

If you are plan to include children in your study, please review the document entitled Special Considerations for the Protection of Children Participating in UT-Sponsored Research.

The videotaping/film and child-participant consideration documents can also be obtained from Research Compliance Services, 404 Andy Holt Tower.

RISKS

List all reasonably foreseeable risks, if any, of each of the procedures to be used in the study, and any measures that will be used to minimize the risks.

BENEFITS

List the benefits you anticipate will be achieved from this research, either to the participants, others, or the body of knowledge.
Appendix C • IRB Forms

CONFIDENTIALITY

State that the information in the study records will be kept confidential. Data will be stored securely and will be made available only to persons conducting the study unless participants specifically give permission in writing to do otherwise. No reference will be made in oral or written reports which could link participants to the study.

________ Participant's initials (place on the bottom front page of two-sided consent forms)

COMPENSATION *(If applicable to your study, add compensation information here)*

Indicate what participants will receive for their participation in this study. Indicate other ways participants can earn the same amount of credit or compensation. State whether participants will be eligible for compensation if they withdraw from the study prior to its completion. If compensation is pro-rated over the period of the participant's involvement, indicate the points/stages at which compensation changes during the study.

EMERGENCY MEDICAL TREATMENT

The University of Tennessee does not "automatically" reimburse subjects for medical claims or other compensation. If physical injury is suffered in the course of research, or for more information, please notify the investigator in charge (list PI name and phone number).

CONTACT INFORMATION

If you have questions at any time about the study or the procedures, (or you experience adverse effects as a result of participating in this study,) you may contact the researcher, [Name], at [Office Address], and [Office Phone Number]. If you have questions about your rights as a participant, contact the Office of Research Compliance Officer at (865) 974-3466.

PARTICIPATION

Your participation in this study is voluntary; you may decline to participate without penalty. If you decide to participate, you may withdraw from the study at anytime without penalty and without loss of benefits to which you are otherwise entitled. If you withdraw from the study before data collection is completed you data will be returned to you or destroyed.

[Note: Please delineate the "Consent" section of the Informed Consent Form by drawing a line across the page. This delineation is especially important when your consent form grammar shifts from second person to first person, as shown in this example.]
Appendix C • IRB Forms

CONSENT

I have read the above information. I have received a copy of this form. I agree to participate in this study.

Participant's signature ______________________________ Date __________

Investigator's signature ______________________________ Date __________

Additional Notes to Investigators:

1. Researchers are urged by the Committee to use the wording in the checklist and follow the format in the sample, unless researcher supported reasons are provided for alternative wording. Use of alternative working or different format may slow down the review process. All sections of the consent form, except the "Consent Section" should be written in second person ("You are invited..."). Use of first person ("I") can be interpreted as suggestive and coercive.

2. Be sure to follow the directions for preparing the signature lines. Separate forms should be prepared when minors are used; one for the minors and one for the parents.

3. If your form is more than one page, there should be a line at the bottom of each page for the subject's initials, except for the last page where the signature is obtained.

4. Be sure to include any basic elements of informed consent that are appropriate to your study. If they apply to your study, they must be included. If you have any questions contact the Office of Research Compliance Officer at 1534 White Avenue or by calling (865) 974-3466.
### Appendix D • Graduate Scholarships Application

**Graduate Student Scholarship Application**  
2015-2016 Academic Year

Please attach a current resume to this application which provides information regarding your honors, awards, service, and work experience.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>(Please Print - Last, First, MI)</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
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<table>
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<tr>
<th>UTK E-mail</th>
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<table>
<thead>
<tr>
<th>Phone number</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Are you a Resident of the State of Tennessee? Yes_______ No______

Are you a citizen of the United States? Yes_______ No______

Projected Credit Hour Enrollment:  
Fall_______ Spring______

Tuition Classification: In-State ______  Out-of-State______

Degree: M.S.___________ PHD_________ M.P.H__________

Degree Program: ____________________________________________

What is your cumulative GPA? ______ What was your GPA last term? ______

When do you plan to graduate? __________________________________________

Name of Faculty Advisor __________________________________________

Name of Faculty Advisor __________________________________________
Appendix D • Graduate Scholarship Application

Have you applied for Financial Aid? Yes___________ No___________
Are you currently employed? Yes___________ No___________
If yes, how many hours do you work per week? __________
Have you been offered a departmental assistantship? Yes___________ No___________
Are you pursuing Teacher Licensure? Yes___________ No___________
If yes, you should also apply for the Teacher Licensure scholarships through Nina Fox, RM 331, Bailey Education Complex or call her at (865) 974-4138.
Applicants will be considered for all scholarships for which they qualify.

