Curricular Submission Guidelines for the Graduate Council

2021-2022
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CURRICULUM PROCESS AND FORMATTING

I. Overall Format and Process

A. The dean or designee of each college should email course and program changes in a Microsoft® Word file to the Curriculum Coordinator/Catalog Editor (Catherine Cox, cathcox@utk.edu). For deadline dates, see the Graduate Council webpage - Meeting Calendar.

B. Indicate the effective date for the proposed changes at the beginning of the document after the College name.

C. The curriculum materials submitted consists of two parts (course changes and program changes).
   - Part I - includes all course changes for the college and will be arranged alphabetically by department.
   - Part II - includes all program changes and will also be arranged alphabetically by department.

D. List the action request for each academic discipline in the following order: ADD > DROP > REVISE.

E. Use 8 point Arial font. Because some formats do not import well, DO NOT USE bold, italics, shading, strikethrough, tabs, etc.

F. When creating catalog text, follow the established conventions found in the UT Editorial Guide.

G. Sample curriculum proposals with detailed instructions begin on page 14 of this document.

H. Sample curriculum proposals without detailed instructions begin on page 18 of this document.

I. Sample degree templates in Acalog begin on page 26 of this document.

Required Approvals for Curricular Changes

<table>
<thead>
<tr>
<th>UNIVERSITY OF TENNESSEE, KNOXVILLE</th>
<th>THE GRADUATE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIRED APPROVALS FOR CURRICULAR CHANGES</td>
<td></td>
</tr>
</tbody>
</table>

| Action | New Code Required | Additional Approval Required | Deadline | SACSCOC Action
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to Academic Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add academic unit (division, college or school)</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate academic unit (divisions, colleges, or schools)</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Drop academic unit (division, college or school)</td>
<td>----</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Changes to Departments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add department</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT, THEC)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate departments</td>
<td>YES</td>
<td>YES (PRV, CHANC, VPS, BOT)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Drop academic department</td>
<td>----</td>
<td>YES (PRV, CHANC, VPS, BOT)</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Changes to Degrees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add new degree</td>
<td>YES</td>
<td>YES (PRV, VPS, GSD, BOT, THEC)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Rename/consolidate degrees</td>
<td>YES</td>
<td>YES (PRV, VPS, GSD, BOT)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Drop degree</td>
<td>----</td>
<td>YES (VPS, BOT)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Adding/dropping joint/dual degree programs</td>
<td>YES</td>
<td>YES (GSD)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Initiate dual or joint degree with other institution</td>
<td>YES</td>
<td>YES (PRV, CHANC)</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>Changes to Majors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add new major</td>
<td>YES</td>
<td>YES (VPS, GSD, BOT, THEC)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Action</td>
<td>New Code Required¹</td>
<td>Additional Approval Required</td>
<td>Deadline</td>
<td>SACSCOC Action⁶</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------</td>
<td>-----------------------------</td>
<td>----------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Revise major requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate majors</td>
<td>YES</td>
<td>YES (GSD, VPS)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Drop major</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Revise major “ownership”</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
</tbody>
</table>

### Changes to Concentrations

<table>
<thead>
<tr>
<th>Action</th>
<th>New Code Required²</th>
<th>Additional Approval Required</th>
<th>Deadline</th>
<th>SACSCOC Action³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new concentration</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Revise concentration requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate concentrations</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Drop concentration</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
</tbody>
</table>

### Changes to Certificates

<table>
<thead>
<tr>
<th>Action</th>
<th>New Code Required²</th>
<th>Additional Approval Required</th>
<th>Deadline</th>
<th>SACSCOC Action³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new certificate (THEC form required)</td>
<td>YES</td>
<td>(GSD and VPS if 24+ hours)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Revise certificate requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename certificate</td>
<td>YES</td>
<td>YES (GSD)</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
<tr>
<td>Drop certificate</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>YES</td>
</tr>
</tbody>
</table>

### Changes to Minors

<table>
<thead>
<tr>
<th>Action</th>
<th>New Code Required²</th>
<th>Additional Approval Required</th>
<th>Deadline</th>
<th>SACSCOC Action³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new minor</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Revise minor requirements</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate minors</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
</tbody>
</table>

### Changes to Courses

<table>
<thead>
<tr>
<th>Action</th>
<th>New Code Required²</th>
<th>Additional Approval Required</th>
<th>Deadline</th>
<th>SACSCOC Action³</th>
</tr>
</thead>
<tbody>
<tr>
<td>New academic discipline/subject</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Rename/consolidate academic disciplines/subjects</td>
<td>YES</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Drop academic discipline/subject</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Initiating programs or courses offered through contractual agreement or consortium</td>
<td>YES (GSD, PRV, VPS)</td>
<td>Dec. 1</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

### Changes to Program Policies

<table>
<thead>
<tr>
<th>Action</th>
<th>New Code Required²</th>
<th>Additional Approval Required</th>
<th>Deadline</th>
<th>SACSCOC Action³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate off-campus sites where student can obtain 50% or more credits toward a program.</td>
<td>YES (PRV, CHANC, VPS, THEC)</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revise admission criteria</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Revise progression standards</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
<tr>
<td>Revise graduation policies</td>
<td>----</td>
<td>----</td>
<td>Dec. 1</td>
<td>----</td>
</tr>
</tbody>
</table>

Curricular changes are routed through the: College, Curriculum Committee, Graduate Council, and Faculty Senate.

1 For graduate code requests, contact Catherine Cox (974-1471, cathcox@utk.edu), Curriculum Coordinator/Catalog Editor
2 PRV = Provost and Vice Chancellor for Academic Affairs
3 CHANC = Chancellor
4 VPS = Vice President for Academic Affairs and Student Success
5 GSD = Graduate School Dean
6 Contact Dr. Heather Hartman (974-3635, hhartman@utk.edu), UT SACSCOC Liaison to determine SACSCOC requirement for specific changes
II. Supporting Information

*Proposals that fail to adequately address the following questions will be returned for revision.*

A. Rationale
   - Why is the curricular revision needed? If supporting information is the same for a group of changes, the rationale can be stated at the end of the group.

B. Impact on Other Units
   - Does the proposed change drop or alter courses required by other programs?
   - Does the proposed change require courses offered by other programs?
   - Is the course a high demand course? If yes, see page 10.
   - Is the course a prerequisite or co-requisite for other courses?
   - Is the course cross-listed in other units?

C. Financial Impact
   - Does the course require additional resources or workload for faculty? If yes, provide source(s) of funding.
     1. For Example: Additional library resources, scheduling classroom space, laboratory facilities, etc.

D. Additional Documentation
   - Does the change require academic officer or higher approval (see Required Approvals for Curricular Changes chart beginning on page 3)?
   - For substantive change(s) (i.e., dropping a program), does/do the change(s) need to be reported to SACSCOC? Consult UT SACSCOC Liaison, Dr. Heather Harman at hhartman@utk.edu.

III. Course Proposals

A. Curricular Approval Process
   - Consult the Required Approvals for Curricular Changes chart beginning on page 3 to determine the level of approval(s) required. Documentation of academic officer approval (i.e., email, memo, etc.), if required, must accompany the proposal.

B. Arrangement of Information

   Course format arrangement should be listed in the following order:
   - Course Number
   - Course Title
   - Course Credit Hours
   - Course Description
   - Cross-Listing
   - Contact Hour Distribution (required if more than one instructional mode, i.e., lecture and lab)
   - Grading Restriction(s)
   - Repeatability
   - Credit Restriction
     (RE) Registration Enforced Prerequisite(s)
     (DE) Department Enforced Prerequisite(s)
     (RE) Registration Enforced Corequisite(s)
     (DE) Department Enforced Corequisite(s)
   - Recommended Background
   - Comment(s)
   - Credit Level Restriction (for 500- and 600-level courses which do not permit undergraduate credit)
C. Banner Enforcement
- Pay close attention to how your course proposal is presented. Certain fields are automatically enforced in the Banner system while others are not.
- Fields **ENFORCED** in Banner are:
  - Cross-Listing
  - Grading Restriction
  - Repeatability
  - Credit Restriction (via Banner)
  - (RE) Registration Enforced Prerequisite
  - (RE) Registration Enforced Corequisite
  - Credit Level Restriction
  - Registration Restriction
  - Registration Permission (maintained at the CRN level and may vary)
- Fields **NOT ENFORCED** in Banner are:
  - (DE) Department Enforced Prerequisite
  - (DE) Department Enforced Corequisite
  - Recommended Background
  - Comment(s)

D. Academic Discipline/Subject Changes
- If the name of an academic discipline is being changed, this is **NOT** a revision. **All courses in the former academic discipline must be dropped and then added back under the new academic discipline.**
- Prior to submitting the proposal, please contact the Curriculum Coordinator/Catalog Editor, Catherine Cox to request a new academic discipline code (974-1471, [cathcox@utk.edu](mailto:cathcox@utk.edu)).
- An equivalency table is also required that lists current courses and the proposed, equivalent replacements (see example below).

