Agenda

8:00–8:30
Registration and Breakfast

8:30–8:40
Dean's Opening Remarks
Dixie L. Thompson, Vice Provost and Dean of the Graduate School

8:40–9:00
Quick Updates

9:00–9:20
iThenticate
Sarah Stone & Sean Q. Hendricks, Graduate School

9:20–9:40
Professional Development
Mary Beth Browder & Kertesha Riley, Center for Career Development

9:40–10:00
Catalog Revision: The Three C's
Mary Albrecht, Graduate Catalog Working Group

10:00–10:20
Title IX
Erin Stoner, Senior Deputy Title IX Coordinator

10:20–10:40
Graduate Certificate Process
Yvonne Kilpatrick, Director, Office of Graduate Admissions

10:40–11:00
Remaining Questions
The endowed Graduate School Fellowships will soon be taking nominations from departments. The following is the timeline for the submission and review process.

**New Students**

These are students who are first-time enrollees in a graduate degree program in fall 2018.

**February 8**
Deadline for departments to nominate students and submit all materials to the Graduate School; deadline for fellowship nominees to be admitted

**February 15–March 2**
Review of Applications

**March 9**
Departments and awardees are notified; website updated

**April 15**
Final deadline for student responses

**Returning Students**

These are students who are currently enrolled in a graduate degree program and will be continuing their degree program in the 2018–2019 academic year.

**March 21**
Deadline for departments to nominate students and submit all materials to the Graduate School

**March 26–April 6**
Review of Applications

**April 11**
Departments and awardees are notified; website updated

**May 4**
Final deadline for student responses
The thesis or dissertation is the culminating experience of many graduate programs and provides a permanent record of an important scholarly accomplishment. Unfortunately, sometimes the work of others is improperly used in theses and dissertations, and the number of plagiarism allegations is growing. If plagiarism is found to exist in a thesis or dissertation after it has been accepted by the Graduate School, a number of serious outcomes, including dismissal and/or degree revocation, can result.

The Graduate School and the Graduate Council have instituted a policy to help graduate students avoid those serious consequences. The policy, stated in the Graduate Catalog, is as follows:

All theses and dissertations must be scanned with university-approved plagiarism detection software prior to thesis or dissertation defense. Major professors must confirm, at the time the thesis or dissertation is submitted to the Graduate School, that documents have been analyzed using the university-approved plagiarism detection software.

This scanning is done using iThenticate, a plagiarism detection solution, which allows documents to be scanned to detect potential plagiarism.

Getting Access to iThenticate

Signing into iThenticate is done through your NetID. Use the iThenticate login to begin the login process. If you have not logged in with your current web browser before, you will be taken to a page that asks you to select your institution. Select “University of Tennessee” and you can choose to remember your selection in the future on your current browser. Then, you’ll be taken to a UT login screen where you can provide your NetID and password to get access. Once you’ve logged in, you will be taken directly to your iThenticate account dashboard. If you have any difficulties with getting access, please contact Donna Ford (dford15@utk.edu) at the Office of Research and Engagement.

Once you have access to iThenticate, you can:

- scan a document
- view and interpret a report
- download a report
Scanning a Document

Once you’ve logged in to iThenticate, you will have the opportunity to scan a document. This may be your own work, or a document provided to you to scan.

Creating Folders

Folders are where you organize your scanned files and retrieve reports. Each folder has settings that determine how files uploaded are scanned by iThenticate. It is recommended that you do not exclude any material in your document to ensure the most complete scan, but the settings will allow you to exclude parts of your document or limit searches to specific repositories during the scan. Use the “My Folders” dialog on the left of your iThenticate screen to create and organize folders.

If you want other users to be able to view scans of a document or set of documents, you can share the folder with selected users. Create a folder for all of those scanned documents and use the “Sharing” tab to select the users you wish to have access to it.

Uploading a Document

Once you upload a document into a folder, iThenticate will begin scanning it, according to the settings on that folder. To upload a file, select “Upload a File” from the “Submit a document” menu to the right of your iThenticate screen.
You will be provided with a form to help identify your document. You’ll need to choose which folder you’re putting the document into and then provide the author’s first name, author’s last name and the title of the document.

Once you click “Choose File,” the file will upload and it iThenticate will begin scanning the file.

You can also upload multiple files from a single author by putting them all into a zip file and uploading that using “Zip File Upload” from the “Submit a document” menu.
Viewing and Interpreting a Report

Once a file has been scanned, a report will be available. This report will provide you with an overview of all potential matches that iThenticate has found when it scanned its repositories of published works. Each match is an area of the scanned document that might represent significant overlap with another published document. This is a possibility of plagiarism only, and requires that users look closely at the instance to determine if the instance is correctly cited, if the instance represents an accidental match, or if the instance needs amelioration to avoid ethical conflicts.