Please provide general information about yourself, your background, educational goals, professional aspirations, community service, and interests:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Do you now have financial needs which warrant special consideration? ( ) yes ( ) no If yes, please explain:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Mail your completed application, postmarked no later than February 1, 2015, to the following address:

College of Education, Health & Human Sciences
Office of Student Services
1122 Volunteer Blvd., BEC 332
Knoxville, TN 37996-3443
(Phone) 865-974-8194 (FAX) 865-974-5781
Appendix E • Request for Travel Form
College of Education, Health, and Human Sciences

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<td>Department</td>
<td>Office Phone</td>
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Faculty Associated w/Presentation:

<table>
<thead>
<tr>
<th>Complete Name of Conference/Location (City, State)</th>
<th>Travel Dates</th>
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Title of Paper or Presentation (Please attach copy of acceptance letter)

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<td>Notes/Comments</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Airfare</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation (personal auto, car rental, taxi, UT car)</td>
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</tr>
<tr>
<td>Parking</td>
<td>$</td>
<td></td>
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<td>Lodging</td>
<td>$</td>
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<td>Meals</td>
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<td>Conference Fees</td>
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<tr>
<td>Other</td>
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| Total | $     |       |

DEPARTMENTAL AND OTHER CONTRIBUTING ACCOUNTS

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<th>Amount</th>
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Reviewed and Authorized: ________________________________ Department Head

***************************************************************************************
CEHHS Office Use***************************************************************************************

EHHS Instructional Support/E01-1705
Previous Support: Support for this travel:

Additional Support/Notes:

Reviewed and Authorized: ________________________________ Dean’s Office
Appendix F • Report of Final Examination
Defense of Thesis or Dissertation

REPORT OF FINAL EXAMINATION/DEFENSE OF THESIS OR DISSERTATION

The University of Tennessee
Office of the University Registrar

This is to certify that

______________________________
(Student's name)

______________________________
Student Identification Number

______________________________
a candidate for the__________ degree

______________________________
(passed or failed)

the final examination in partial fulfillment of the requirements.

Date: _________________________

Committee Names and Signatures

<table>
<thead>
<tr>
<th>Name (Chairperson)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
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<td>Name</td>
<td>Signature</td>
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<tr>
<td>Name</td>
<td>Signature</td>
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</table>

Submit Exam Results By Deadline To:
Office of the University Registrar/Graduate Graduation
201-E Student Services Building
Knoxville, TN 37996-0220
Appendix F • Scheduling Defense of Dissertation

SCHEDULING DEFENSE OF DISSERTATION
The University of Tennessee
The Graduate School

So that arrangements can be made for the defense of dissertation, please submit the completed form to the Graduate School at least one week before the date of the defense.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
<th>Student ID Number</th>
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DEFENSE

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<th>Building / Room Number</th>
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Dissertation Title:

List Defense Committee:
(NO SIGNATURES ARE REQUIRED)

<table>
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<th>Name (Major Professor)</th>
<th>Department</th>
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</table>
Appendix F • Thesis and Dissertation Approval Form

FOR OFFICE USE ONLY

Chair/Dean
Primary Advisor
Graduate School
Approvers

GRADUATE SCHOOL THESIS AND DISSERTATION APPROVAL FORM

Student submitting a thesis or dissertation must do so electronically. Complete instructions are located on the ETD website (http://www.utk.edu/etd). This form must be signed by your committee and turned into the Graduate School Office. Forms submitted via email will not be accepted.

