

CCI Graduate Student Handbook

*PhD Program & MS in C&I Program for
On-campus Concentrations*

2020-2021



College of Communication & Information
The University of Tennessee

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CCI Graduate Student Handbook

PhD Program & MS in C&I On-campus Concentrations 2020-2021

College of Communication & Information University of Tennessee

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Welcome

Welcome to graduate study in the College of Communication & Information at the University of Tennessee! The College offers two master's degrees and one doctoral degree:

- Master of Science in Communication & Information
- Master of Science in Information Sciences
- Doctor of Philosophy in Communication & Information

All three degrees combine a solid grounding in theory and methods with an understanding of key professions served by the College. CCI Graduates have gone on to successful careers in higher education, government, industry, and other business sectors.

This Handbook discusses the doctoral program and the master's program for the on-campus concentrations in the College. The Distance Education concentration in the master's program is discussed in a separate handbook. The MS in INSC is managed by the School of Information Sciences.

The College came together in its current configuration on July 1, 2003. It is made up of four schools: Advertising & Public Relations, Communication Studies, Information Sciences, and Journalism & Electronic Media. Each of the disciplines housed within these schools has a distinguished history on the University of Tennessee campus. The beneficial synergy of bringing these schools together into a single College is most apparent at the graduate level where students are encouraged to explore the diverse traditions in the College.

College Vision

Create the best college of communication and information in the world: Unified across disciplines – Grounded in integrative, collaborative, and inclusive scholarship – Centered on teaching and mentoring students from diverse backgrounds – Dedicated to professional practice and lifelong learning – Committed to service as a community of Volunteers.

With the help of the College's dedicated faculty and staff, who strive for excellence and proudly embody Volunteer values, CCI's vision corresponds to the University's VOL Vision 2020 in its pursuit of excellence and improvement of the graduate experience; recruitment and retainment of top students from diverse backgrounds; providing student research opportunities to improve academic quality; and investing in research and information infrastructure in the College.

College Mission

We are a diverse and inclusive community that creates change by inspiring our students and pursuing scholarship and engagement that make a difference. We shape socially conscious, ethical leaders who use communication and information to solve problems. We ignite the Volunteer Spirit to light the way for research, teaching, and service.

College Values

CCI is committed to diversity and fosters a sense of collegiate and social community. The culture of the College includes an emphasis on the ethical responsibilities of access to information and the exercise of freedom of expression. The College promotes new knowledge creation through research and creative activities.

CCI believes in and cultivates the following values:

- Intellectual curiosity and critical thinking
- Leadership
- Global and intercultural engagement
- Freedom of expression, independent media and democracy
- Diversity and inclusion
- Ethics, honesty and integrity
- Innovation and creativity
- Service, community responsibility and engagement
- Integration of theory, practice and knowledge
- Transdisciplinarity and relationship building

Teaching

The College serves the general education goals of increasing awareness of the importance of communication and information in the contemporary world and improving personal skills in communication, critical thinking, information analysis, and evaluation. It serves the professional goals of preparing graduate and undergraduate students for careers in the communication and information professions. It serves the academic goals of preparing students to become leaders and to pursue future academic study and research.

Class Participation

Appendix A offers a beginning strategy for students to become not just better students, but master students! As you participate in your classes, think about the 18 ideas for becoming a master student presented in this Appendix (Paul & Elder, 2003). **Appendix B** displays UT's Campus Syllabus to provide students with important information that is common to all courses at UT Knoxville, such as academic integrity and addressing disability needs. You will see this information included in your course syllabi for many of your courses.

Research and Creative Activities

The College advances knowledge in the fields of communication and information sciences by the efforts of its faculty, staff, and students who often collaborate with colleagues in other disciplines and at other institutions.

Service

The College provides its expertise to the campus, to professional disciplines, and to the public through regional, national, and international service.

Introduction

UT Graduate School Introduction

Information related to the process of graduate education is to be provided for all graduate students to serve the mission and vision of the Graduate School and preserve the integrity of graduate programs at the University of Tennessee, Knoxville. It is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated based upon Best Practices offered by the UT Council of Graduate Schools.

The College Graduate Student Handbook does not deviate from established UT Graduate School Policies. This handbook is intended to provide information about the policies and procedures of the graduate programs in the College of Communication & Information. An effort has been made to anticipate the questions that commonly occur to students during their course of study.

Information Sources

Although the purpose of this Handbook is to assist graduate students in planning their programs, **graduate students are expected to be aware of and satisfy all regulations governing their work and study at the University.** Those regulations are documented in the *UT Graduate Catalog* <https://tiny.utk.edu/grad-catalog> and *Hilltopics* <https://hilltopics.utk.edu>. Graduate students should also review the Rights and Obligations section of the Graduate School website: <https://gradschool.utk.edu/graduate-student-life/>. Nothing in the CCI Handbook supersedes the requirements stated in the *UT Graduate Catalog* or other University official publications. However, it is our hope that this document will be helpful during your graduate studies.

The College of Communication & Information website is: <http://cci.utk.edu>. This CCI handbook is available online: <https://www.cci.utk.edu/gradstudies/handbook>. Forms and guidelines are on this webpage that you will need as you progress in your graduate program.

Program Administration

The doctoral program and the master's program for the on-campus concentrations are both interdisciplinary programs that are coordinated out of the Associate Dean's office in Suite 306 of the Communication & University Extension Building. Dr. Virginia Kupritz is the Associate Dean for Academic Programs for the College and is responsible for these College-wide programs. She also serves as the Director of Graduate Studies. Margaret Taylor, Administrative Specialist III, is the person to contact for information about the programs. The telephone number for information about graduate programs is (865) 974-6651. The e-mail addresses are ginger1@utk.edu for Dr. Kupritz and mtaylor8@utk.edu for Ms. Taylor.