<table>
<thead>
<tr>
<th>Current Courses</th>
<th>Equivalent Courses Effective Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Economics (AGEC)</td>
<td>Agricultural and Resource Economics (AREC)</td>
</tr>
<tr>
<td>524</td>
<td>524</td>
</tr>
<tr>
<td>552</td>
<td>552</td>
</tr>
<tr>
<td>640</td>
<td>640</td>
</tr>
<tr>
<td>650</td>
<td>650</td>
</tr>
</tbody>
</table>

E. Course Adds – Course Numbers
- If proposing a new course, contact the Curriculum Coordinator/Catalog Editor ([cathcox@utk.edu](mailto:cathcox@utk.edu)) for course numbers available for use.
- Course numbers (of recently dropped courses) may **NOT** be **REUSED** for **SIX YEARS**.
- Will the new course have fees attached?
  1. If **yes**, complete the [Fee Request Form](mailto:). 

F. Course Drops
- Is the course being dropped a prerequisite and/or corequisite for another course?
  1. If **yes**, provide a list of those courses to insure they are updated.
- Is the course being dropped a high demand course that impacts other departments or programs?
  1. If **yes**, the proposal must include a timeline for notifying affected departments and a phase out schedule that reasonably accommodates student demand. The Curriculum Committee may
require a one-year phase out period to allow adequate time for curricular adjustments to
programs.

- Is the course being dropped cross-listed in other units?
  1. **If yes**, provide a list of the cross-list(s) to insure they are updated.

- Is the course being dropped required by other programs?
  1. **If yes**, provide a list of those programs to insure the course requirements listed in the catalog are updated.

**G. Course Title Changes**

- **Course Titles**
  1. The short course title is limited to 30 characters, including spaces (title that appears on transcript and timetable).
  2. The long course title is limited to 100 characters including spaces (title that appears in the catalog).
  3. **How to Count Characters in Word**
     a. Highlight the title name
     b. Click on the “Review” tab
     c. Click on “Word Count” in the Proofing Section
     d. A dialog box will appear with the necessary character count information with spaces

- Courses that are to use variable titles (Special Topics, Selected Readings, etc.) must specifically request that privilege.

- Special topics courses: Courses offered occasionally should have the word “issues,” “readings,” or “topics” towards the beginning of the title.
  1. **Examples:**
     a. Special topics in XXX
     b. Readings in XXX
     c. Advanced topics in XXX
     d. Contemporary issues in XXX
     e. Selected topics in XXX

**H. Credit Hour Changes**

- **If course credit hours change, review and look closely at program requirements and make sure they are also revised to accommodate the increase/decrease in hours.** The university credit hour definition listed in the Graduate Catalog is the following:

  Credit hour changes should comply with the university’s credit hour definition: “The **unit of credit is the semester credit hour.** One semester credit hour represents an amount of instruction that reasonably approximates both 50 minutes per week of classroom-based direct instruction and a minimum of two hours per week of student work outside the classroom over a fall or spring semester. Normally, each semester credit hour represents an amount of instruction that is equivalent to 700 minutes of classroom-based direct instruction. The amount of time that is required to earn one semester credit hour in a laboratory, fieldwork, studio, or seminar-based course varies with the nature of the subject and the aims of the course; typically, a minimum of two or three hours of work in a laboratory, field, studio, or seminar-based setting is considered the equivalent of 50 minutes of classroom-based direct instruction. **Semester credit hours earned in courses such as internships, research, theses, dissertation, etc. are based on outcome expectations established by the academic program.**”

- **Master’s Degree Requirements**
  
  The Southern Association of Colleges and Schools Commission on Colleges sets the minimum for master’s degrees at 30 credit hours.
Specialist in Education Degree Requirements

For those students who enter the program with a baccalaureate degree, the EdS program involves a minimum of four semesters of study totaling not fewer than 60 credit hours. For those students admitted to the program with a master’s degree, the EdS program involves a minimum of two semesters of study with a minimum of 30 credit hours.

Doctoral Degree Requirements

A candidate for a doctoral degree who earned a graduate (typically a master’s) degree prior to beginning the doctoral degree must complete a minimum of 24 credit hours of graduate courses at UT (exclusive of course 600 Dissertation). If the doctoral program does not require a master’s degree, the candidate must complete a minimum of 48 credit hours of graduate coursework beyond the baccalaureate degree.

I. Description Changes
   o A course description should be provided for every course. Exceptions include thesis and dissertation.

J. Cross-Listed Course Changes
   o Adds, Drops, and Revisions to cross-listed courses must come from the primary department.
   o The supporting information must identify the secondary course(s), and provide evidence that the collaborating department has been notified of the change.
      1. Example of Evidence: Email correspondence, memo, etc.

K. Contact Hour Distribution Changes
   o If a course utilizes more than one schedule type/instructional mode (lecture and lab, studio and discussion, etc.), the distribution of hours must be included, such as “3 hours lecture and 1 hour lab.”
   o In the Banner system, the credit hours for a course must be distributed among the “lecture,” “lab,” and “other” options, so it is important that this information be accurate.

L. Grading Restriction Changes
   o Courses numbered 500-699 are graded letter grade only – except where the Graduate Catalog indicates Satisfactory/No Credit grading only, or optional Satisfactory/No Credit or letter grade.
   o Veterinary Medicine courses are letter grade only except where noted Satisfactory/No Credit only.
   o Law courses are numeric, except where noted otherwise.

M. Repeatability Changes
   o If a course has variable hours, repeatability must be indicated. Use one of the following statements:
      1. Example: Repeatability: May be repeated. Maximum ____ hours.
      2. Example: Repeatability: Not repeatable. May be taken once for credit.

N. Credit Restriction Changes
   o Courses may include restrictions on how the credit may be applied, the restriction must be indicated.
      1. Credit Restriction
         a. Example: Maximum 4 hours may be applied toward master’s degree. Maximum of 6 toward the PhD.
         b. Example: May not be applied toward degree requirements.
         c. Example: Students cannot receive credit for both 410 and 510.

O. Prerequisite and/or Corequisite Changes
   o Prerequisites and corequisites that are enforced by the registration system (Banner) should be labeled (RE) for “registration enforced.”
      1. These enforcements in Banner will not allow a student to enroll if they do not meet the pre- and/or co-requisite requirements.
Prerequisites and corequisites that are enforced by the department (NOT Banner) should be labeled (DE) for "department enforced." The enforcement of (DE) prerequisites or corequisites is solely at the discretion of the department.

If a prerequisite or corequisite includes a cross-listed course, list the primary version of the course.

P. Recommended Background Changes
   - Recommended background is just that – a recommendation. It is not enforced in Banner.

Q. Comments Changes
   - The comment field is used for additional information that does not fit into one of the other categories. Comments are not enforced in Banner.

R. Credit Level Restriction Changes
   - Credit level restrictions are used to limit the type of credit awarded. Be careful with this restriction. Contact the Catalog Editor/Curriculum Coordinator at cathcox@utk.edu before you decide to add this restriction.
     1. Credit level restrictions are a designation used for graduate courses only, such as for 500-level courses, which do not permit undergraduate credit.

S. Registration Restriction Changes
   - Registration may be restricted to a particular major, student level (UG, GR, etc.), classification (graduate, law, etc.), degree, concentration, minor, college, or a specific qualification (teacher licensure, etc.).
   - Registration restrictions are enforced in Banner.

T. Registration Permission Changes
   - If the course requires consent of the instructor, department, etc., it must be indicated.
   - Permissions are enforced in Banner at the CRN section level. This provides flexibility for courses such as Special Topics where some instructors may want permission on their particular topic/CRN, while others may prefer open enrollment.
     1. A course reference number (CRN) is a five-digit number that is assigned to each course that is being offered during a semester. The CRN is used when students registered for each course and can be found in the schedule of classes.

U. Courses with Fees
   - Courses with attached fees should be designated with a dollar sign ($).
     1. Course fees, including new courses that are replacing dropped courses or that are cross-listed with a course that has fees attached, will need to be approved by the Office of Budget and Finance. A completed Fee Request Form must be submitted to the Office of Budget and Finance. Instructions for completing Fee Request Form are found online. Also, the rationale should include information about the fee changes.