The University of Tennessee
Graduate School
211 Student Services Building
Knoxville, TN 37996

Student Information:

First Name | Middle Name | Last Name

Student ID Number

Date of Graduation

Initial fulfillment of the requirements for the degree of

Title of Thesis/Dissertation

I, [Student Name], hereby request the approval of this thesis/dissertation as is typed above.

REVIEW AND ACCEPTANCE • REQUIRED SIGNATURES

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

Major Professor

Date

I, [Student Name], hereby request the approval of this thesis/dissertation as is typed above. I certify that I have fulfilled all requirements of the degree in part and received oral and written approval by the Graduate School. I hereby request the approval of this thesis/dissertation as is typed above.

Degree

Date

Committee Member’s Name

Signature

Date

Committee Member’s Name

Signature

Date

Committee Member’s Name

Signature

Date

Committee Member’s Name

Signature

Date

Committee Member’s Name

Signature

Date
Appendix F • Dissertation Prospectus Approval Form

DISSertation ProsPectus APPROVAL

_______________________________ has presented at the Prospectus Conference on _____________.

The dissertation prospectus of the above doctoral candidate has been presented to a
Prospectus Conference of her/his doctoral committee.

As the advisor and committee of the above student, we certify that the dissertation
prospectus* entitled

____________________________________________________________________________________

has been approved.

_______________________________

Committee Chair

_______________________________

Committee Chair Signature

_______________________________

Committee Member

_______________________________

Committee Member Signature

_______________________________

Committee Member

_______________________________

Committee Member Signature

_______________________________

Committee Member

_______________________________

Committee Member Signature

_______________________________

Committee Member

_______________________________

Committee Member Signature

Received in the ELPS Departmental Office __________________________Date __________
Appendix G • Expense Checklist Form

The University of Tennessee
ELPS Expense Checklist

Name: _____________________________________________
Date: ___________________________________________
Destination: ______________________________________
Date of Departure: ____________________________
Time of Departure: ____________________________ circle one: AM/PM
Date of Return: ________________________________
Time of Return: ________________________________ circle one: AM/PM

Your allowed travel funding:
Vehicle: (✓) UT Car _______________ Personal Car _______________

Odometer Reading: ____________________ Total Miles: ________________ $54/mile

Travel Expenses: Original Receipts Required (✓) and indicate amounts below:

Lodging (✓) Conference Hotel $__________________
Lodging (✓) Non-Conference Hotel $__________________

**Must have proof of conference hotel and rates.
Shared room with: ________________________________

Airlines: Amount $__________________

**Must have complete itinerary and proof of class of travel (e.g. coach, economy).
UT will not pay first or business class airlines.

Conference Registration $__________________
Taxi $__________________
Parking $__________________
Rental Car $__________________
Gas for Rental $__________________
Other Expenses $__________________

Please return to Melissa Edwards upon return.
Helpful Information for ELPS Faculty

Educational Leadership and Policy Studies
Mission of Administrative Staff

The mission of the administrative staff of the Department of Educational Leadership and Policy Studies is to provide extraordinary services to faculty, students, members of the educational community and each other. We will strive to adhere to the admission by supporting each other through mutual respect, teamwork and professional growth.
### Support Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>E-mail</th>
<th>Program Assignments</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwards, Melissa</td>
<td>974-2216</td>
<td>317 BEC</td>
<td><a href="mailto:medwar16@utk.edu">medwar16@utk.edu</a></td>
<td>Higher Education Administration (HEAM) College Student Personnel (CSP)</td>
<td>Biddix, Patrick, Boyd, Karen, Ishitani, Terry, McCoy, Dorian, Mertz, Norma</td>
</tr>
<tr>
<td>Honorable, Constance</td>
<td>974-6154</td>
<td>320 BEC</td>
<td><a href="mailto:honora00@utk.edu">honora00@utk.edu</a></td>
<td>IRIS-HR/Financial Administrative Coordinator 1</td>
<td>Mertz, Norma</td>
</tr>
<tr>
<td>McGarity, Wade</td>
<td>974-4555</td>
<td>302 BEC</td>
<td><a href="mailto:wade@utk.edu">wade@utk.edu</a></td>
<td>Center for Educational Leadership (CEL)</td>
<td>Cheek, Jimmy, McIntyre, Jim, Sparks, Betty Sue</td>
</tr>
<tr>
<td>EDAM Clerical</td>
<td>974-6139</td>
<td>321 BEC</td>
<td></td>
<td>Educational Administration (EDAM)</td>
<td>Angelle, Pam, Derrington, Mary Lynne, Driscoll, Lisa, Martinez, James</td>
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### Graduate Research Assistants