The master's program for the Strategic Digital Communication Distance Education concentration is coordinated out of the office of Alexis Anderson, who is the Online Program Manager. The telephone number for information about the Distance Education concentration is (865) 974-3031 and the email address is aande135@utk.edu for Ms. Anderson.

The master's program in Information Sciences is coordinated out of the School of Information Sciences office in Suite 451 of the Communications & University Extension Building. The Director of the School of Information Sciences is responsible for this program, and can be reached at sis@utk.edu. Dr. Carol Tenopir is currently the Interim Director. Ms. Tanya Arnold is the Student Services Coordinator and primary contact for information about the Information Sciences master's program. Ms. Arnold's telephone number is (865) 974-2858, and her e-mail address is tnarnold@utk.edu. *A separate handbook has been prepared for students who are in this degree program and it should be the primary guide for students studying Information Sciences at the Master's level.*

Duties and Responsibilities

Graduate programs in the College are intentionally kept relatively small and focused so that faculty and students have the opportunity to get to know each other well and to work together closely. Faculty members enjoy mentoring and working with advanced-level students.

Duties and Responsibilities of Faculty

College faculty have important responsibilities to graduate students. First, faculty as well as administrators review the applications of graduate students. After students are admitted into one of the graduate programs in the College, they will get to know the faculty because faculty members teach graduate courses, involve graduate students in research projects, and serve as advisors to help students plan their curriculum and their careers.

Faculty and School Directors also provide feedback on graduate student progress. If students are not performing satisfactorily in graduate studies, they will be informed and the Associate Dean and faculty will work with those students to help them evaluate their goals.

Duties and Responsibilities of Graduate Students

Every graduate student is expected to meet all the requirements set forth in the current *Graduate Catalog* and all the other requirements specified by the College. These are subject to change; students will be notified via UT email of major modifications in College rules and procedures. Copies of the modifications will also be available on the College website. **Students are expected to keep informed about these changes.**

The graduate student is expected to attend his/her classes and to successfully meet all the requirements of their courses. The graduate student is also strongly encouraged to participate in College activities such as the CCI Research Symposium that is held each spring. The graduate student serves on some College committees and should consider participation in professionally oriented groups. These include academic associations such as the American Library Association, the Association for Education in Journalism & Mass Communication, the International Communication Association, the National Communication Association.

Many opportunities for engagement with campus and local chapters of organizations also exist, such as the Ad Club, American Society for Information Science & Technology, the Society of Professional Journalists, Communication Studies Club, and the Public Relations Student Society of America. Another club is CCI's Diversity Student Leaders Society whose purpose of is to provide high quality educational opportunities and to promote understanding by embracing and celebrating the dimensions of diversity within each individual.

Joining CCI's Graduate Student Association (GSA) is a wonderful opportunity for students to socialize and feel connected, network, gain professional tips, and learn from each other. Both the GSA and the UT Graduate Student Senate provide an open forum for students to discuss College and University issues and matters they would like the College to address.

Student Code of Conduct for Students

All graduate students are expect to understand and follow the UT Student Code of Conduct. See <https://studentconduct.utk.edu/> for details.

Master's in Communication & Information

The master's program has an atypical structure. It is a single, interdisciplinary program comprised of on-campus concentrations that are closely aligned with School disciplinary areas in Advertising, Communication Studies, Journalism & Electronic Media, and Public Relations. Curriculums, scheduling, and advising for the concentrations are managed by the respective Schools.

Student learning expectations for the master's program are to be able to explain and apply core communication theories and/or concepts; explain and apply quantitative and/or qualitative research methods; and to be prepared to enter their chosen profession (i.e., students will be able to articulate the current state of their chosen communication profession and have the skills needed to succeed in the profession).

Admissions for M.S. in Communication and Information

Individuals interested in applying to the master's program should go to the University of Tennessee Graduate Admissions Application Online Submission site:

<https://gradschool.utk.edu/admissions/>. Information regarding the procedural steps involved in the application process as well as the required material are provided via that portal.

Applicants must meet admission requirements of the UT Graduate Council. In addition, they must submit a minimum of three reference letters and provide other application material as required by the College of Communication & Information. **Formal review of applications begins January 15.** Applicants who also want to apply for **assistantship funding** should do so by **January 15**, as preference is given to applicants whose materials are submitted by that date.

A baccalaureate degree in communication or a related field is recommended. Admission is possible with other baccalaureate degrees. However, all applicants without the appropriate background may be required to take up to 18 semester hours of pre-requisite and/or co-requisite courses.

The student indicates an intended concentration at the time of application. The student's record is reviewed by faculty from the appropriate School and the Associate Dean to identify any pre-requisite or co-requisite courses needed for that concentration. After admission to the CCI Master's program, **if the student decides to change to a different concentration before matriculation**, the student must contact the Graduate School to update his/her application. The appropriate School director (or his/her designee) responsible for the new concentration area will review the application again and determine whether the student is qualified for the new concentration. If so, the director/designee may identify additional courses needed to ensure the student is prepared for a career in the concentration area.

