

# GRADUATE STUDENT HANDBOOK TEMPLATE

## NOTE:

Effective Date of Handbook: Fall 2010 – **Hard copy** due in the Graduate School Office the first day of classes Fall 2010

Dates of Amended Policies: (note dates within each section) [students should not be penalized for mid-year changes in policies and procedures]

All policies are to be established/changed by vote of the department faculty.

The Graduate School is to be provided with a **hard copy** of each department's Graduate Student Handbook by the first day of classes each new academic year. Handbooks may be made available for graduate students on the Department's website.

### 1. Cover Page

- Program Title
- Graduate Handbook
- Date
- College
- University

### 2. Detailed Table of Contents

### 3. Department Head Welcome Statement

### 4. Introduction

- Graduate School Introduction

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

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

The Department Graduate Handbook does not deviate from established Graduate School Policies <http://catalog.utk.edu/content.php?catoid=2&navoid=27> noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.”

- Purpose of Handbook
- Statement that “Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university.” Students should be directed to the Graduate Catalog, to *Hilltopics*, and to the publications on the Appeals Procedure and the Graduate Assistant Handbook available on the Graduate School website (<http://gradschool.utk.edu/GraduateCouncil/Acad Poli//appealprocedure.pdf>)
- Description of departmental/program structure for graduate administration: e.g., Graduate Program Director, Graduate Committee, Graduate Admissions Committees, support staff and contact information
- Optional–Department/program history and standing in college, university/profession

## **5. General Duties and Responsibilities of Faculty and all Graduate Students**

- Emphasis on full commitment to program and participation in professional activities
- Repeated emphasis on the absolute necessity of satisfying all university regulations in a timely fashion

## **6. Admission Requirements and Application Procedure**

(Refer to Graduate Catalog <http://gradschool.utk.edu>)

- Admission to program and through Graduate Admissions
- Special admission categories such as non-degree, conditional, probationary, or readmission

## **7. Financial Support**

- Graduate Assistantships: types available through department/program with application requirements, length of appointment, renewal conditions, workload, requirements for maintaining an appointment, (e.g. evaluation process, GPA), process for resignation from assistantship; description of available open assistantships on the Graduate School webpage.
- Fellowships: types available through department/program and university (description of the latter on the Graduate **School** website)
- Loans: types administered by the Financial Aid office
- Employment: on-campus and off-campus; statements clarifying the number of hours a graduate student may work in on-campus jobs/assistantships and the departmental attitude toward outside employment

- Support for travel (**policies and procedures**) available from department/program, college, and university's Graduate Student Travel Fund administered by the **Graduate Student Senate (GSS)**.

## **8. Registration and Advising**

- Registration procedures and timelines
- Types of courses and course credit
- Minimum number of hours required for full-time status with and without assistantships
- Proper use of 502, use of facilities
- Proper use of 500 thesis and 600 dissertation hours
- Selection of advisor and/or advising committee and frequency of advising; expectations students should have of advisors or department

## **9. Degree Requirements specific to the department or program**

- Types of degrees: master's, specialist, doctoral
- Major concentrations or specializations
- Minors or cognates
- Research requirements for thesis/non-thesis options and for dissertation; research expectations such as requirement of publications prior to awarding of degree and requirement or expectation of participation in professional conferences
- Foreign language requirements
- Nature of courses to be taken
- Residency requirements
- Internship/practicum requirements; whether or not the department will assist in placement and conditions of completion for award of degree (include all information regarding requirements for internships/practica)
- Preparation for licensing in the field
- Applicability of coursework taken outside the department or program
- Formation of thesis, non-thesis, and dissertation committees (emphasize specific process for requirements, committee meetings to approve coursework, and processes)
- Timetable for completion of degree

## **10. Examinations**

- Types and nature for master's, specialist, and doctoral degrees: proficiency, diagnostic, qualifying, foreign language, comprehensive, defense of thesis/dissertation
- Administration procedure and grading
- Clear policy determined by department faculty vote on number of failures allowed before termination from program

- Termination process and communication with student including process of appeal within the department and route of appeal following department decision

## 11. Standards, Problems, and Appeals

- Required grade point average for continuation in program; results of failure of required coursework; academic triggers for dismissal (for example, two C's in required coursework)
- Frequency of evaluation and other requirements for good standing; procedure for determining satisfactory progress (for instance, annual review by faculty committee)
- Procedure for removal of incompletes
- Adequate progress toward degree
- Compliance with legal requirements for research (departmental and university Institutional Review Boards (IRB))
- Terms of probation (e.g. if GPA falls below 3.0)
- Academic honesty: expectations, violations, penalties
- Conditions resulting in termination from the program
- Department appeals processes, including time limits for appeals
- University appeals procedure (<http://gradschool.utk.edu>)

## 12. Appendices:

### Pertinent Graduate Student Web Pages:

- Best Practices in Teaching  
[http://gradschool.utk.edu/files/2009-10\\_BPIT-Flyer.pdf](http://gradschool.utk.edu/files/2009-10_BPIT-Flyer.pdf)
- Center for International Education  
<http://web.utk.edu/~globe/index.php>
- Counseling Center  
[www.utk.edu/counselingcenter](http://www.utk.edu/counselingcenter)
- Department and College
- Funding, Fellowships, Assistantships for Graduate Students  
<http://gradschool.utk.edu>
- Graduate School  
<http://gradschool.utk.edu>
- Graduate Catalog  
<http://gradschool.utk.edu>
- Graduate Student Appeals Procedure  
<http://gradschool.utk.edu/GradAppealHbook.pdf>
- Graduate Student Senate  
<http://web.utk.edu/~gss>

- Graduate and International Admissions  
<http://admissions.utk.edu/graduate/>
- International House  
<http://web.utk.edu/~ihouse>
- Judicial Affairs  
<http://web.utk.edu/~osja/>
- Office of Equity and Diversity  
<http://oed.utk.edu>
- Office of Minority Student Affairs/Black Cultural Center  
<http://omsa.utk.edu>
- Research Compliance/Research with Human Subjects  
<http://research.utk.edu/compliance/>
- SPEAK Testing Program  
<http://gradschool.utk.edu/speaktest.shtml>
- Thesis/Dissertation Website  
<http://web.utk.edu/~thesis/>
- VolAware  
<http://volaware.utk.edu>
- Library Website for Graduate Students  
<http://www.lib.utk.edu/refs/gradservices.html>
- OIT  
<http://oit.utk.edu/>
- Housing  
<http://uthousing.utk.edu/sutherland/sutherlandresources.htm>

### **Forms and Additional Resources**

(Provide Copies—available on Graduate School Website  
(<http://gradschool.utk.edu>)

- Graduate Student Deadline Dates
- Admission to Candidacy Application – Master’s Degree
- Doctoral Committee Appointment Form
- Admission to Candidacy Application – Doctoral Degree
- Scheduling Defense of Dissertation Form
- Graduate Student Travel Award Forms (specific to department, college, and university (Graduate Student Senate Website)