V. Schedule Type / Instructional Method Changes
   - The DEFAULT schedule type/instructional method is lecture and conventional classroom/lab.
   - The schedule type/instructional method must be specified if it is different than the default.
   - Note: The Instructional Method for Online/Distance Ed is 02 (internet/web based/online).
   - Each schedule type is linked to the appropriate instructional method in the table below.
### Schedule Type

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Internet/Web-based/Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR</td>
<td>Brass</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>CLN</td>
<td>Clinical</td>
<td>10</td>
<td>Clinical</td>
</tr>
<tr>
<td>CON</td>
<td>Contract</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>DIS</td>
<td>Discussion</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>DRM</td>
<td>Drum</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>ENS</td>
<td>Ensembles</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>FAC</td>
<td>Use of Facilities</td>
<td>13</td>
<td>Other Non-Conventional Media</td>
</tr>
<tr>
<td>FLU</td>
<td>Flute</td>
<td>01</td>
<td>Conventional Methodology</td>
</tr>
<tr>
<td>FS</td>
<td>Field Study/Supervision</td>
<td>06</td>
<td>Student Teaching and Field Supervision</td>
</tr>
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</tr>
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</table>

### IV. High Impact Changes

#### A. ADDs

- Adding a high demand course carries with it significant responsibility. As enrollment grows, so might departments’ dependence on the course to be available for their students at the appropriate times (particularly in structured programs like nursing). Some courses might even serve accreditation requirements. Therefore, if a course with interdisciplinary applications is proposed and approved, the department must be prepared to meet campus demand. Further, the department must communicate early and often whenever modifications to the course are being considered.
B. DROPs
- To drop a high demand course, a proposal must be submitted to the Curriculum Coordinator/Catalog Editor no later than **October 1st**. The proposal must include a timeline for notifying affected departments and a phase out schedule that reasonably accommodates student demand.
- The Curriculum Committee (when applicable) may require a one-year phase out period to allow adequate time for curricular adjustments.

C. REVISE
- Enrollment-related revisions to a high demand course must be communicated to the other areas/departments affected:
  1. Adding a registration restriction that significantly reduces the number of eligible enrollees
     a. **Example:** advertising majors only
     b. **Example:** admission to teacher education
  2. Adding a registration permission that blocks all potential enrollees
     a. **Example:** consent of instructor
     b. **Example:** consent of program director
  3. Adding a prerequisite/corequisite not required by other programs
  4. Increasing or decreasing credit hours
- The Curriculum Committee (when applicable) may postpone implementation of requested revisions to allow adequate time for curricular adjustments.

V. Program Proposals
A. Curricular Approval Process
- Consult the **Required Approvals for Curricular Changes** chart beginning on page 3 to determine the level of approval(s) required. Documentation of academic officer approval (i.e., email, memo, etc.), if required, must accompany the proposal.
- THEC Policies
  1. “New academic programs requiring Commission approval are those that differ from currently approved programs in level of degree or major offered, as reflected in the institution’s catalog and the [Commission’s academic inventory](#), subject to specified provisions.”
  2. New Graduate Certificates: Departments must complete a **THEC form A1.5A**.
     a. Classification of Instructional Programs (CIP) codes are required on THEC form A1.5A. The CIP code list is available on this [website](#).
  3. “Renaming an existing program without an essential change in the originally approved curriculum does not require Commission approval.”
  4. “A reconfiguration of existing program without an essential change in the originally approved curriculum and without a net gain in the number of programs (e.g., a consolidation of two programs into one) does not require Commission approval.”
  5. “Additions, deletions, and revisions of concentrations (options, concentrations emphases, tracks, etc.) without an essential change in the originally approved major curriculum do not require Commission approval.”
- **Graduate Certificates**
  1. When proposing a new Graduate Certificate program, please include the CIP Code in the rationale. You can look up the CIP Code on the website [National Center for Education Statistics / CIP](#).

B. ADDs
- New majors should be in all caps.
- If a major is changing its name, the proposal should reflect the old major being dropped and the new major being added.

C. DROPs
- Majors/Programs being dropped should be in all caps.
D. REVISE

- Make sure course additions, drops, and credit hour changes are reflected in the program descriptions, requirements descriptions, and/or showcases.
- Make sure the required hours for the program are correct and reflect the proposed revisions.
- If the revision is limited to minor changes, only the affected sentence or paragraph should be included. If the changes are more extensive, the entire program description may be listed and should include the “formerly” text.

VI. New Degree Program Requirement Template

A. Template for Program Entries in the Graduate Catalog

- The University of Tennessee recognizes the Graduate Catalog as the authoritative source for graduate education policy and program requirements.
- Therefore, to standardize program descriptions and requirements, a standardized format was designed to provide a clear presentation of expectations. The goals of this effort were:
  1. To adopt a uniform style across programs allowing for flexibility
  2. To facilitate the ease of locating program requirements and information
  3. A greater student focus
  4. To support the potential adoption of DARS
  5. To strive for consistency across all publications

B. Degree Template Detailed Information

- **Degree:**
  - Provide the name of the degree or other credential
  - *Examples: Master of Arts, Master of Science, Specialist in Education, Doctor of Social Work, Graduate Certificate, or Minor.*
- **Major/Minor:**
  - Provide the name of the major, minor, or graduate certificate
  - *Examples: English; Disasters, Displacement, and Human Rights; Counselor Education; Interdisciplinary Graduate Minor in Computational Science*
- **Concentrations:**
  - Provide the list of approved concentrations in the major.
  - a. If none exist, omit this section.
  - b. Add in parentheses Required or Optional
- **Campus Code:**
  - State whether the program is available via Knoxville Campus, Distance Education, Nashville, and/or UTSI campus
  - *NOTE. If some concentrations are only available with one of the campus codes, the list of concentrations and campus codes may be combined specifying the campus code for each concentration.*
- **For Graduate Certificates Only – Graduate Certificate Type:**
  - State whether the Graduate Certificate can be completed as a Stand-Alone and/or Add-On.
- **For Masters Only – Options Available:**
  - State whether a Thesis, Project, Course-only with comprehensive exams, Course-only without comprehensive exams is required by concentration (if applicable).
  - a. If students complete a portfolio as part of a course, list as a Project because the portfolio is the project (can place Portfolio in parentheses).
  - b. If the degree is something other than a master’s, omit this section.
• NOTE. If some concentrations are offered in different formats (concentration A as thesis, concentration B as project), then this section may be combined with concentration section.
  
  o Description:
    • Provide a brief description of the program. Include information as to why someone complete the program, career opportunities open to graduates, or licensures / credentials that the student can hold upon completion or can sit for licensure upon completion.
  
  o Admissions Standards/Procedures:
    • Focus on any information specific to this major (i.e., application deadlines, requirements for GRE....);
  
  o Academic Standards:
    • Only applicable when standards are more stringent than Graduate School policies.
      a. Examples: no repeating of courses, dismissal if lower than B in required courses.

C. Template Headings

Degree:
Major:
Concentrations:
Campus Code:
  Knoxville
  Distance Education
  Nashville
  UTSI
For Graduate Certificates Only – Graduate Certificate Type:
For Masters Only – Options Available (if applicable):
  Thesis
  Project
  Course-only with comprehensive exams
  Course-only without comprehensive exams
Description:
Admissions Standards/Procedures:
Academic Standards:

Information Specific to Concentration/Option (if applicable)
Concentration/Option:
Description:
Credit Hours Required:
Required Courses:
Additional Course Requirements:
Non-Course Requirements:

D. Sample Template in Acalog

  o Acalog is the online system that the Graduate Catalog is built and housed each academic year.
    Samples of each degree template in Acalog are found in the appendix of this document beginning on page 26.
    1. Appendix A: Masters with Concentrations
    2. Appendix B: Masters without Concentrations
    3. Appendix C: PhD with Concentrations
    4. Appendix D: PhD without Concentrations
    5. Appendix E: Graduate Certificate
    6. Appendix F: Minor
SAMPLE CURRICULUM PROPOSAL WITH DETAILED DIRECTIONS

COLLEGE OF XXXXXXXXXXX

All changes effective Fall 2020

I. COURSE CHANGES

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

DROP ACADEMIC DISCIPLINE AND ALL COURSES

(AGEC) Agricultural Economics

412 Agricultural Finance (3)
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

ADD NEW ACADEMIC DISCIPLINE AND COURSES

(AREC) Agricultural and Resource Economics

412 Agricultural Finance (3)
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

<table>
<thead>
<tr>
<th>Current Courses</th>
<th>Equivalent Courses Effective Fall 2020</th>
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<tr>
<td>Agricultural Economics (AGEC)</td>
<td>Agricultural and Resource Economics (AREC)</td>
</tr>
<tr>
<td>412</td>
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DEPARTMENT OF ENTOMOLOGY AND PLANT PATHOLOGY

(EPP) Entomology and Plant Pathology

ADD

EPP 512 Soilborne Plant Pathogens (3) Casual agents; host-parasite-soil environment interactions; epidemiology; Credit Restriction: Students cannot receive credit for both 512 and 612. Registration Restriction(s): Not open to PhD students.


EPP 570 Entomology and Plant Pathology Colloquium (1) Will focus on professional development and other essential topics for new graduate students, who are enrolled in a graduate program in the Department of Entomology and Plant Pathology.

Short Title: Entomogy/Plant Path Colloquium


DEPARTMENT OF GEOGRAPHY

(GEOG) Geography

ADD NEW 400-LEVEL COURSE FOR GRADUATE CREDIT OR ADD EXISTING 400-LEVEL COURSE FOR GRADUATE CREDIT

GEOG 445 Cities in a world System (3) Urban centers in developed and developing countries…. 