<table>
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<tr>
<th>Name</th>
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<th>Program Assignments</th>
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</thead>
<tbody>
<tr>
<td>Cooper, Ashton</td>
<td>974-4142</td>
<td>326 Claxton</td>
<td><a href="mailto:accooper37@vols.utk.edu">accooper37@vols.utk.edu</a></td>
<td>Higher Education Administration College Student Personnel</td>
<td>Biddix, Patrick, Ishitani, Terry, McCoy, Dorian, Mertz, Norma</td>
</tr>
<tr>
<td>Collom, Gresham</td>
<td>974-4555</td>
<td>305 BEC</td>
<td><a href="mailto:gcollo@vols.utk.edu">gcollo@vols.utk.edu</a></td>
<td>Postsecondary Education Research</td>
<td>Cheek, Jimmy</td>
</tr>
<tr>
<td>Flood, Lee</td>
<td>974-6641</td>
<td>326 Claxton</td>
<td><a href="mailto:jflood@vols.utk.edu">jflood@vols.utk.edu</a></td>
<td>Educational Administration</td>
<td>Angelle, Pam, Derrington, Mary Lynne, Driscoll, Lisa, Martinez, James</td>
</tr>
<tr>
<td>Kamer, Jacob</td>
<td>974-4553</td>
<td>302 BEC</td>
<td><a href="mailto:jkamer@vols.utk.edu">jkamer@vols.utk.edu</a></td>
<td>Center for Educational Leadership (CEL)</td>
<td>McIntyre, Jim, Sparks, Betty Sue</td>
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</tbody>
</table>

### Post-Doct Research Associate

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Davidson, Christopher</td>
<td>974-7696</td>
<td>313 BEC</td>
<td><a href="mailto:jdavid27@utk.edu">jdavid27@utk.edu</a></td>
<td>Educational Administration</td>
<td>Angelle, Pam, Derrington, Mary Lynne, Driscoll, Lisa, Martinez, James</td>
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</table>

### Clinical Instructor & COO

<table>
<thead>
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<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Ritchie, Margaret</td>
<td>974-7696</td>
<td>313 BEC</td>
<td><a href="mailto:mritchi3@utk.edu">mritchi3@utk.edu</a></td>
<td>Educational Administration</td>
<td>Angelle, Pam, Derrington, Mary Lynne, Driscoll, Lisa, Martinez, James</td>
</tr>
</tbody>
</table>
Phone Numbers
All numbers on campus can be dialed from your office by using the last 5 digits of the phone number (most start with the prefix – 974). If you are dialing an off campus number, dial 8 first. Long distance calls, dial 8 – 1 – area code and number.

