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# 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. Get the signatures of yourself, your advisor and a representative from your department (either the Department Head or Director of Graduate Studies), using either physical signatures (with a pen) or electronic signatures (visit the [Graduate School](#) for details on this process). To use electronic signatures, email the file to each in turn (*do not send to both at the same time*). They will send the signed file back to you to send to the next person.
5. Deliver the form to the Graduate school. If you have used electronic signatures, email the signed form to **gradspec@utk.edu**. If you have used physical signatures, you can deliver it in person, by mail or by scanning and emailing the form to **gradspec@utk.edu**.

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## Department Instructions

When you receive a form to sign by a student, sign and return it in one of the following ways:

- If the student sent a file by email that allows you to use electronic signatures, apply your signature (see the [Graduate School](#) for details on this process), and email the saved form back to the student.
- If the student sent a file that does not allow you to use an electronic signature, print it, sign it, scan it, and email it back to the student.
- If the student brought the form to you personally, simply sign with a pen and return it.

# 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*