REVISE HOURS, DESCRIPTION AND REPEATABILITY, DELETE (DE) PREREQUISITE, ADD CONTACT HOUR DISTRIBUTION AND CREDIT RESTRICTION

GEOG 515  Topics in Quantitative Geography (4) Multivariate analysis applied to spatial and temporal problems in…. Contact Hour Distribution: 3 hours lecture and 2 hours lab per week. Repeatability: May be repeated with consent of instructor. Maximum 8 hours. Credit Restriction: Cannot receive credit for both 415 and 515.

Formerly: (2-3) Multivariate problems in geography. - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Repeatability: May be repeated. Maximum 6 hours. (DE) Prerequisite(s): 411.

Rationale: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx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6 credit hours of other electives

Additional Course Requirements:
- At least 28 credit hours of the 31 credit hours must be earned in courses numbered at, or above the 500-level
- A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement

Non-Course Requirements:
- Each student must pass a final oral examination

Concentration/Option: Agricultural Economics concentration, Project Option
Description: The project option in agricultural economics is designed to prepare students for analytical and research careers in the public and private sectors.
Credit Hours Required: 36 graduate credit hours
Required Courses:
- 12 credit hours must be in mandatory agricultural and resource economics courses
  - AREC 505 (3 credit hours of microeconomic theory)
  - AREC 524 and AREC 525 (6 credit hours quantitative methods)
  - AREC 593 (3 credit hours of non-thesis research project)
- 12 credit hours of 500-level and above in agricultural and resource economics electives selected in consultation with the major professor and/or guidance committee
  - Cannot include AREC 593
- 12 credit hours of graduate level electives approved by the student’s advisory committee
  - 6 credit hours must be in agricultural and resource economics

Additional Course Requirements:
- A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement
- At least 33 credit hours of the 36 credit hours must be earned in courses numbered at or above the 500 level.

Non-Course Requirements:
- Each student must pass a written comprehensive examination in the form of an approved written research project report integrating relevant coursework material with an approved research project.

Concentration/Option: Natural Resource Economics concentration, Thesis Option
Description: The natural resource economics concentration is designed to prepare students for analytical and research careers in the public and private sectors with emphasis on natural resource economics and to prepare students interested in entering a PhD program.
Credit Hours Required: 31 graduate credit hours
Required Courses:
- 13 credit hours must be in mandatory agricultural and resource economics courses
  - AREC 505 (3 credit hours of microeconomic theory)
  - AREC 524 and AREC 525 (6 credit hours quantitative methods)
  - AREC 570 (3 credit hours of natural resource economics)
  - AREC 520 (1 credit hour of research methods)
  - AREC 500 Thesis (6 credit hours)
- 12 credit hours of course work must come from a set of electives selected in consultation with the major professor and/or guidance committee that are designed to enhance student skills in natural resource economics and/or spatial analysis.

Additional Course Requirements:
- At least 25 credit hours of the 31 credit hours must be earned in courses numbered at or above the 500 level
- A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement

Non-Course Requirements:
- Each student must pass a final oral examination

DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT

REVISE REQUIREMENTS – BUSINESS ADMINISTRATION MAJOR – MBA, MARKETING CONCENTRATION
In the 2018-19 Graduate Catalog, remove course MARK 520 and replace with STAT 544.

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING

REVISE TEXT AND REQUIREMENTS (IN TWO AREAS) – COUNSELOR EDUCATION MAJOR, PHD

In the 2018-19 Graduate Catalog, introductory text, second paragraph, first sentence: delete first three words (The doctoral program) and replace with (The major). Text should read: The major requires advanced course work…

In the 2018-19 Graduate Catalog, under Requirements heading, revise the first sentence as follows:

Requirements
Coursework for the counselor education doctoral program includes the following.

ADD CERTIFICATE – GRIEF, LOSS, AND TRAUMA

In the 2018-19 Graduate Catalog add heading, text and requirements for new certificate: Grief, Loss, and Trauma.

Grief, Loss, and Trauma Graduate Certificate

The graduate certificate in Grief, Loss, and Trauma is intended for currently admitted graduate students


Degree: Graduate Certificate
Major: Grief, Loss, and Trauma
Campus Code: Knoxville
Graduate Certificate Type: Stand-Alone (earned terminal degree required), Add-On
Description: The graduate certificate in grief, loss, and trauma is intended for currently admitted graduate students wishing to acquire knowledge and develop skills to work with individuals who have experienced or are experiencing grief, loss, or trauma.
Admissions Standards/Procedures:
Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be admitted to the graduate school.
Academic Standards:
A minimum 3.5 GPA must be earned in all certificate courses
Credit Hours Required: 12 graduate credit hours
Required Courses:
COUN 560 (3 credit hours)
An important part of the program is COUN 560 for graduate students who participate as grief facilitators in the Grief Outreach Initiative.
COUN 480 or COUN 555 or COUN 655 (3 credit hours)
Select at least two (6 credit hours) of the following*:
COUN 551
COUN 554
COUN 562
COUN 662
COUN 665
CFS 511
CFS 562
COUN 566
*Candidates may request substitution for one of the required courses listed in this bullet; requires approval from the certificate coordinator
Additional Course Requirements: N/A
Non-Course Requirements:
All courses must be completed within five years of admission to the certificate program.

REVISE CERTIFICATE REQUIREMENTS: QUALITATIVE RESEARCH METHODS IN EDUCATION

In the 2018-19 Graduate Catalog revise the certificate requirements as follows:
1) Revise first sentence: remove 12-hour and replace with 15-hour. (The 15-hour graduate certificate in…)
2) Under requirements heading, delete current requirements and replace with the following:

SAMPLE CURRICULUM PROPOSALS WITHOUT DETAILED DIRECTIONS

COLLEGE OF XXXXXXXXXXX

All changes effective Fall 2019

I. COURSE CHANGES

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

DROP ACADEMIC DISCIPLINE AND ALL COURSES

(AGEC) Agricultural Economics

412 Agricultural Finance (3)
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

ADD NEW ACADEMIC DISCIPLINE AND COURSES

(AREC) Agricultural and Resource Economics

412 Agricultural Finance (3) Do not just list the title. Each course will be listed with its complete course description
430 Food and Agricultural Policy (3)
500 Thesis (1-15)
512 Advanced Agribusiness Finance (3)
600 Doctoral Research and Dissertation (3-15)
650 Agricultural Markets and Demand Analysis (3)

Current Courses Agricultural Economics (AGEC) | Equivalent Courses Effective Fall 2019 Agricultural and Resource Economics (AREC)
---|---
412 | 412
430 | 430
500 | 500
512 | 512
600 | 600
650 | 650


DEPARTMENT OF ENTOMOLOGY AND PLANT PATHOLOGY

(EPP) Entomology and Plant Pathology

ADD

EPP 512 Soilborne Plant Pathogens (3) Casual agents; host-parasite-soil environment interactions; epidemiology; Credit Restriction: Students cannot receive credit for both 512 and 612.
Registration Restriction(s): Not open to PhD students.


EPP 570 Entomology and Plant Pathology Colloquium (1) Will focus on professional development and other essential topics for new graduate students, who are enrolled in a graduate program in the Department of Entomology and Plant Pathology.
Short Title: Entomlgy/Plant Path Colloquium


DEPARTMENT OF GEOGRAPHY

(GEOG) Geography

ADD NEW 400-LEVEL COURSE FOR GRADUATE CREDIT OR ADD EXISTING 400-LEVEL COURSE FOR GRADUATE CREDIT

GEOG 445 Cities in a world System (3) Urban centers in developed and developing countries....

REVISE HOURS, DESCRIPTION AND REPEATABILITY, DELETE (DE) PREREQUISITE, ADD CONTACT HOUR DISTRIBUTION AND CREDIT RESTRICTION

GEOG 515  Topics in Quantitative Geography (4) Multivariate analysis applied to spatial and temporal problems in....
Contact Hour Distribution: 3 hours lecture and 2 hours lab per week.
Repeatability: May be repeated with consent of instructor. Maximum 8 hours.
Credit Restriction: Cannot receive credit for both 415 and 515.
Formerly: (2-3) Multivariate problems in geography. LIST ALL THE "FORMERLY" INFORMATION ON COURSE REVISIONS
Repeatability: May be repeated. Maximum 6 hours.
(DE) Prerequisite(s): 411.

DEPARTMENT OF SUPPLY CHAIN MANAGEMENT
(SCM) Supply Chain Management

REVISE TITLE; DROP (DE)COREQUISITE AND COMMENT; ADD (RE) PREREQUISITE

SCM 520  Manufacturing/Services Operations and Procurement (3) Introduces the processes, creation, and ....
(RE) Prerequisite(s): Business Administration 518.
Formerly: LIST/SHOW THE "FORMERLY" INFORMATION WHEN YOU REVISE A COURSE

REVISE DESCRIPTION, AND PREREQUISITE (FROM DE TO RE)

SCM 546  Logistics Operations (3) Analysis of logistics and transportation operations and management techniques ....
(RE) Prerequisite(s): Business Administration 518.
Formerly: LIST/SHOW THE "FORMERLY"

DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT STUDIES
(KNS) Kinesiology

REVISE GRADING (FROM LETTER GRADE (A-F) TO S/NC GRADING ONLY)

KNS 662  Seminar in Biomechanics (1-3)
Grading Restriction: Satisfactory/No Credit grading only.