<table>
<thead>
<tr>
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<th>Phone Number</th>
<th>Room Number</th>
<th>E-Mail</th>
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<tbody>
<tr>
<td>Pamela Angelle</td>
<td>4-4139</td>
<td>BEC 323</td>
<td><a href="mailto:pangelle@utk.edu">pangelle@utk.edu</a></td>
</tr>
<tr>
<td>Patrick Biddix</td>
<td>4-6457</td>
<td>BEC 316</td>
<td><a href="mailto:pbiddix@utk.edu">pbiddix@utk.edu</a></td>
</tr>
<tr>
<td>Karen Boyd</td>
<td>4-9183</td>
<td>BEC 322</td>
<td><a href="mailto:kboyd14@utk.edu">kboyd14@utk.edu</a></td>
</tr>
<tr>
<td>Jimmy Cheek</td>
<td>4-3265</td>
<td>BEC 305</td>
<td><a href="mailto:jcheek@utk.edu">jcheek@utk.edu</a></td>
</tr>
<tr>
<td>Mary Lynne Derrington</td>
<td>4-4041</td>
<td>BEC 318</td>
<td><a href="mailto:mderring@utk.edu">mderring@utk.edu</a></td>
</tr>
<tr>
<td>Lisa Driscoll</td>
<td>4-4985</td>
<td>BEC 314</td>
<td><a href="mailto:Iriscol1@utk.edu">Iriscol1@utk.edu</a></td>
</tr>
<tr>
<td>Terry Ishitani</td>
<td>4-0850</td>
<td>BEC 324</td>
<td><a href="mailto:tishitan@utk.edu">tishitan@utk.edu</a></td>
</tr>
<tr>
<td>James Martinez</td>
<td>4-6161</td>
<td>BEC 315</td>
<td><a href="mailto:jmart176@utk.edu">jmart176@utk.edu</a></td>
</tr>
<tr>
<td>Dorian McCoy</td>
<td>4-6140</td>
<td>BEC 319</td>
<td><a href="mailto:dmccoy5@utk.edu">dmccoy5@utk.edu</a></td>
</tr>
<tr>
<td>Jim McIntyre</td>
<td>4-4559</td>
<td>BEC 302</td>
<td><a href="mailto:jmcinty5@utk.edu">jmcinty5@utk.edu</a></td>
</tr>
<tr>
<td>Norma Mertz</td>
<td>4-6150</td>
<td>BEC 325</td>
<td><a href="mailto:nmertz@utk.edu">nmertz@utk.edu</a></td>
</tr>
<tr>
<td>Betty Sue Sparks</td>
<td>4-6296</td>
<td>BEC 308</td>
<td><a href="mailto:bsparks6@utk.edu">bsparks6@utk.edu</a></td>
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<tr>
<td>Margaret Ritchie</td>
<td>4-7696</td>
<td>BEC 313</td>
<td><a href="mailto:mritchi3@utk.edu">mritchi3@utk.edu</a></td>
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<tr>
<td>Christopher Davidson</td>
<td>4-7696</td>
<td>BEC 313</td>
<td><a href="mailto:cdavidson@utk.edu">cdavidson@utk.edu</a></td>
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| Clerical Staff               |               |             |                         |
| Melissa Edwards              | 4-2216        | BEC 317     | medwar16@utk.edu        |
| Constance Honorable          | 4-6154        | BEC 320     | honora00@utk.edu        |
| Wade McGarity                | 4-4555        | BEC 302     | wmcgarit@utk.edu        |
Human Resources and Financial/Payroll
Contact Constance Honorable, 974-6154, immediately upon hire to begin paperwork necessary for entering you into the payroll system.

ELPS Website Changes or Additions
Contact Wade McGarity, 974-4555 or mcgarity@utk.edu. Wade will ask for your bio and a digital photo to be placed on the department’s website. Examples: http://elps.utk.edu/Faculty_Staff/default.html.

ELPS Copier
For access to the department’s copier, you will be assigned a department copier code. Please contact your ELPS support staff for your department copier code. The total allowance for black (1000 copies per year) and color copies (200 copies per month).

How to Get Keys
Support staff will request keys through facilities services website to request office key, main office key and to access particular Bailey and/or Claxton classrooms. When the key(s) are ready for pick up you will be notified via email. Key(s) can be picked up by you, or support staff in Greve Hall. If you have questions regarding keys or have problems with door locks, etc., you can contact Lock & Key at 974-4371.

Instructional Services Center
For classroom instruction, you may have need of special equipment such as a laptop, promixa, digital camera, television with VCR/DVD player, or a presentation remote. These items can be reserved at no charge and “rented” from the Instructional Services Center in 425 Claxton Complex. (Note: If you are late returning an item, the department will be assessed a fee.) Your support staff can reserve the item(s) or you can reserve by calling 974-4101 or emailing isc@utk.edu.
How to Get Started on Your Computer Access
All students, faculty, and staff at the University of Tennessee have a NetID and password. Your NetID permits secure access to a variety of Web-based applications. These applications will request NetID authentication. As a new faculty member, you may have been given your NetID as part of your orientation information. This will be your login as well as the beginning of your e-mail address for UT (e.g., If your name is John Smith, your NetID might be “jsmith22”, so your e-mail would be “jsmith@utk.edu.”)