Minimum requirements for admission are the same as required by the Graduate School. See: <https://gradschool.utk.edu/admissions/applying-to-graduate-school/admission-requirements/>. CCI does not require applicants to the Master's program to take the GRE Exam. *There is no full-time residency requirement for completion of the master's degree.*

Master's Student Advising

All master's students are assigned an advisor from his/her area of emphasis at the time they enter the program. The advisor provides guidance regarding course selection and professional development. The advisor serves as mentor and as the student's first committee

chair. General course work for the concentration is defined and the first semester or two of course work is planned when the student enters the program.

Questions regarding academics (i.e. course selection, dropping courses mid-term, etc.) should be directed to your advisor. Course registration/permissions are controlled by the relevant schools and departments.

Once the student has identified a permanent advisor during his/her first year of study, the student should work with this advisor to schedule regular meetings and to help the student identify remaining course work and prepare the final program plan. An active student-advisor relationship is critical for making progress in the program. The student should notify the Associate Dean's office if there is a change of advisor.

The program plan should clearly show courses that the student will take to meet the degree requirements. The curriculum and planning procedures are sufficiently flexible to allow the student to plan a program of study suitable to his/her academic goals. **See Appendix C for the Program Planning form that is used to develop the program plan for the student's concentration.**

The master's student and the advisor (also known as the program chair) identify two other faculty members to serve on the student's committee, for a total of three members. This committee supervises the student's thesis or project. Two members should be from the student's school or area of emphasis, and all must hold the rank of assistant professor or higher.

The Program Planning form is due by MARCH 1 in the first year of study for the master's student. *The student must submit a completed hardcopy of this form to the Associate Dean's office by that time.*

Degree Requirements for the Master of Science in Communication & Information

The Master of Science with a major in Communication and Information is intended for students who desire careers related to a variety of communication, information, or media fields, and those who seek a deeper understanding of the role of communication and information in organizations, media, and society. Both thesis and non-thesis options are available. **Appendix D provides an overview of the steps in the process of earning the M.S. degree.**

The master's program combines a cross-disciplinary core in theory and methods with a concentrated set of courses in a primary area and elective courses. Both the thesis and non-thesis options require a minimum of 34 hours of approved graduate work. A minimum of 23 hours must be at 500 level or above. Up to nine hours of graduate credit may be accepted for transfer into the program, but these hours are subject to approval by the program advisor and the Associate Dean. Students may be required to take up to 18 hours of pre-/co-requisite courses. Full-time students with minimal pre-/co-requisite or transfer credits are typically able to finish the degree in three to four semesters.

Concentrations are typically housed within one of the schools. Students may also construct their own coherent set of courses for a concentration with the approval of the Associate Dean. These are the primary concentration areas:

- Advertising (thesis or project)
- Communication Studies (thesis or project)
- Journalism & Electronic Media – Research Track (thesis option)
- Journalism & Electronic Media – Professional Track (project option)
- Public Relations (thesis or project)

Help with Writing Skills

The Judith Anderson Herbert Writing Center offers graduate students the opportunity to have one-to-one meetings with writing consultants. The consultants offer constructive feedback designed to help with writing processes and written work-in-progress. They help graduate students with both coursework-related writing and theses and dissertations. The Center also offers freelance editing on documents for a fee. In addition to one-to-one meetings with consultants, the Center offers writing workshops each semester and collaborates with the UT Libraries, Graduate School, and the Office of Career Development. Events are posted on <https://calendar.utk.edu> and on the Herbert Writing Center's website, <https://writingcenter.utk.edu> (phone (865) 974-2611).

The University also offers a general writing course for multilingual scholars that will be offered fall 2020 on Wednesdays and Fridays (8:00-9:55 AM). For more information, contact the instructor, Laurie Knox lknox1@utk.edu, or the Interim Director, Hooman Saeli hsaeli@utk.edu:

ENGL 122- Graduate Writing for International Students (3 credit hours)

Intensive reading and writing for International graduate students, focusing on a variety of critical and rhetorical approaches to academic writing in the disciplines. Strategies for improving professional oral communication. Comprehensive review of the essential grammar for research writing.

Capstone Experience for the Master's Degree in Communication & Information

Coursework for the master's degree culminates in a capstone experience, which is a project (non-thesis option) or thesis. *Any thesis or project involving human subjects must have IRB approval prior to beginning the study.*

A **thesis** is original scholarship that systematically examines a topic in depth and contributes to our understanding of the topic in the student's field of study. It is guided by theory and sound methodology. Choosing to complete a thesis for the capstone experience is most appropriate for students who desire to develop additional research skills for a research career and/or who plan to pursue a doctoral degree in the future.

A **project** is based on the student's evaluation and analysis of a problem or situation in their field of study that is less research intensive than the thesis. It is an academic and creative undertaking that demonstrates originality and independent thinking, and appropriate form and organization. The methodology employed will vary depending on the scope of the problem or situation investigated. The project may take on numerous forms, from writing an instructional manual to creating a visual presentation. Choosing to complete a project for the capstone experience is most appropriate for students who desire to further develop competencies essential to practice and who do not want to engage in research in their future careers.

All master's students prepare a proposal for their project or thesis and are expected to present a proposal defense to the full committee. This is an opportunity for the student and committee to clearly define the study and come to an agreement about student expectations for successfully completing the capstone experience. **It is strongly recommended that students have their committees complete a Project or Thesis Proposal form to serve as evidence of the committee's approval of the proposal. (See Appendix E).**

All master's students also conduct an oral defense of the completed project or thesis. The student must submit a copy of the project or thesis to all committee members *no less than two weeks prior to the oral defense*. **Master's students schedule their defense by submitting the Schedule of Final Exam/Defense form (sample in Appendix F) to the Associate Dean's office at least 10 business days before the defense date. The defense may not proceed until this form has been submitted to the Associate Dean's office.**

Other Requirements

All students must take courses from at least two of the Schools in the College of Communication & Information and are **limited to six hours of independent study**. Up to 18 additional pre-requisite/co-requisite hours may be required for students.