REVISE TO ADD REGISTRATION RESTRICTION AND DROP REGISTRATION PERMISSION

KNS 534  Motor Behavior and Skill Acquisition (3)
Registration Restriction(s): Kinesiology major or concentration. Minimum student level – graduate.

DEPARTMENT OF THEORY AND PRACTICE IN TEACHER EDUCATION
(TPTE) Theory and Practice in Teacher Education

REVISE HOURS AND ADD REPEATABILITY STATEMENT

TPTE 591  Clinical Studies (3-4)
Repeatability: Not repeatable. May be taken once for 3-4 hours.

DEPARTMENT OF MECHANICAL, AEROSPACE, AND BIOMEDICAL ENGINEERING
(AE) Aerospace Engineering

DROP 400-LEVEL COURSES FOR GRADUATE CREDIT (RETAINING COURSES IN THE UNDERGRADUATE CATALOG)

AE 422  Aerodynamics (3)
AE 424  Astronautics (4)
REVISE TO ADD ANOTHER CROSS-LIST TO THE PRIMARY COURSE; AND TO ADD (DE) PREREQUISITE

NE 585  Process System Reliability and Safety (3)
Cross-listed: (Same as Chemical and Biomolecular Engineering 585 and Industrial Engineering 585.)
(DE) Prerequisite(s): Chemical and Biomolecular Engineering 483, Industrial Engr 483, Mech Engr 483, or Nuclear Engr 483.


OTHER ACTION REQUEST EXAMPLES

REVISE TO ADD VARIABLE TITLE
ADD PRIMARY CROSS-LISTED COURSE  OR  ADD PRIMARY 400-LEVEL CROSS-LISTED COURSE
DROP PRIMARY CROSS-LISTED COURSE  OR  DROP PRIMARY 400-LEVEL CROSS-LISTED COURSE
DROP SECONDARY CROSS-LISTED COURSE  OR  DROP SECONDARY 400-LEVEL CROSS-LISTED COURSE
REVISE TITLE, REPEATABILITY, AND REQUEST VARIABLE TITLE
ADD 400-LEVEL SECONDARY CROSS-LISTED COURSE FOR GRADUATE CREDIT
REVISE TO ADD CONTACT HOUR DISTRIBUTION AND RECOMMENDED BACKGROUND

600-Level courses will have the restriction: “Registration Restriction: Minimum student level – graduate.”
Law courses will have the restriction: “Registration Restriction: Law students only.”
Veterinary Medicine courses will have the restriction: “Registration Restriction: Veterinary Medicine Students only.”

II. PROGRAM CHANGES

DEPARTMENT OF AGRICULTURAL AND RESOURCE ECONOMICS

DROP THE FOLLOWING MAJOR, DEGREES, AND CONCENTRATIONS
Agricultural Economics – MS
Agribusiness concentration
Agricultural Economics concentration
Natural Resource Economics concentration
Agricultural Economics – Dual MS-MBA - Agribusiness concentration

ADD THE FOLLOWING MAJOR, DEGREES, AND CONCENTRATIONS
Agricultural and Resource Economics – MS
Agribusiness concentration
Agricultural Economics concentration
Natural Resource Economics concentration
Agricultural and Resource Economics – Dual MS-MBA - Agribusiness concentration


The approval email from the Vice President for Academic Affairs and Student Success will be inserted after the rationale.

From: Martin, Linda
Sent: Tuesday, January 16, 2018
To: Beyl, Caula Ann
Subject: RE: Approval for name change of Agricultural Economics Major

Degree: Master of Science
Major: Agricultural and Resource Economics
Concentrations: Agricultural Economics concentration, Natural Resource Economics concentration
Campus Code: Knoxville
For Masters Only – Options Available:
Thesis – Agricultural Economics, Natural Resources Economics
Project - Agricultural Economics
Description: N/A
Admissions Standards/Procedures:
To be competitive for admission to the program, applicants should have completed prerequisite courses in calculus (3 hours), statistics (6 hours), and intermediate microeconomics theory or its equivalent (3 hours).
Applicants to the MS program must have a minimum grade point average of 3.0 on a 4.0 scale in their undergraduate studies.
Applicants must submit Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores.
Academic Standards: N/A

Catherine Cox  20  Revised February 2021
Concentration/Option: Agricultural Economics concentration, Thesis Option
Description: The thesis option in agricultural economics is designed to prepare students for analytical and research careers in the public and private sectors and to prepare students interested in entering a PhD program.
Credit Hours Required: 31 graduate credit hours
Required Courses:
13 credit hours must be in mandatory agricultural and resource economics courses
   AREC 505 (3 credit hours of microeconomic theory)
   AREC 524 and AREC 525 (6 credit hours quantitative methods)
   AREC 542 or AREC 550 (3 credit hours of microeconomic applications)
   AREC 520 (1 credit hour of research methods)
   AREC 500 Thesis (6 credit hours)
12 credit hours of electives selected in consultation with the major professor and/or guidance committee
   6 credit hours must be in agricultural and resource economics
   Cannot include AREC 593
   6 credit hours of other electives
Additional Course Requirements:
At least 28 credit hours of the 31 credit hours must be earned in courses numbered at, or above the 500-level
A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement
Non-Course Requirements:
Each student must pass a final oral examination

Concentration/Option: Agricultural Economics concentration, Project Option
Description: The project option in agricultural economics is designed to prepare students for analytical and research careers in the public and private sectors.
Credit Hours Required: 36 graduate credit hours
Required Courses:
12 credit hours must be in mandatory agricultural and resource economics courses
   AREC 505 (3 credit hours of microeconomic theory)
   AREC 524 and AREC 525 (6 credit hours quantitative methods)
   AREC 593 (3 credit hours of non-thesis research project)
12 credit hours of 500-level and above in agricultural and resource economics electives selected in consultation with the major professor and/or guidance committee
   Cannot include AREC 593
12 credit hours of graduate level electives approved by the student’s advisory committee
   6 credit hours must be in agricultural and resource economics
Additional Course Requirements:
A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement
At least 33 credit hours of the 36 credit hours must be earned in courses numbered at or above the 500 level.
Non-Course Requirements:
Each student must pass a written comprehensive examination in the form of an approved written research project report integrating relevant coursework material with an approved research project.

Concentration/Option: Natural Resource Economics concentration, Thesis Option
Description: The natural resource economics concentration is designed to prepare students for analytical and research careers in the public and private sectors with emphasis on natural resource economics and to prepare students interested in entering a PhD program.
Credit Hours Required: 31 graduate credit hours
Required Courses:
13 credit hours must be in mandatory agricultural and resource economics courses
   AREC 505 (3 credit hours of microeconomic theory)
   AREC 524 and AREC 525 (6 credit hours quantitative methods)
   AREC 570 (3 credit hours of natural resource economics)
   AREC 520 (1 credit hour of research methods)
   AREC 500 Thesis (6 credit hours)
12 credit hours of course work must come from a set of electives selected in consultation with the major professor and/or guidance committee that are designed to enhance student skills in natural resource economics and/or spatial analysis.
Additional Course Requirements:
At least 25 credit hours of the 31 credit hours must be earned in courses numbered at or above the 500 level
A maximum of 3 credit hours of AREC 593 can be used to satisfy the 31 credit hour requirement
Non-Course Requirements:
Each student must pass a final oral examination
DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT

DROP CONCENTRATION – BUSINESS ADMINISTRATION MAJOR – MBA
Logistics concentration

ADD CONCENTRATION – BUSINESS ADMINISTRATION MAJOR – MBA
Supply Chain Management concentration

REVISE REQUIREMENTS – BUSINESS ADMINISTRATION MAJOR – MBA, MARKETING CONCENTRATION
In the 2018-19 Graduate Catalog, remove course MARK 520 and replace with STAT 544.

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING

REVISE TEXT AND REQUIREMENTS (IN TWO AREAS) – COUNSELOR EDUCATION MAJOR, PHD
In the 2018-19 Graduate Catalog, introductory text, second paragraph, first sentence: delete first three words (The doctoral program) and replace with (The major). Text should read: The major requires advanced course work...

In the 2018-19 Graduate Catalog, under Requirements heading, revise the first sentence as follows: Requirements

Coursework for the counselor education doctoral program includes the following.


ADD CERTIFICATE – GRIEF, LOSS, AND TRAUMA
In the 2018-19 Graduate Catalog add heading, text and requirements for new certificate: Grief, Loss, and Trauma.

Grief, Loss, and Trauma Graduate Certificate
The graduate certificate in Grief, Loss, and Trauma is intended for currently admitted graduate students


REVISE CERTIFICATE REQUIREMENTS: QUALITATIVE RESEARCH METHODS IN EDUCATION
In the 2018-19 Graduate Catalog revise the certificate requirements as follows:
1) Revise first sentence: remove 12-hour and replace with 15-hour. (The 15-hour graduate certificate in…)
2) Under requirements heading, delete current requirements and replace with the following:

DEPARTMENT OF NUTRITION

REVISE REQUIREMENTS: NUTRITION MAJOR, MS
In the 2018-19 Graduate Catalog revise thesis option course requirements as follows:
1) Remove minimum of 33 hours and replace with minimum of 39 hours.
2) Delete first 2 bullets and replace with the following 2 bullets.