To set up your NetID password for the first time, follow these instructions.
2. Click the Password Management link on the left.
3. Choose NetID/Tmail/Active Directory Password.
4. Choose First Time Password Setup and follow the instructions.

It will take 15-20 minutes for your new password to take effect.

Changing Your NetID Password
If you know your NetID password, you can change it online.
1. Make sure all programs are closed.
2. Press Control, Alt & Delete
3. Choose Change Password option
4. Enter new password, Enter
5. Log off
6. Control, Alt & Delete to Log back on

NetID Password Resets
If you can’t remember your NetID password, you may be able to reset it using one of the methods below.

#1 - Online Password Reset (if you enabled it when you set your password)
2. Click the Password Management link on the left.
3. Choose NetID/Tmail/Active Directory Password.
4. Choose Forgot Your Password and follow the instructions.

#2 - Initial Password Setup (you can only use this method once)
2. Click the Password Management link on the left.
3. Choose NetID/Tmail/Active Directory Password.
4. Choose First Time Password Setup and follow the instructions.

If these methods do not work, please contact the help desk at 974-9900 for additional information.
NOTE: For other local computer problems with equipment or applications, please contact our college IT personnel: James Remington (974-4476; jremingt@utk.edu), Jeff Abrams-Cohen (974-0910; jeffa-c@utk.edu) or Stephen Lewis (974-2443; srichmo1@vols.utk.edu).

How to Spend Your Start-up Money and/or Order Supplies
As a new faculty member of the Educational Leadership and Policy Studies (ELPS) department, a start-up fund is usually negotiated and allocated upon hire. These funds are to be spent at your discretion on items such as travel, books, research supplies, etc. Contact Constance Honorable for the account number associated with your start-up fund.
For pre-approved UT business travel, you will receive reimbursement for conference registrations, airline tickets, hotel and rental car costs, and meals. Itemized receipts are required which have a $0 balance. (In fact, it is easier if you pay these up front.) Airfare and Conference Registration can be pre-paid. (Airfare receipts MUST show the class of service.) Please see following section on ELPS Travel Instructions for further information.

For online purchases such as books, software, small equipment and other, please contact Melissa Edwards, medwar16@utk.edu, who will purchase (tax free) with a departmental procurement card. There are, however, restrictions on procurement card purchases.

Things that cannot be purchased with the departmental procurement card:

1. Personal items
2. Conference registrations
3. Any type of equipment, such as computer equipment, totaling over $1000
4. Entertainment purchases, such as for a reception, totaling over $500
5. Gift cards
6. Travel: airline tickets, hotels, rental cars, meals, etc.
7. Cellular telephones and service
8. Purchases from other UT departments, such as bookstores or computer store
9. Transactions of $10,000 or more from the same vendor (this requires a purchase bid)
10. Other purchases against policy (go to http://policy.tennessee.edu/fiscal_policy/fi0404/#3)

For purchases from the on-campus computer store or bookstores you may go to these stores yourself or have support staff or graduate assistant go on your behalf. These purchases will need to come from your start-up fund account (unless the department has approved other purchases), so have the account number and your UT ID with you when you go. The bookstore or computer store will have you (or the person picking the item up) sign the receipt and you will need to bring that receipt to Constance Honorable.

For computer supplies such as the computer itself or other equipment and/or software, these items can be purchased, after departmental written approval, through our college IT group. Please contact James Remington at 974-4476, Steven Lewis at 974-2443, or for these purchases.

For non-travel items purchased by you for which you would like reimbursement, you will need to present an itemized receipt to your support staff member. He/She will then fill out the required forms for reimbursement.

For entertainment purchases, the university requires Central prior approval for entertainment expenses if cost per person is more than $100 or P-card entertainment purchases exceeding $1000 but less than $5000. The CBO Entertainment Prior Approval Form will be completed by the support staff. See fiscal policy F10715. Click Forms at bottom (Knoxville: budget.utk.edu/fiscal-policy/). Click on Entertainment and CBO Entertainment Prior Approval Instructions and Form link.