Courses taken at another institution may be considered for transfer into the M.S. program as determined by the student's committee and approved by the Graduate School. (See "Transfer Credits" in the *Graduate Catalog* for limitations on transfer credit.) A course must meet these requirements to be transferred into a master's program at UT:

- Be taken for graduate credit.
- Carry a grade of B or better.
- Be part of a graduate program in which the student had a B average.
- Not have been used for a previous degree.
- Be approved by the student's committee and the Graduate School on the Admission to Candidacy form.

Courses transferred to any graduate program will not affect the minimum residence requirements for the program, nor will they be counted in determining the student's grade-point average. A maximum of 9 hours may be transferred.

Candidates for the M.S. degree have six calendar years from the time of enrollment to complete the degree. Students who change their academic unit during the six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. This policy also applies to transfer courses, which must have been completed within the six-year period prior to completion of the M.S. degree.

Ph.D. in Communication & Information

The doctoral program has an atypical structure. It is a single, interdisciplinary program that integrates knowledge across School disciplinary areas in advertising, communication studies, information sciences, journalism and electronic media, and public relations. UT Chancellor Donde Plowman emphasized that innovation and discovery often happen through such intersections of disciplines during her investiture on November 6, 2019, stating: “Industries and business leaders continue to tell us that they want a workforce with integrated knowledge and skill sets” (<https://chancellor.utk.edu/investiture/>).

The doctoral program is intended to prepare students for research, teaching, administration, and service in the fields of communication and information. The goal of the program is to prepare graduates for positions in research-intensive institutions. This preparation also enables them to work at other types of educational institutions and in industry positions.

Doctoral students develop publishable research as part of their coursework, and provide evidence of publishable research prior to taking comprehensive exams. The program offers the opportunity for students to learn how to be effective teachers and to participate in service and outreach activities.

The doctoral program strives to offer ongoing student engagement in research and/or appropriate professional practice and training experiences. At the University level, the Graduate School offers workshops, training sessions, and job fairs to graduate students that target research, teaching, and career development.

Student learning expectations for the doctoral program are to be able to explain and apply core theories within their area of concentration (i.e., advertising, communication studies, information sciences, journalism and electronic media, and/or public relations); explain and apply quantitative and/or qualitative research methods; and be productive in advancing knowledge in the communication and information fields and demonstrate an interdisciplinary approach to research.

Admissions for Ph.D. in Communication & Information

Individuals interested in applying to the College-wide doctoral program should go to the University of Tennessee Graduate Admissions Application Online Submission website: <https://gradschool.utk.edu/admissions/applying-to-graduate-school/>. Information regarding the procedural steps required in the application process and the required material can be found on this website.

Applicants to the college-wide doctoral program must meet admission requirements of the Graduate Council. In addition, they must complete the Graduate Record Examination (GRE), submit a minimum of three reference letters, and provide other application material as required by the College of Communication & Information. **Formal review of applications begins January 15.** Applicants who also want to apply for **assistantship funding** should do so by **January 15**, as preference is given to applicants whose materials are submitted by that date.

Even if funding is not sought, application materials should be submitted by January 15 to have the best chance of being considered for doctoral studies. A limited number of spaces open each fall. **All new doctoral students begin their graduate classes in the fall semester.**

The master’s degree is required for entry into the doctoral program. The admission requirements of the Graduate School can be found here: <https://gradschool.utk.edu/admissions/applying-to-graduate-school/admission-requirements/>.

These are the normal minimal requirements for admission to full potential candidate status for CCI:

- A 3.0 (4.0 system) grade-point average in undergraduate studies and a 3.0 for graduate work.
- At or above the 50th percentile in verbal, quantitative, and analytical aptitude on the Graduate Record Examination is preferred.
- The applicant's resume or C.V.
- Recommendation letters and/or rating forms from at least three former teachers or professional colleagues.
- A statement of the applicant's goals and reasons for pursuing the doctorate.
- Personal interviews with members of the Graduate Studies Committee may be required.
- Professional experience in some field of communication and/or information is a desirable criterion for admission, but is not a requirement.
- For students whose native language is not English or who have not earned a degree at an American College or University or who earned a degree at an American College or University more than 2 years ago, then the Test of English as a Foreign Language (TOEFL) is required. The exam must have been taken within the last two years. Students should show mastery of the English language. The TOEFL score must be at least 80.

Doctoral Student Advising

All doctoral students are assigned an advisor at the beginning of their first semester. The advisor provides guidance regarding course selection and professional development. The advisor serves as mentor and as the student's first committee chair. The student should work with the advisor to schedule regular meetings. An active student-advisor relationship is critical for making progress in the program.

Students in the doctoral program go through three stages of advising: First-year studies, comprehensive exam, and dissertation. Students may have the same advisor or a different advisor at each stage of advising.