COLLEGE OF SOCIAL WORK

ADD MAJOR AND DEGREE: DOCTOR OF SOCIAL WORK – SOCIAL WORK MAJOR (PENDING THEC APPROVAL)
In the 2018-19 Graduate Catalog insert text and requirements for the Doctor of Social Work (DSW) degree.

Social Work Major – Doctor of Social Work (DSW)*
*This program is pending approval from the Tennessee Higher Education Commission. Students will be admitted to the major and degree only after THEC approves the program.

The College of Social Work offers the Doctor of Social Work degree (DSW). The College of Social Work DSW program is ….


Documentation of two approvals must be included after the rationale statement:
1) The approval email from the Vice President for Academic Affairs and Student Success will be inserted.
2) The Letter of Intent must be submitted to THEC.
Option: Can either:
   1. submit copy of email (as shown below) where Letter of Intent was approved.
   2. Submit copy of letter/email where Provost approved Letter of Intent

TO: Dr. Joe DiPietro, President, The University of Tennessee  
FROM: Mike Krause (Tennessee Higher Education Commission)  
SUBJECT: Approval of the University of Tennessee, Knoxville Intent to Plan a new major and degree  
DATE: October 1, 2018
PROCEDURES AND GUIDELINES FOR REVIEWING COURSES NOT TAUGHT IN FOUR OR MORE YEARS

In September each year, the Graduate School receives a report and compiles a list of all courses under consideration for removal from the Graduate Catalog due to not having been taught for four or more years.

This list is provided to the dean in charge of academic or curricular affairs at each college. It is the responsibility of the deans to disseminate the list to their department heads, gather the requested information, and submit it to the Graduate School.

Colleges may retain courses on the list if adequate justification is provided. Responses to which the Committee has given strong consideration in the past include:

- The course is an “issues,” “readings,” or “topics” course that will be used by the college, department, or program in the future;
- A new faculty member has been hired who will teach the course in the near future;
- The course is scheduled to be taught in the next year.

The Graduate Curriculum Committee reviews the “Courses Not Taught in Four or More Years” list each year as part of the October curriculum agenda. Courses appearing on the list for the second or third time require detailed, concrete plans to offer the course in the near future.

Courses for which no justification is provided are automatically dropped, even if they are appearing on the list for the first time.

The chair of the committee may provide an organizational framework for reviewing the courses in the most efficient and effective way possible.
2020-2021 GRADUATE CURRICULUM CALENDAR

Graduate Curriculum Committee Meetings

<table>
<thead>
<tr>
<th>Curriculum Due</th>
<th>Curriculum Committee Meeting</th>
<th>Time - Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2020</td>
<td>October 15, 2019</td>
<td>3:30 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>December 1, 2020</td>
<td>January 21, 2021</td>
<td>2:00 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>(last opportunity to submit changes for 2020-2021 Graduate Catalog)</td>
<td>(Alternate snow date: 1-28-21)</td>
<td></td>
</tr>
<tr>
<td>March 25, 2021</td>
<td>April 8, 2021</td>
<td>3:30 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>(submission for effective term fall 2021)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Council Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time - Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2020</td>
<td>3:00 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>November 5, 2020</td>
<td>3:00 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>February 18, 2021</td>
<td>3:00 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>March 25, 2021</td>
<td>3:00 – 5:00 pm, Zoom</td>
</tr>
<tr>
<td>April 29, 2021</td>
<td>3:00 – 5:00 pm, Zoom</td>
</tr>
</tbody>
</table>

Faculty Senate Meeting Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time - Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 21, 2020</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, October 19, 2020</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, November 16, 2020</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, January 11, 2021</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>(if needed)</td>
<td></td>
</tr>
<tr>
<td>Monday, February 1, 2021</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, March 1, 2021</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, April 5, 2021</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
<tr>
<td>Monday, May 3, 2021</td>
<td>Zoom, begins at 3:30 pm</td>
</tr>
</tbody>
</table>
APPENDICES

Appendix A: Masters with Concentrations

University of Tennessee, Knoxville 2019-2020 Graduate Catalog

Psychology Major, MA

This program is appropriate for two types of students. The MA in Experimental Psychology is appropriate for students who wish to gain stronger background in psychology before seeking admission to a PhD program. The MA in General Psychology is appropriate for students who are currently in our clinical or counseling doctorate programs and want to earn a master's degree as part of their progress toward the doctorate.

Campus Code
Knoxville Campus

Concentrations (Required) and Option Available

Experimental Psychology — Thesis
General Psychology — Thesis

Admissions Standards/Procedures

- Any student with a BA or BS may apply to the Department of Psychology for admission to the Experimental Psychology master's program.
- Only students who are currently enrolled in one of our PhD programs should apply for the General Psychology master's program.
- All students must submit scores from the Graduate Record Examination (general).

Major Advisor and Committee

- Students must earn a grade of B or better in all courses that are to count toward the 32 credit hour total.
- Initially, the Director of Experimental Psychology will advise the student.
- As soon as possible, the student must select an advisor and obtain his or her approval for registration.
- Subsequently, the advisor and student will select two additional faculty members to comprise the student's master's committee.
- Final committee approval comes from the graduate dean, upon recommendation by the department head.

Experimental Psychology — Thesis

The Experimental Psychology MA program is designed to prepare students for entry into a PhD program. It may be appropriate for students who did not have an undergraduate psychology major or for students who wish to have a stronger background in coursework and research before applying to a doctoral program.

Credit Hours Required

32 graduate credit hours

Required Courses

- PSYC 515 (3 credit hours)
- PSYC 520 (3 credit hours)
- PSYC 547 or PSYC 546 or PSYC 547 (3 credit hours)
- PSYC 511 or PSYC 512 (3 credit hours)
- PSYC 562 or PSYC 563 (3 credit hours)
- PSYC 561 or PSYC 562 or STAT 501 or STAT 502 (6 credit hours)
- PSYC 560 (for graduate credit) or PSYC 565 or PSYC 566 (3 credit hours)
- One 600-level course (3 credit hours)
- PSYC 590 Thesis (6 credit hours)

Non-Course Requirements

General Psychology — Thesis

The MA in General Psychology is appropriate for students who are currently in our clinical or counseling doctorate programs and want to earn a master's degree as part of their progress toward the doctorate.

Credit Hours Required

32 graduate credit hours

Required Courses

- PSYC 615 (3 credit hours)
- PSYC 500 (3 credit hours)
- PSYC 547 or PSYC 566 or PSYC 547 (3 credit hours)
- PSYC 511 or PSYC 524 (3 credit hours)
- PSYC 530 or PSYC 550 (3 credit hours)
- PSYC 651 or STAT 541-STAT 512 (6 credit hours)
- PSYC 520 (for graduate credit) or PSYC 565 or PSYC 580 (3 credit hours)
- One 500-level course (3 credit hours)
- PSYC 600 Thesis (6 credit hours)

Non-Course Requirements

- Students must also propose, conduct, and successfully defend an original piece of research in the form of a master's thesis.
Appendix B: Masters without Concentrations

University of Tennessee, Knoxville

2019-2020 Graduate Catalog

Biochemistry and Cellular and Molecular Biology Major, MS

The University of Tennessee Department of Biochemistry and Cellular and Molecular Biology (BCMB) trains graduate students in the fundamentals of scientific research. The department provides an excellent graduate education with a highly diverse graduate population. The program offers: a) high-quality graduate coursework in the form of lectures, lab courses, and seminars; b) participation in high impact, fundamental research at the cutting edge of the molecular and cellular biological sciences; and c) diverse teaching opportunities with active mentoring to improve their teaching skills. The BCMB faculty is committed to fostering a strong mentoring environment for all of their students that will maximize their subsequent career opportunities in diverse career paths.

Research in BCMB covers scales from atomic to molecular to organismal and includes research on diverse experimental systems. The expertise of our faculty is varied and encompasses biochemistry, cell biology, biophysics, molecular genetics & biology, physiology and computational/mathematical biology. This diversity creates many opportunities for collaborations that span multiple disciplines. Go to the BCMB website for more information.

Option Available

Thesis

Campus Code

Knoxville Campus

Admissions Standards/Procedures

Applicants for graduate study are expected to have a background equivalent to that required of undergraduate majors in this department. This includes knowledge of the basic principles of biochemistry, molecular biology, cell biology, and genetics and physiology. Requirements for admission are:

- One year of general biology or the equivalent.
- A minimum of 8 credit hours of approved biology courses beyond the introductory level and including the subject areas of genetics, cell biology and physiology.
- Two years of chemistry including one year of general chemistry and one year of introductory organic chemistry with laboratory.
- At least one semester of biochemistry.
- One year of calculus.
- One year of physics.
- Graduate Record Examination scores.
- A minimum grade point average of 3.0 out of 4.0.
- Otherwise superior students, deficient in one or more of the above requirements, may be admitted at the discretion of the department's Graduate Admissions Committee.
- More information about graduate admissions is at the BCMB Graduate Admissions page.

