
Request for Use of a Foreign Language in Preparation of the Thesis or Dissertation

When to Use this Form

The thesis or dissertation normally should be written in English. Under exceptional circumstances, another language may be used if prior approval is obtained from the Graduate School. A request to write in a language other than English should be submitted to the Dean of the Graduate School by the student's committee chair, with endorsement by the department head and dean of the college, prior to Admission to Candidacy for the degree sought. The request should include a detailed justification for the exception. In all cases, one thesis or dissertation abstract must be written in English.

Instructions for Thesis/Dissertation Committee Chair

1. Fill out fields on the form in the Request Information section.
2. Make sure you include a detailed justification for the request. If more space than that is provided, please attach a separate page to this request.
3. You can sign the form either using electronic signatures ([visit the Graduate School for instructions on the process](#)), or you can print it out and sign it with a pen.
4. If you have used an electronic signature, save the form and e-mail it to the department head for their approval.
5. Once the Department Head and Dean of College signatures are received [if you have used an electronic signature], save the form and e-mail it to the student to sign.

Instructions for Department Head

1. You can sign the form either using electronic signatures ([visit the Graduate School for instructions on the process](#)), or you can print it out and sign it with a pen.
2. If you have used an electronic signature, save the form and e-mail it to the dean of the college for their approval.

Instructions for Dean of the College

1. You can sign the form either using electronic signatures ([visit the Graduate School for instructions on the process](#)), or you can print it out and sign it with a pen.
2. If you have used an electronic signature, save the form and e-mail it to the committee chair for their approval.

Instructions for Student

1. Sign the acknowledgement statement using either electronic signatures ([visit the Graduate School for instructions on the process](#)), or you can print it out and sign it with a pen.
2. If you have used an electronic signature, save the form and e-mail it to your committee chair to submit to thesis@utk.edu for processing.

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Request Information

Student: _____
Last First Middle

Student ID #: _____ **UT Email:** _____

Degree: _____ **Major:** _____ **Graduation Date:** _____
Ex. MS, MA, PhD Ex. May 2020

Detailed Justification for Request:

If you need more space than provided, please attach a separate sheet.

Faculty Signatures

Committee Chair: _____ **Date:** _____

Department Head: _____ **Date:** _____

Dean of College: _____ **Date:** _____

Student Signature

I understand that my thesis or dissertation abstract must be written in English.

Signature: _____ **Date:** _____

To be Completed by the Graduate School

Approved: Yes No **Date Approved:** _____

Graduate School Approval Signature: _____ **Date:** _____