Procedure for Requesting Changes to Timetable
Once the Timetable has been submitted to the Deans office, Faculty should adhere to the following to request any changes.

1. Include the following information in the request:
   a. Number of course, CRN number, title of course
b. Number of credit hours and capacity
c. Time and day of class
d. Instructor’s name and Net ID
e. Any additional information to be placed into the comment section under course listing
f. Appropriate semester (*summer semester will also require the session*)
g. List “instructor of permission” if preferred

2. Send request to Dr. Mertz for approval.
3. Upon Dr. Mertz’s approval she will forward to Janie who will submit to the Dean’s Office and copy Dr. Mertz, Constance Honorable, faculty member requesting change, and the staff person of the faculty member.
4. Janie will also send notification when the changes have taken place.
5. If a change in location is the only request, contact Janie, approval from Dr. Mertz isn’t necessary.

**How to Order Textbooks**

The UT Bookstore has set deadlines to order textbooks. Even classes which require No Textbook, there is paperwork to complete indicating “no text required.” To order textbooks, please give the following information to your support staff:

- **Book Title**
- **Author**
- **Publisher**
- **Copyright Date**
- **ISBN Number**
- **Retail Cost**
- **Course Number**

If you will not require a textbook for your class, please inform your support staff. They will fill out the appropriate paperwork for either situation and have you sign it, as required by the state, and then forward these for processing at the UT bookstore.

**Deadlines** for textbook orders are as follows:

- **Fall Semester**: April 1
- **Spring Semester**: October 1
- **Summer Semester**: February 15

If you require a complimentary desk copy of any textbook, please provide your support staff with the book title, author, publisher, copyright, ISBN number, the class it’s for, and the date you need it by. Each publisher is different, so depending upon what they allow, a book will be ordered free if possible, but it may be on a pay later basis.

**Syllabi for Departmental Courses**

Each semester, please submit an electronic copy of your syllabi for your courses to your support staff. These will be kept in a departmental file for future reference.

**Canvas**

**Canvas** is our institution’s online course management system. Canvas allows you to provide class information to your students as well as keep track of your grades. You will need your NetID and password to sign in and activate your class each semester. For information about Canvas and how to access it, please go to [http://online.utk.edu/about/general.shtml](http://online.utk.edu/about/general.shtml).
BANNER is UT’s student information system. As faculty, you will be able to access information such as:

- Course Rosters
- Course Schedules
- Academic Histories/Transcripts and Grades (with BANNER approval)
- Student Account Information and Records (with BANNER approval)
- Enter grades for each semester

Banner can be accessed with your NetID and password at http://myutk.utk.edu.

Registering Students is usually a job for the student. However, sometimes you may have a restriction, such as “Instructor Permission Only” on a course. In that case, it is best to send an e-mail (for documentation purposes) to your support staff to have that student given permission and added to the class.

Grades and Course Evaluations

Grades are entered online at MyUTK found at - https://myutk.utk.edu/ or from the MyUTK link on the main UT web page. This is the university’s one-stop self-service Banner system. You will need your NetID and password to access your classes and input the grades for your courses. To enter grades, go to the “UTK Faculty Links” Web Part, select the semester and class for which you want to enter grades. Then, click on the “Assign Grades” link. (Staff cannot enter them for you.) If grades are not entered before the deadline, a Supplemental Grade Form will be required for each student. (see form in Forms Section). The dates and deadlines for grade entry can be found at http://registrar.tennessee.edu/academic_calendar/index.shtml.

Course Evaluations are completed on line and are required each semester for each course. Constance Honorable is the department contact for SAIS.

Doctoral and Thesis Forms

Each semester you will have students who will be presenting their theses, completing comps, or defending their dissertation. In order for the students to officially graduate, of course there is paperwork that needs to be sent beforehand to the graduate school with faculty signatures by the deadlines designated on the graduate school’s website: http://gradschool.utk.edu/ddategraduation.shtml.