Advisor for First-year Studies

The goal of assigning a first-year advisor to the new doctoral student is to match the student's stated research, teaching, and professional interests with the interests of a faculty member who can guide the student's early coursework, research activities in the program, and guidance in building a program plan. **See Appendix H for a sample of the Program Planning form that is used to develop the student's program plan.**

The student and first-year advisor develop the preliminary program plan during the first year of study that details the coursework that the student plans to take to complete program requirements. The student's program plan is reviewed by the Associate Dean and is subject to approval by the College Graduate Studies Committee. **The Program Planning form is due by MARCH 1 in the first year of study for the Ph.D. student.** *The student must submit a completed hardcopy of this form to the Associate Dean's office by that time.*

Advisor for the Comprehensive Exam (Program Chair)

The student should identify a faculty member who will serve as the program chair (advisor) by the end of the student's first year of studies. The student may have the same advisor or a different advisor during the second year of studies. As the student continues to take coursework, the program plan may need to be amended—particularly as the student more clearly

defines a secondary area. *It is the responsibility of the student and advisor to ensure that the final program plan meets all degree requirements.* In addition to course work, the student and advisor focus on identifying a dissertation topic and consider the kind of individualized readings and research in preparation for the doctoral comprehensive exam that synthesizes the student's doctoral course work and focuses on the dissertation area.

The student and program chair (advisor) typically assemble the comprehensive exam committee (full program committee) during the second year of studies. The committee must be composed of a minimum of four people. Please follow the Academic Policies & Requirements for Graduate Students as listed in the Graduate Catalog in the Doctoral Degree section at: https://catalog.utk.edu/content.php?catoid=27&navoid=3506#doc_degree. This website includes specific requirements for who may chair and/or serve on committees.

It is the responsibility of the advisor to ensure that the committee includes the diversity and expertise to properly judge the student's examination. At least one semester before taking the comprehensive exam, the student should finalize the program plan and have it approved and signed by all members of the comprehensive exam committee. **The student must submit a hard copy of this signed final program plan form to the Associate Dean's office PRIOR to scheduling the comprehensive exam. The exam will not be scheduled until this plan has been submitted.**

Students are to successfully complete the comprehensive exam *before* beginning dissertation hours. Please plan accordingly.

Advisor for the Dissertation (Dissertation Chair)

The student should identify a faculty member who will serve as the dissertation chair (advisor), upon successful completion of the comprehensive exam. The student may have the same advisor or a different advisor at this stage of advising. The student will form a dissertation committee in consultation with the dissertation chair. If the committee members are different from the comprehensive exam committee, the same criteria for the composition of the dissertation committee apply that are outlined in the Academic Policies & Requirements for Graduate Students in the Graduate Catalog as above.

The dissertation chair supervises the writing of the dissertation and the final oral defense of the dissertation. The student must submit a copy of the dissertation to all committee members *no less than two weeks prior to the oral defense*. **Students schedule the defense using the Graduate School form, and must notify the Associate Dean's office of the scheduled defense 2 weeks prior to the date so that required forms can be prepared and distributed to the committee.**

Degree Requirements for the Doctor of Philosophy in Communication & Information

A minimum of 62 credit hours of approved graduate work is required for the Ph.D. The following outline provides a general overview of the required doctoral courses and credit hours to complete the doctoral degree:

- Core Courses (17 hours minimum): CCI 605, CCI 631, CCI 635, CCI 620 (2 credits), CCI 611 or Advanced Statistics, additional CCI Doctoral Level Course.
 - CCI 611 or an advanced statistics course should be taken either in the first semester or in the third semester of doctoral studies.

- Primary Concentration Courses (12 hours minimum): 3 credit hours of ADVT 680, CMST 680, INSC 680, JREM 680, or PBRL 680. Other concentration courses are defined by the student and his/her program committee.
- Cognate Courses (9 hours minimum): Defined by the student and his/her program committee.
- Dissertation (24 hours minimum): CCI 600.

Within the combined primary concentration and cognate areas, a total of 6 credit hours must be from theory-intensive courses and a total of 6 hours must be from methods-intensive classes. Courses both inside and outside the College (including graduate-level courses in the Schools) may be identified as theory-intensive and/or method-intensive. Students may also submit courses to their program committee for consideration as theory-intensive and/or method-intensive. A list of eligible theory-intensive and methods-intensive courses housed within the College appears in **Appendix I**.

Students typically are able to complete coursework in about two full years of study and should expect to spend about a year writing the dissertation. Students may not take more than 6 hours of independent study as part of their coursework, with rare exceptions. *No transfer credits are accepted for the doctoral program.* **Appendix G provides an overview of the steps in the process of earning the Ph.D. degree.**

First-year Studies

First-year students are required to attend the College Graduate Orientation Workshop that is held prior to the beginning of fall semester, usually in August. The following outline identifies courses that full time doctoral students typically take during their first year of study:

FALL:

- CCI 605 Philosophical and Theoretical Foundations of Communication and Information (3)
- CCI 620 Professional Development Seminar (1)
- CCI 631 Quantitative Com & Info Research Methods I (3)
- Graduate Level Statistics Course (CCI 611 or advanced statistics course) or course in Concentration Area (3)

SPRING:

- CCI 635 Qualitative Com & Info Research Methods I (3)
- CCI 620 Professional Development Seminar (1)
- Theory Course in Concentration Area (3)

Students choose one of the following theory courses:

- ADVT 680 (Mass Communication Theory – cross-listed with JREM 680 and PBRL 680)
- CMST 680 (Communication Studies Theory)
- INSC 680 (Information Science Theory)
- JREM 680 (Mass Communication Theory – cross-listed with ADVT 680, PBRL 680)
- PBRL 680 (Mass Communication Theory – cross-listed with ADVT 680, JREM 680)
- Concentration Area (CCI Level) (3) or Cognate area

Curriculum Description

The core coursework is taught by faculty from across the College. Faculty actively engage in professional development and regularly update course delivery. Students are encouraged to think about knowledge creation from a disciplinary and interdisciplinary perspective. For example, CCI 605 is designed to provide the student with an overview of the philosophical presuppositions and theoretical frameworks that inform the communication and information fields. In turn, the concentration-specific doctoral theory course (ADV T 680, CMST 680, INSC 680, JREM 680, and PBRL 680) provides discipline depth by surveying the major theories and studies in the student's concentration area.