Academic Standards

- Achievement of a 3.0 or better GPA in all courses taken for graduate credit.

Credit Hours Required

Minimum of 30 graduate credit hours

Required Courses

- BCMB 510
- BCMB 511
- BCMB 512
- BCMB 515

https://catalog.utk.edu/preview_program.php?catoid=27&poid=1157&returnto=3810&print
10/15/2019

Program: Biochemistry and Cellular and Molecular Biology Major, MS - University of Tennessee, Knoxville - Acatalog ACMS™

- BCMB 516 (6 credit hours)
- Completion of course requirements as determined in consultation with the mentor and the thesis committee.
- Enrollment in BCMB 601 and BCMB 609 during the entire period of residence.
- Enrollment in at least one journal club for three semesters chosen from among:
  - BCMB 605
  - BCMB 606
  - BCMB 607
  - BCMB 608
  - BCMB 609
- BCMB 500 (6 credit hours)

Non-Course Requirements

- A thesis reporting the results of original and significant research carried out during the term of candidacy.
- Passing a final oral examination which will be concerned primarily with the student's thesis.

https://catalog.utk.edu/preview_program.php?catoid=27&poid=11578&returnto=3610&print
Appendix C: PhD with Concentrations

Entomology, Plant Pathology and Nematology Major, PhD

The PhD degree is evidence of exceptional scholarly attainment and demonstrated capacity in original investigation. Requirements for the degree include courses, examinations, and a period of resident study, as well as arrangements that guarantee sustained, systematic study and superior competency in the chosen concentration. The program of study as listed by the student on the Admission to Candidacy form must be approved by the doctoral committees and the Director of Graduate Studies.

Concentrations (Required)

- Bioinformatics, Genetics, and Molecular Interactions
- Cytogenetic Biology, Ecology, and Systematics
- Sustainable Disease and Integrated Pest Management

Campus Code

Knoxville Campus

Admissions Standards/Procedures

- For admission to the Doctor of Philosophy program, applicants must meet all requirements of the Graduate School of the University of Tennessee, Knoxville, and must have completed at least 24 credit hours of biological and physical sciences at the undergraduate level.
- Applicants should submit an online application, a nonrefundable application fee, official transcripts, and official scores from the general portion of the Graduate Record Examination (GRE) to the Office of Graduate Admissions.
- International students, whose native language is not English, must submit official scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).
- The online application procedure will also direct the applicant to submit:
  - three letters of reference (and/or three Graduate Rating Forms) from persons capable of assessing the applicant’s suitability for graduate work, and
  - a statement of career goals and interests in entomology, plant pathology, or bioinformatics and genomics.
  - In the statement letter, the concentration of interest and preferred major professor should be indicated.
- Applicants are strongly encouraged to make contact with prospective major professors early in the application process.
- All materials must be submitted electronically through the Office of Graduate Admissions portal.

Academic Standards

- Students must assume responsibility for knowledge and compliance with Graduate School and department requirements in their degree program, as described in the current Graduate Catalog, and the Entomology and Plant Pathology Graduate Student Handbook, respectively for their degree program.
- A graduate student whose GPA falls below 3.00 will be placed on probation for the next academic semester. A student will be allowed to continue in the program if each semester’s grade point average is 3.00 or greater. Upon achieving a cumulative GPA of 3.00, the student will be removed from probationary status. A student must achieve a cumulative GPA of 3.00 in order to graduate.
- If research progress for the dissertation is deemed insufficient, the major advisor in consultation with the graduate committee may recommend probation with specific goals set for a specified time or termination.

Concurrent Master’s Degree

Applicants admitted to the EPPN PhD program who have a BS degree, but no thesis-based MS degree, will be required to complete an MS degree during the course of their PhD program. The student will work with their graduate advisor to submit a manuscript based on their original research to a peer-reviewed scientific journal. Following completion of requirements for an MS degree, including 24 graduate credit hours plus 6 credit hours of EPP 500, the student will complete requirements for a PhD as outlined below.

Bioinformatics, Genomics, and Molecular Interactions Concentration

https://catalog.utk.edu/preview_program.php?coid=27&poid=11817&nturn=3508&print
Credit Hours Required
- 48 graduate credit hours beyond the Master's degree, or
- 72 graduate credit hours beyond the baccalaureate degree

Required Courses
- A candidate for the doctoral degree must complete a minimum of 24 credit hours of graduate course work numbered 503 or higher beyond the master's degree.
- Candidates not having a master's degree must complete a minimum of 48 credit hours of graduate course work beyond the baccalaureate degree, 24 credit hours of which must be numbered 503 or higher.
- A minimum of 22 of the 24 credit hours, or 30 of the 48 credit hours, must be graded A-P.
- At least 9 credit hours of the student's course work must be from outside the Entomology and Plant Pathology curriculum.
- A minimum of 6 credit hours of courses numbered 601 or higher must be taken at the University of Tennessee, excluding EPP 560.
- A student with prior course work and/or experience may petition the EPP faculty for an exemption(s). An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams.

Credit Options
- EPP 570 (1 credit hour)
- EPP 560 (94 credit hours)
- EPP 562 (2 credit hours)
- EPP 560 (2 credit hours)
- EPP 562 (2 credit hours)
- EPP 560 (94 credit hours)
- Additional courses and non-course requirements below.

Organismal Biology, Ecology, and Systematics Concentration
Organismal biology, ecology, and systematics includes the study of the life history of an organism, including its interactions within communities and with the environment, as well as classification, taxonomy, and nomenclature. Topics may include biology and ecology of plant associated insects, nematodes and microbes; plant, human, and animal disease vectors; arthropods associated with humans and their structure; disease epidemiology; host-pathogen, host-parasite, and host-parasitoid interactions; biology of biological control agents; entomopathogenic bacteria, fungi, and nematodes; plant, insect, and nematode microbial symbioses; nematodes and insects as environmental bioindicators; pollinator biology and ecology; and forensic entomology.

Credit Hours Required
- 48 graduate credit hours beyond the Master's degree, or
- 72 graduate credit hours beyond the baccalaureate degree

Required Courses
- A candidate for the doctoral degree must complete a minimum of 24 credit hours of graduate course work numbered 503 or higher beyond the master's degree.
- Candidates not having a master's degree must complete a minimum of 48 credit hours of graduate course work beyond the baccalaureate degree, 24 credit hours of which must be numbered 503 or higher.
- A minimum of 22 of the 24 credit hours, or 30 of the 48 credit hours, must be graded A-P.
- At least 9 credit hours of the student's course work must be from outside the Entomology and Plant Pathology curriculum.

See Additional Courses and Non-Course Requirements below.
Sustainable Disease and Integrated Pest Management Systems Concentration

Sustainable disease and integrated pest management (SDIPM) systems provide economic means to reduce pest and disease losses while minimizing negative impacts on the environment. As the global population is expected to reach nine billion people by 2050, production systems will have to become more efficient to produce the quality and quantity of food needed to supply the world. SDIPM systems provide the solutions to positively impact food production and meet the increased global demand. SDIPM systems can also improve plant and animal health in forests, parks, landscapes and other natural systems and enhance quality of life by balancing and reducing risks from pests and pesticides in residences and other human structures. These systems incorporate many disciplines, including entomology, nematology, plant pathology, weed science, animal science, veterinary medicine, public health, and food science.

Credit Hours Required

- 48 graduate credit hours beyond the Master's degree, or
- 72 graduate credit hours beyond the baccalaureate degree

Required Courses

- A candidate for the doctoral degree must complete a minimum of 24 credit hours of graduate course work numbered 500 or higher beyond the master's degree.
- Candidates not having a master's degree must complete a minimum of 48 credit hours of graduate course work beyond the baccalaureate degree, 24 credit hours of which must be numbered 500 or higher.
- A minimum of 12 of the 24 credit hours, or 30 of the 48 credit hours, must be graded A-F.
- At least 9 credit hours of the student's course work must be from outside the Entomology and Plant Pathology curriculum.
- A minimum of 6 credit hours of courses numbered 600 or higher must be taken at the University of Tennessee, excluding EPP 603.
- A student with prior course work and/or experience may petition the EPP faculty for an exemption(s). An exemption may be granted by majority vote on the basis of documentary evidence, or written and/or oral exams.

For All Concentrations

Additional Course Requirements

- A minor is not required, but may be selected at the option of the student. A minor includes 6 (minimum) to 12 (maximum) credit hours of graduate-level credit in the minor department.

