
600 Continuous Enrollment Exemption

When to Use this Form

Doctoral students who have started taking course 600 and wish to do an internship/practicum can petition to be exempted from the Continuous Enrollment requirement for **up to three terms with maximum of 12 months at any time**. The request should describe the nature of the internship/practicum and must include justification that the internship/practicum that is integral to the program. Approval must be granted first by the student's advisor, then the Department or the Unit followed by the Graduate School. The two semesters may be separate in time or back-to-back. Students whose petition is approved need not sign up for any course work while doing the internship/practicum except international students must always check with the Center for International Education (CIE) to ensure that they remain compliant with their specific type of visa. The time limit to the degree is not extended as a result of an internship/practicum.

Instructions

1. Fill out all fields on the form, being certain to provide the dates for the exemption, a description of the internship or practicum and a justification for the exemption in the appropriate fields. The justification should show how the internship or practicum is integral to your program.
2. If you are an international student, be certain to check the box to indicate that you have checked with the Center for International Education to ensure that you are in compliance with your type of visa.
3. Acquire a letter of support from the internship/practicum site or supervisor to accompany this form. Check the box on the form that indicates that you have attached this letter.
4. Print the form and sign where indicated at the bottom of the form.
5. Get the signatures of your advisor and a representative from your department (either the Department Head or Director of Graduate Studies).
6. Deliver the form to the Graduate school, by mail or by scanning and emailing the form to **gradspec@utk.edu**.

600 Continuous Enrollment Exemption

Name: _____
Last First Middle

Student ID #: _____ Email: _____

List the dates of
the Internship/
Practicum

Description
of Internship/
Practicum

Justification for
Exemption

For International Students I have checked with CIE to ensure that I am in compliance with my visa.

A letter from the internship or practicum site/supervisor accompanies this form.

Printed Name (Student) Signature (Student) Date

Printed Name (Advisor) Signature (Advisor) Date

Printed Name (Director of Graduate Studies/Dept. Head) Signature (Director of Graduate Studies/Dept. Head) Date

To be completed by the graduate school

Dean of the Graduate School Signature Approved Denied