Multiple courses in the curriculum incorporate pedagogical innovations that advance student learning in communication and information. For example, using an integrative approach, CCI 651 examines the role of communication and information in the study of STEM topics; CCI 653 examines law, policy, and ethics in communication and information topics; CCI 654 examines the role of communication and information in organizational management; and CCI 655 examines international and intercultural communication and information topics, including cultural sensitivity and adaptation, development communication, and public diplomacy. The curriculum is designed to contribute to mastery of the doctoral program and the three student learner outcomes for the program.

Core Courses. Core courses help students understand the common threads across disciplinary areas in communication and information that are found in literature, theories, and methods to integrate knowledge and skill sets.

Primary Concentration Courses. Most students define their primary concentration in terms of one of the disciplines within the College (e.g., advertising, communication studies, etc.). However, students also have the option of creating concentration areas that cut across college-wide disciplines.

Cognate Courses. Cognate areas are most often a set of courses from a discipline outside the College and/or in one of the college-wide disciplinary areas. Frequent cognate areas include marketing, sociology, political science, psychology, education, etc., and some students define their cognates in a more transdisciplinary way, taking courses from across the university in broad areas.

Theory-intensive and Methods-intensive Courses. Theory-intensive courses include a significant volume of theory-based readings. These courses require students to complete assignments that strongly draw on that theory base. Methods-intensive courses provide instruction in use of one or more research methods and students employ that method in an original research project. These courses are designed to provide the student with a sound grasp of methods.

All students are required to take CCI 611 Statistical Design and Analysis for CCI Research (introduction to methods of statistical analysis of data, with an emphasis on the use and interpretation of statistics in communication and information); CCI 631 Quantitative Communication & Info Research Methods I (introduction to quantitative approaches to research in communication and information); and CCI 635 Qualitative Communication & Info Research Methods I (introduction to qualitative approaches to research in communication and information).

Students who plan to develop an expertise in quantitative research methods are required to take CCI 611 or an advanced statistics course (e.g., STATS 537) during their first semester of doctoral studies. Students who plan to develop an expertise in qualitative research methods

are required to take CCI 611 during their third semester of doctoral studies. Students who are not sure of the direction they will take in terms of research methods are encouraged to take CCI 611 or an advanced statistics course during their first semester of doctoral studies.

Help with Writing Skills

The Judith Anderson Herbert Writing Center offers graduate students the opportunity to have one-to-one meetings with writing consultants. The consultants offer constructive feedback designed to help with writing processes and written work-in-progress. They help graduate students with both coursework-related writing and theses and dissertations. The Center also offers freelance editing on documents for a fee. In addition to one-to-one meetings with consultants, the Center offers writing workshops each semester and collaborates with the UT Libraries, Graduate School, and the Office of Career Development. Events are posted on <https://calendar.utk.edu> and on the Herbert Writing Center's website <https://writingcenter.utk.edu> (phone 865-974-2611).

The University also offers a general writing course for multilingual scholars that will be offered fall 2020 on Wednesdays and Fridays (8:00-9:55 AM). For more information, contact the instructor, Laurie Knox lknox1@utk.edu, or the Interim Director, Hooman Saeli hsaeli@utk.edu.

ENGL 122- Graduate Writing for International Students (3 credit hours)

Intensive reading and writing for International graduate students, focusing on a variety of critical and rhetorical approaches to academic writing in the disciplines. Strategies for improving professional oral communication. Comprehensive review of the essential grammar for research writing.

Other Requirements

The first fall and spring semesters must be spent in residence (i.e., enrolled as a full-time student) to meet the University's residency requirement. Except in rare cases, students will meet this requirement in the first year of graduate study.

Admission to candidacy must be attained at least one full semester prior to the date the degree is to be conferred and requires successful completion of the written comprehensive exam. **At the time the Admission to Candidacy form is filed with the Graduate School, the Doctoral Committee Appointment form should also be filed with the Graduate School. Following a successful dissertation defense, the Dissertation Defense pass/fail form should be filed with the Graduate School. A hard copy of these three forms must be submitted to the Associate Dean's office.** The forms are available on the Graduate School webpage.

*Candidates for the Ph.D. degree must take comprehensive examinations within **five** years of enrollment, and all requirements must be completed within **eight** years from the time of the student's first enrollment in a doctoral degree program.*

Exams and Defense for the Ph.D. in Communication & Information

The primary purpose of the comprehensive exam is to help doctoral students synthesize what they have learned in their coursework and make application of that material to their dissertation. The exam is not intended as a "mega-exam" in which students re-hash all the material from specific classes, but rather it is an opportunity for the student to "make sense" of what he/she has learned over the course of graduate studies at the University of Tennessee.

A checklist of procedures and timelines for the comprehensive exam appears in Appendix J.

Doctoral students take the comprehensive exam at the end of coursework. In total, the exam will include at least four questions. The question areas will be determined by the comprehensive exam committee, based upon the student's program of study – including concentration and cognate areas. At least one question should incorporate a focus on theory and at least one question should incorporate a focus on research methods within these areas. At the committee's discretion, additional question(s) may be added to include professional issues or other items tailored to the student.