Non-Course Requirements

- The student and the major advisor will select three members to serve on the student's doctoral committee, with least two faculty from the University of Tennessee, holding the rank of assistant professor or above. The responsibility of this committee is to assist the student in planning a program of study and carrying out research, and to assure fulfillment of the degree requirements.
  - The major professor and committee members must be approved by the Dean of the Graduate School.
  - At least one member of the committee must be from outside the department.
  - If the student has a minor, one member of the committee must be a faculty member from the minor department to assist in designing courses required for the minor.
  - The doctoral committee must be formalized by the end of the second semester of graduate study.
- Research Ethics training is required, which may be achieved through CITI RCR training, as evidenced by presenting a valid CITI RCR certificate to the EPP Director of Graduate Studies or their designee.
- Environmental Health and Safety training is required. Evidence (certificates or test scores) of this training must be provided to the EPP Director of Graduate Studies or their designee.
- Computer Security Awareness training is required. Evidence (certificates or test scores) of this training must be provided to the EPP Director of Graduate Studies or their designee.
- Title IX Mandatory Reporter training is required. Evidence (certificates or test scores) of this training must be provided to the EPP Director of Graduate Studies or their designee.
- Students are expected to attend (in person or online) seminar (EPP 600) each academic semester of their PhD program.
- Satisfactory preparation of a written dissertation proposal to the student's committee is required. The dissertation proposal must be completed during the first two semesters of graduate study and before enrollment in EPP 600.
- Both written and oral sections of the comprehensive examination must be passed. Candidates will be tested on their knowledge of their proposed dissertation and related fields.
- Satisfactory preparation of a written dissertation and an oral defense to the student's doctoral committee are required.
- An oral final examination that covers the dissertation and coursework is required, and must be passed to the satisfaction of the student's doctoral committee after the dissertation has been completed.
- An oral departmental seminar presentation on the dissertation is required.
Appendix D: PhD without Concentrations
The College of Nursing will observe the following grading scale:

A = 92 - 100  4 quality points
B+ = 88 - 91  3.3 quality points
B = 83 - 87   3 quality points
C+ = 78 - 82   2.5 quality points
C = 75 - 77   2 quality points
D = 67 - 74   1 quality point
F = 66 or below 0 quality points

Credit Hours Required
From 71 to 83 graduate credit hours

Required Courses

• Required of all PhD students (71 credit hours)
  • NURS 511
  • NURS 501
  • NURS 502
  • NURS 503
  • NURS 504
  • NURS 505
  • NURS 506
  • NURS 507
  • NURS 508
  • NURS 511
  • NURS 513
  • NURS 515
  • Cognates chosen in consultation with major advisor and/or guidance committee (6 credit hours)
  • NURS 509 (24 credit hours)

• Required of all DNP to PhD Students (55 to 60 credit hours)
  • NURS 501
  • NURS 502
  • NURS 503
  • NURS 505
  • NURS 506
  • NURS 507
  • NURS 508
  • NURS 511
  • NURS 510
  • Cognates/electives chosen in consultation with major advisor and/or guidance committee (4 to 6 credit hours)
  • NURS 509 (24 credit hours)

• Requirements transferable from DNP students*
  • NURS 511
  • NURS 612
  • NURS 613
  • NURS 615
  • Cognates/electives chosen in consultation with major advisor and/or guidance committee (3 credit hours)
• *NOTE: DNP Transcripts will be evaluated to determine equivalency of courses from DNP that may be accepted for the PhD.

Additional Course Requirements
Program: Nursing Major, PhD - University of Tennessee, Knoxville - Acalog ACMS™

- Requirements for BSN to PhD students: all courses listed in Required Courses section plus 12 additional course hours
  - NURS 666
  - NURS 614
- Cognates, 6 credit hours, chosen in consultation with major advisor and/or guidance committee.
  - Possible cognate areas include, but are not limited to, anthropology (ANTH), child and family studies (CFS), psychology (PSYCH), education (EDUC), management (MGT), public health (PUBH), social work (SWK), philosophy (PHIL), and statistics (STAT).

Non-Course Requirements

- Early in the student's program, a nursing faculty advisor will be selected by the program director. The student's comprehensive examination committee consists of the faculty serving on the student's dissertation committee.
- Four faculty, holding the rank of assistant professor or above, comprise the dissertation committee, and must meet the guidelines established by the Graduate School (see the section Doctoral Degree: PhD Committee under Academic Policies and Requirements for Graduate Students). At least one member of the committee must be from an academic unit other than nursing.

https://catalog.utk.edu/preview_program.php?catoid=27&pid=11727&print
Appendix E: Graduate Certificate

University of Tennessee, Knoxville 2019-2020 Graduate Catalog

Grief, Loss, and Trauma Graduate Certificate

The graduate certificate in grief, loss, and trauma is intended for currently admitted graduate students wishing to acquire knowledge and develop skills to work with individuals who have experienced or are experiencing grief, loss, or trauma.

Campus Code
Knoxville Campus

Graduate Certificate Type
Stand-Alone (earned terminal degree required)
Add-On

Admissions Standards/Procedures
Certificate candidates must currently be admitted to a graduate program at the university or hold a terminal degree and be admitted to the graduate school.

Academic Standards
A minimum 3.5 GPA must be earned in all certificate courses.

Credit Hours Required
12 graduate credit hours

Required Courses
- COUN 560 (3 credit hours)
  - An important part of the program is COUN 560 for graduate students who participate as grief facilitators in the Grief Outreach Initiative.
- COUN 560 or COUN 569 or COUN 569 (3 credit hours)
- Select at least two (6 credit hours) of the following*
  - COUN 551
  - COUN 564
  - COUN 562
  - COUN 669
  - COUN 666
  - CPR 511
  - CPR 562
  - COUN 569

*Students may request substitution for one of the required courses listed in this bullet; requires approval from the certificate coordinator.

Non-Course Requirements
- All courses must be completed within five years of admission to the certificate program.
- Following completion of all certificate course work, applicants will submit a capstone paper by the end of the next academic semester (fall or spring) OR midterm of the semester of application for graduation, whichever is earlier.

Students in Clinical Mental Health Counseling (MS), Counseling Psychology (PhD), Counselor Education (PhD), School Counseling (MS), School Psychology (PhD), Social Work (MSSW, DSW, or PhD), or other related "helping" programs:

https://catalog.utk.edu/preview_program.php?catoid=27&pgid=11788&print
Write a maximum 12-page paper (not including title page and references; abstract not required) in current APA style in which you conceptualize a client/patient or group of clients/patients with which you have worked as a practicum student or intern or observed through shadowing a professional in your field of study. Include the following elements in your case conceptualization:

- A description of the client/patient/group members including developmental and cultural variables; if group, also include a description of the purpose and structure of group
- Your understanding of their grief-related or interconnected grief and trauma concerns (if group, focus on your understanding of the common grief-related or interconnected grief and trauma concerns of group members)
- Your work (actual or hypothetical) with this client/patient/group on their grief-related or interconnected grief and trauma concerns, through one of the following:
  - Basic or applied counseling/therapy skills
  - Counseling theory
  - Group methods
  - Child-centered play therapy
  - Family therapy
- A reflection of your growth in application and integration of grief or grief and trauma knowledge throughout your program of study and field experiences

Students in any other program:
In a maximum 12-page paper (not including title page and references; abstract not required) in APA style, compose a hypothetical case study of a person or group of people living with grief or interconnected grief and trauma. Include the following elements in your case study:

- A description of the person or group of people including developmental and cultural variables; if group, also include a description of how members of the group are connected
- Your understanding of their grief-related or interconnected grief and trauma concerns (if group, focus on your understanding of the common grief-related or interconnected grief and trauma concerns of members)
- Through your current field of study, how you might assist this person or group of people by applying:
  - Basic counseling skills
  - Child development concepts
  - Models of family stress
  - Other concepts related to certificate coursework except COUN 560
- A reflection of your growth in application and integration of grief or grief and trauma knowledge throughout your program of study

Though there is no specific required number of references, students should cite relevant literature wherever applicable. Following completion of all certificate coursework, applicants will submit the capstone paper by the end of the next academic semester (fall or spring) or midterm of the semester of application for graduation, whichever is earlier.

Contact Laura S. Wheat (lwheat@utk.edu), certificate coordinator, for complete details and requirements.
Appendix F: Minor

University of Tennessee, Knoxville 2019-2020 Graduate Catalog

Epidemiology Minor

A graduate minor in epidemiology provides the graduate student the opportunity to build a strong methodological foundation which can be applied to public health and a variety of academic programs and research areas. The minor is managed by the Department of Public Health that offers the core courses. Electives are available from the Colleges of Veterinary Medicine, Social Work, Arts and Sciences, Nursing, and the Herbert College of Agriculture.

Campus Code

Knoxville Campus

Admissions Standards/Procedures

Approval from the Department of Public Health
Average GPA of 4.00 in PUBH 530 and PUBH 560

Academic Standards

Average GPA in all courses of 3.00 or higher

Credit Hours Required

12 graduate credit hours

Required Courses

- PUBH 530 (3 credit hours)
- PUBH 540 (3 credit hours)
- PUBH 560 (3 credit hours)
- 3 credit hour elective approved by epidemiology faculty. Contact the Department of Public Health for more information.