Viewing a Report

To view a report, view the contents of the folder where a document was scanned, and see if there is a score available. This overall score is based on the matches found in the document.

Clicking on the percentage (13% in the example above) brings up the report in the main screen.

If you’ve been asked to view an existing report that you did not scan, look at your “My Folders” menu at the top left to find the folder that has been shared with you.
Interpreting a Report

The viewer has the paper in the left portion of the screen, with a list of sources on the right that contain potential matches to investigate. You can view the match in context within the document or view the original source. For a detailed walk-through of the Document Viewer and how to view matches, visit iThenticate’s training resources (www.ithenticate.com/training).

If you are interpreting the report, but find yourself uncertain about the implication of some matches, there are resources on campus that can help you. The UT Libraries has the Scholarly Publishing Toolkit (libguides.utk.edu/scholarlypublishing), which has information on research conduct, plagiarism and copyright, among other valuable topics. If you’d like to speak with someone directly, the UT Libraries’ Subject Librarians (www.lib.utk.edu/askusnow/subject-librarians/) are available for consultation about publishing in your particular area of research. You may also contact Dr. Robert Nobles in the Office of Research Integrity.

Downloading a Report

In some instances, you may wish to download the report as a PDF. To download the report as a PDF, go to the Document Viewer for the report, as shown above. Click the printer icon in the lower left part of the screen. iThenticate will prepare the PDF and start the download process.
Units across campus that support graduate students offer workshops, training sessions, and invited speaker presentations designed to foster the professional development of our graduate students.

For a calendar of professional development events, visit the Graduate School at tiny.utk.edu/gradprofdev

## Career

**Career Conversations: Government, Law & Politics**  
10/18 @ 225 Center for Career Development  
4:00 p.m.-5:30 p.m.

**The Life Skills Series—Post College Financial Planning**  
10/24 @ 218 Humanities and Social Sciences  
5:30 p.m.-6:30 p.m.

**Life Beyond Graduate School—Transitioning to the Next Phase**  
11/9 @ 253 Hodges Library  
11:30 a.m.-1:00 p.m.

For more details on career-related events, visit the Center for Career Development (career.utk.edu).

## Research

**Electronic Systems for Proposals**  
11/07 @ A004 Blount Hall  
2:00 p.m.-3:30 p.m.

**Subawards and Subrecipient Monitoring**  
11/14 @ A004 Blount Hall  
10:00 a.m.-11:00 a.m.

**Life Cycle of Cost Share and Program Income**  
11/28 @ A004 Blount Hall  
10:00 a.m.-11:30 a.m.

For more events, details and registration, visit the Office of Research and Engagement (research.utk.edu) and the UT Libraries (www.lib.utk.edu).
Teaching

UT has joined the Center for the Integration of Research, Teaching, and Learning (CIRTL) Network. The goal of CIRTL is to improve the STEM learning of all students at every college and university, and thereby to increase the diversity in STEM fields and the STEM literacy of the nation.”

The following are some of the online offerings from CIRTL. These are already ongoing, but there will be opportunities again in the spring.

Teaching-As-Research
Creating Assessments for the STEM Classroom
The College Classroom: Teaching Inclusively
Diversity in the College Classroom
Equity in STEM for all Genders
Teaching with Technology

For more information, visit tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/ or contact Ferlin McGaskey, PhD at fmcgaske@utk.edu.
Questions

The following are questions that each college, department or program should ask about their current catalog content during the catalog revision process.

1. Does the college/department/program descriptive information reflect what and who the program, department and/or the college is today? Does it reflect the discipline and how you approach it? Is it outdated? Does it provide the detail that students - current and prospective - need?

2. Are you using clear language? Remember there are those who use that catalog for whom English is a second language. We need to make sure what we say is clearly written and not open to interpretation.

3. Is the catalog copy consistent with the department or program student handbook? Is it consistent with the department or program website? We don’t want contradictory information. We don’t want the catalog to have outdated information that differs from the student handbook or department website or even other supplemental information you provide students. Inconsistencies cause problems for students, faculty and staff.
Revision of Academic Policies and Requirements for Graduate Students

The following are some of the specific goals and standards for the catalog revision process.

• We will organize the information in the order that a student goes through graduate education - application through graduation.