The comprehensive exam will be completed within a two-week time period. Contact the Associate Dean's office to schedule the exam. Students will have four hours to complete each question area. They are only allowed to bring in a one-page, non-annotated, bibliography for each question, with no restrictions on font size or spacing. The College will provide a computer for students to use to write their answers. **The College policy stipulates that students are not allowed to bring in or access additional material other than the one-page** (one side of an 8.5 x 11" sheet) **bibliography for each question; they are not allowed to bring in any computer storage medium; and they are not allowed to connect to any external sources of information during the exam.**

Faculty on the comprehensive exam committee write questions in consultation with the program chair (advisor) and other committee members. The questions are delivered to the program chair (advisor) so that he/she can send questions at least two weeks in advance of the exam to the Associate Dean. The Associate Dean will review the questions for overall consistency with program guidelines. Committee members will provide general guidance at their discretion to the student about how to prepare for the comprehensive exam.

At a minimum, a committee member should meet with the student to discuss the general framework of the question(s) the member will ask. Committee members should not ask a student questions covering material that was not presented in the student's program of study.

After the answers to the comprehensive exam questions have been distributed to committee members for review, a meeting will be held with the committee and the student, which serves as an oral defense of the written exam and also facilitates the transition to work on the dissertation. Faculty members should have a minimum of two weeks to read written responses before the oral exam defense scheduled date.

At the end of the exam's oral defense and following the successful pass/fail decision, the student typically presents a short (about three pages) overview of his/her plans for a dissertation. The student and the dissertation chair may choose to hold a separate meeting to discuss the dissertation plans instead of presenting it following the comprehensive exam defense.

A student who does not successfully complete and/or defend the written exam may be asked to repeat one or more sections of the exam. Such a retake may be scheduled no sooner than three months and must be completed within one year of first taking the comprehensive exam. Student-initiated changes to the comprehensive exam committee for the retake are not allowed, *except under extraordinary circumstances*. Such circumstances would require the student to obtain written permission from the Associate Dean.

The same College policy applies to the retake regarding use of outside sources during the exam: **Students are not allowed to bring in or access additional material other than the one-page** (one side of an 8.5 x 11" sheet) **bibliography for each question; they are not allowed to bring in any computer storage medium; and they are not allowed to connect to any external sources of information during the exam.**

If a student is not successful in writing and/or defending the exam after a second attempt they will be dismissed from the program.

Upon passing the oral defense of the comprehensive exam, the student, who is now a doctoral candidate, prepares a full proposal of the dissertation and will orally defend that proposal to their dissertation committee. A doctoral proposal typically consists of a clear statement of the problem to be addressed in the study, a discussion of previous academic work in related field(s), and a general outline of how the research will be conducted. This is an opportunity for the student and faculty members to clearly define the dissertation and come to agreement about expectations. **The Dissertation Proposal form is available to use as evidence of the committee's approval of the dissertation proposal, should the chair and student wish to use it. (See Appendix K.)** As stated earlier, students are to successfully complete comprehensive exams *before* beginning dissertation hours. Please plan accordingly.

Ph.D. Student Performance Expectations

The student evaluation process has two key benefits. First, it allows for a comprehensive review of a student's progress and enables systematic identification of successes and problems of doctoral students. Second, it prepares students for the kind of annual report/ review that they will undergo as faculty members.

First-Year Review of Ph.D. Students

The first-year doctoral student must electronically submit his/her initial program planning form by **MARCH 1** (see **Appendix H**), in addition to his/her annual report for coursework, research, and service (professional engagement) that is due **FEBRUARY 1**. A review of the academic progress of each first-year student is held at or near the end of the student's first year by the Graduate Studies Committee. A report is then sent to the student with a copy to the school director and first-year advisor.

The review is used as a diagnostic tool. It is intended to provide an early indication of the student's progress in the program, to identify the student's strengths and weaknesses, and to help the student begin to prepare for the comprehensive examination. A student whose performance is not satisfactory may be dismissed from the program.

Progression in Coursework, Research, and Service

Every doctoral student will complete an annual report each year regarding coursework, research, and service (professional engagement). **Instructions for completing the report appear in Appendix M, Section I. The report must be electronically submitted to the Associate Dean's office by FEBRUARY 1 each year.**

Each student's performance will be evaluated based upon coursework, research, and service areas. The student is determined to be in good standing if his/her performance meets or exceeds the criteria in each area. Performance expectations progress as the student moves through the program. Typical progression is as follows:

- During the first year, the student should be completing coursework with an acceptable grade point average (3.3 or higher), be participating in research, and providing at least one College service (e.g., participate in graduate student visitation day, 3MT (3 Minute Thesis), aid in recruiting new graduate students). By the end of the first year of studies, the student should identify a faculty member who will serve as the program chair (advisor) to finalize the program plan and provide further guidance. The student may have the same advisor or a different advisor during the second year of studies.
- During the second year, the student is expected to be completing coursework, making progress in preparation for the comprehensive exam, engaging in research with papers

being presented, and moving toward publication. The student should have made substantial progress toward finalizing his/her dissertation topic, identifying a committed dissertation chair, and an approved comprehensive exam/dissertation committee. The student is expected to provide at least one College service.