Master’s and Ed.S. Students will need to submit each of the following forms to the graduate school:

- Admission to Candidacy Form
- Pass/Fail Form

Doctoral Students will need to submit each of the following forms:

- Admission to Candidacy Form (example included)
- Doctoral Committee Appointment Form (example included)
- Dissertation Prospectus Approval (submitted only within the department)
- Graduation Application (on line @ My UTK/Student Records/Apply to Graduate)
- Scheduling Defense of Dissertation Form (example included)
- Thesis/Dissertation Approval Form (example included)

These forms can also be found on the graduate school website at http://gradschool.utk.edu/gradforms.shtml.
**ELPS Travel Instructions**

**Travel Arrangements**
Travel can be arranged by you or by your support staff on your behalf. As a UT employee, you will receive reimbursement for conference registrations, airline tickets (prepaid via Direct Billing of Airfare and Pre-payment of Conference Registration; requires advanced planning with an approved travel authorization in the system), ground transportation, parking, hotel, rental car costs, and meals. Itemized receipts are required that show a $0 balance.

**Requests for Travel Support**
Faculty and graduate student travel may be supported by both departmental and college funds. Requests for support will originate in the departments and are then forwarded to the Dean's Office for matching consideration. Details for this process are outlined on the Travel Policies website for the College of EHHS at [http://cehhs.utk.edu/college/CEHHS-travel.html](http://cehhs.utk.edu/college/CEHHS-travel.html). Procedural questions are always welcome. Request forms for both faculty and graduate student support are available through the forms that follow or from the specific program staff:

**College Student Personnel and Higher Education Administration:** Melissa Edwards  
**Educational Administration:** EDAM Clerical

**Travel Procedures**
Among the many details in the policy, a key expectation is "prior approval." Each fiscal year funding from the department is allocated for each faculty member. Dr. Mertz will need to approve any travel authorization request from the department prior to travel. Appropriate and timely reimbursement is dependent upon filing a travel request and a request for funds in support of appropriate incurred expenses prior to the expected travel. For efficient paper flow it is important to seek authorization for travel at least two weeks in advance.

**Note: Unfortunately, the UT Treasurer’s Office is quite busy at times (for the whole university), so it may take several weeks to get your reimbursement even if your documentation is perfect (travel is completed by the Treasurer’s Office by the Month and date received).**

1. Complete a Faculty Travel Support Request Form or Graduate Student Travel Support Request Form and give to your support staff at least 2 weeks prior to travel. You should also include your letter of acceptance and any other information/documentation relating to the trip. Per diem rates can be obtained from your support staff or from the travel website.

2. Once your travel and funding have been approved, your support staff will provide an envelope with a Travel Checklist and put it in your box. This checklist/envelope should be completed and returned to your support staff upon your return along with original receipts and any additional reimbursement documentation.

**Note: If you are traveling for UT, but no expenses are being reimbursed, you still need to do a travel request for travel authorization. This is for insurance purposes.**

**Travel Forms**
The following fillable forms you need can be found online at [http://elps.utk.edu/Forms.html](http://elps.utk.edu/Forms.html)

- Faculty Travel Support Request Form; may be filled out on your computer
- Graduate Student Travel Support Request Form; students will fill this out themselves
- Travel Checklist; may be filled out on your computer and submitted to your support staff upon your return.
Alcoholic Drinks purchased while on university travel are not reimbursable and should be on a separate receipt.

Business Purchases at a Conference, such as books or other conference materials, you will need an itemized receipt that will be turned in with your other travel reimbursement receipts.

Entertainment Costs for a Meeting at a Conference, this will also require an itemized receipt as well as the names and affiliations of those present at the meeting. This can be more than your allotted amount for per diem provided that it is for business purposes only.

Mileage for Use of Your Own Car is currently set at 47 cents per mile. For reimbursement of mileage, you will need to print off something from the internet, such as from MapQuest, showing the approximate miles incurred.

Motor Pool Cars can be obtained through departmental approval. Please see your support staff member for the request. For specific information on the Motor Pool procedures/rules, please go to the A-Z Index at https://www.utk.edu/alpha. Then scroll down to the M section and click on the Motor Pool link.

Other Helpful Travel Information

- MapQuest for mileage and directions: [http://www.mapquest.com/](http://www.mapquest.com/)
- For per diem rates, go to [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
- For foreign per diem rates, go to [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)