

**THE UNIVERSITY OF TENNESSEE
OFFICE OF GRADUATE ADMISSIONS
WORK RULE REQUIREMENTS**

You have been classified as an out-of-state student at The University of Tennessee for the purpose of paying fees and tuition. However, we do offer a program for part-time students who are full-time employees in the State of Tennessee. Effective Fall 1986, the Board of Trustees of The University of Tennessee adopted the following rule:

Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

A student must meet the following requirements before he/she qualifies for this status:

1. A student must be employed on a full-time basis in the State of Tennessee. Employment may consist of one full-time position or the equivalent of full-time employment based on a combination of part-time positions in the State of Tennessee.
2. In order to have the out-of-state tuition waived, a student must submit the Graduate Application for the Work Rule and a letter of employment verification from each in-state employer to the Office of Graduate Admissions by the deadline for priority, or regular, registration. The letter from each in-state employer must include the number of hours worked per week, the date of hire, and the employer's contact information.
3. A student may take up to a **maximum of 6 credit hours per semester** in this status.
4. A student must submit a new Work Rule application and letter(s) from each in-state employer to the Office of Graduate Admissions prior to each semester he/she registers to have the out-of-state portion of his/her fees waived.
5. A student must notify the Office of Graduate Admissions of any change in employment and submit a letter of employment verification from the new employer.
6. Any student who registers under the Work Rule and later adds additional courses will be assessed out-of-state fees for the **total** hours for which he/she is registered, if more than 6 hours, and becomes ineligible to continue participation in the Work Rule Program.
7. A student may apply for in-state residency classification after three (3) semesters (does not apply to students who are domiciled in another state or international students).

If you have any questions concerning the Work Rule or your residency status, please contact Carla Poore (cpoore@utk.edu) in the Office of Graduate Admissions, 201 Student Services Building, (865) 974-3251.