• We will provide definitions of terms used. We will use terms consistently within the catalog and with the authority office (i.e., how does the Registrar use the words “term” versus “semester”).

• We will revise to conform to University Style Guide.

• We will strive for clear language.

• We will pull operational information into a separate section for faculty and staff - information that faculty need and not necessarily students.

• We will revise for consistency with information presented at other offices’ website, if the Graduate School is not the owner of the information (i.e., university policies outside the control of the Graduate School).

• We will use more links to other offices’ websites for the authoritative information.
The University of Tennessee is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from sexual misconduct, relationship violence, stalking, and retaliation.

The Office of Title IX was established in 2017 by Chancellor Beverly Davenport to provide a comprehensive community approach to the institution’s Title IX responsibility. Under the direction of the Title IX Coordinator, Title IX team members, housed in critical areas across campus, work collaboratively to educate the campus community, prevent incidents, support those in need, and address Title IX-related concerns.

For more information about the Office of Title IX, get help, or file a report, visit titleix.utk.edu.
A new graduate certificate policy was approved by the Graduate Council and has been published in the 2017-18 Graduate Catalog. This policy, in effect, changes the administrative processes associated with earning a graduate certificate. A positive outcome of this change is that departments and programs that offer graduate certificates will have a way, in both the admissions system and the student information system, to track students who are taking courses to fulfill the requirements of a graduate certificate from the time of admission to the time the certificate is awarded.

Applying for Admission

For administrative purposes, the Graduate School has classified graduate certificates into two types. Please note the definitions and subsequent steps applicants/students should take in order to apply for admission to a certificate program and to earn the certificate upon completion of the requirements.

Add-On Certificate

When a student is currently enrolled in a degree program and wants to add a graduate certificate, the process below should be followed. Students should apply for an add-on certificate prior to the completion of six-semester hours toward the certificate requirements.

Completion of the Graduate Admissions Application

Students should apply for admission to the graduate certificate program in the Graduate Admissions application portal (gradschool.utk.edu/admissions/applying-to-graduate-school/). No application fee will be assessed when currently enrolled students apply for an add-on certificate. Graduate School application deadlines are not applicable for students desiring to be admitted to a certificate program concurrent to enrollment in a degree program.

In the application, the student should select the following options:

- Currently enrolled student
- Degree seeking
- Add-on certificate
Students should ensure that they have fulfilled any admission requirements, as indicated in the online application.

**Review Process**

The application to the certificate program will be reviewed by the Office of Graduate Admissions and sent to the department review pool in ADMIT. If the department/program recommends a current student for admission to the certificate program, the admission will be finalized by the Office of Graduate Admissions, and the certificate program curriculum will be added to the student's record in Banner.

The department/program should verify the number of hours a student has completed toward the certificate. If the number of credit hours completed exceeds six, the department must indicate this in the ADMIT decision tab and provide justification for the late application for admission to the certificate program at the time they enter the recommendation decision.

*Students will be notified by e-mail when a decision letter has been placed in the application portal.*

**Stand-Alone Certificate**

First-time applicants or previously enrolled UT graduate students seeking to be admitted to a certificate program will follow the same application procedures as those seeking admission to a degree program. A $60 application fee will be assessed for new applicants and a $30 application fee will be assessed for those seeking readmission. Graduate School application deadlines are noted on the Graduate School website: gradschool.utk.edu/admissions/deadlines/.
Completing the Certificate

The following steps should be taken to signify that all requirements for the certificate have been completed and receive the certificate.

Verify Course Completion

Students must complete the Graduate Certificate Course Verification form: gradschool.utk.edu/forms-central/graduate-certificate-course-verification/, The form must be signed by both the student and the coordinator of the graduate certificate program. Submission deadline dates are posted on the Graduate School website: gradschool.utk.edu/graduation/graduation-deadlines/. This form can either be submitted as a paper copy (to the Graduate School), or it can be submitted electronically to gradcertificate@utk.edu.

Apply for Certificate Completion

Students must, also, apply to complete the certificate in MyUTK, “Apply to Graduate”. No fee will be charged for the add-on certificate. However, students completing a stand-alone certificate will be charged a $30 graduation application fee. Submission deadlines are the same as the Graduate Certificate Course Verification form.

Receiving the Certificate

For the add-on certificate, the certificate award will be placed on the transcript the same semester the degree is awarded. For the stand-alone certificate, the certificate will be awarded and placed on the transcript the semester that all program requirements are met.

The certificate completion award will be mailed to the student 2-4 weeks after graduation to the address they indicated on the Graduate Certificate Course Verification form.