- During the third year, the student should be successfully completing the comprehensive exam, presenting and publishing research, and completing the dissertation. The student is expected to provide a service to the College and a service to their profession.
- A student beyond his/her third year must submit a dissertation timeline with his/her annual progress report to be approved by the student's dissertation chair and the Associate Dean. The student will remain in good standing if he/she meets each goal on the planned timeline they develop with their advisor.

Students meeting these criteria will be considered in good standing. Those who do not meet the criteria will be in poor standing. Any student who is in poor standing for three years will be dismissed from the program.

Students Funded by the College for Research and/or Teaching

All students who are funded by the College for research and/or teaching will complete an annual report each year regarding his/her research and/or teaching responsibilities. The school's director, faculty advisor, faculty involved in supervising the work of the student, and the Associate Dean review the report. **Instructions for completing the report appear in Appendix M, Section II. The report must be electronically submitted to the Associate Dean's office by FEBRUARY 1.**

If all feedback is relatively positive, a summary of the reviews may be simply given to the student and a copy will be filed in the Associate Dean's office. If improvements are needed, the student will be notified and given the opportunity to improve their teaching and/or research work. However, if the work is completely unacceptable, funding will not be renewed and the student will be relieved of the assistantship, which will be done early enough to open that position to another student.

Ph.D. Student Teaching Experience

All students are expected to obtain teaching experience. In many cases, teaching experience will be acquired formally as part of fulfilling GTA requirements. However, in cases where students are not getting formal teaching experience, in order to remain in good standing, students are expected to acquire teaching experience by completing the following requirements by the end of their third year.

- Students in ADVT, CSMT, JREM, and PBRL concentrations should observe how two different professors teach an undergraduate course each for an entire semester. Students in the INSC concentration should observe how two different professors teach a Master's course each for an entire semester. Students may not be taking the course they observe.
- Engage with the Teaching & Learning Center (e.g., acquire one-on-one coaching, take a workshop).
- Provide a total of at least three guest lectures in one or more courses.
- Report the completed teaching experience describing how each requirement was met. Include this report in the annual review to be submitted no later than the third year.

Graduate Student Registration

Registration is required of all graduate students who use University facilities and/or faculty time. Registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public. If students are working on a dissertation (course number 600), thesis (500), or project (590), they should be appropriately registered for that class. If students simply need to maintain registration, but are not actively working with a faculty member on a specific project, they should register for “use of facilities” using the 502 course number. **Doctoral students who begin taking dissertation credit hours (CCI 600) must do so continuously, including during the full summer session, until they successfully defend their dissertation.**

Information concerning registration is available on the One Stop webpage: <https://onestop.utk.edu/class-registration/>. The *Timetable of Classes* contains useful information about classes (https://bannersb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched). A registration period is scheduled during each semester for the subsequent semester. See the *Timetable Calendar* <https://registrar.utk.edu/calendar/> for details on when courses may be added and dropped. Late registration will incur late fees. <https://onestop.utk.edu/tuition-detail/>.

For a student not on an assistantship, the minimum for full-time classification is 9 semester hours. The maximum hours that can be taken without special permission is 15. For students working as a Graduate Assistant at 25 percent time, full-time study is defined as a minimum of 9 hours, and 6 credit hours is full-time for those on a 50 percent assignment.

Financial Support for Graduate Students in Communication & Information

The sections below provide information on both assistantships/associateships and scholarships. On some occasions, assistantship opportunities arise in other areas of the University.

Assistantships

The funding package for all types of assistantships and associateships typically includes tuition remission and a stipend. Students are responsible for other fees, such as the Technology Fee, etc. Graduate student employees are paid monthly. For students who are on assistantships in the fall and spring semesters, tuition fees are waived for each of those semesters as well as for summer term. Graduate Assistant/Associate positions that are classified as 9-month are positions with salaries pro-rated over 12-months for 9 months of work. 9-month position holders are not expected to work during the summer semester. Positions that are classified as 12-month usually have duties during the summer semester. 12-month positions are not pro-rated, meaning students are paid only for the months they work. If a 12-month employee does not work during the summer semester, they will not be paid until they return to work. Students should refer to their offer letter to determine how their position is classified.

Master's students who are awarded an assistantship can expect to keep the position for 2 years, subject to funding availability, if they remain in good standing. Incoming doctoral students on assistantships are guaranteed funding for three years. (The exception to this is an incoming student who has been awarded the TN Fellowship for Graduate Excellence, which guarantees four years of funding.) *In all cases students remain in good standing* and make satisfactory progress in their program for continued funding. **Applications for 4th year funding by doctoral**

students must be submitted by JANUARY 15 to the Associate Dean's office. Contact the Associate Dean's office for the appropriate form.

To remain in good standing, doctoral students holding assistantships must maintain a 3.3 GPA or higher; Master's students holding assistantships must maintain a 3.0 GPA or higher. If a GTA/GRA/GA's cumulative grade point average falls below the required GPA, that student will be placed on probation for the following semester. If the student's GPA has not increased to the required average at the end of the probationary semester, the assistantship/associateship will be revoked.

Graduate Teaching Associates

The GTA (Graduate Teaching Associate) bears extra responsibilities because he/she is part of the teaching faculty. The GTA is responsible for promptly contacting the faculty member with whom he/she will work so that the GTA can be informed of required duties and responsibilities. The GTA, who teaches his/her own class, is responsible for meeting the assigned classes and conducting the classes as effectively as possible. Grading of quizzes and papers should be completed promptly, enabling students to learn from their mistakes and the teacher's suggestions and comments. The GTA must find someone to teach the class and inform the appropriate School director and course supervisor (should one exist) of the absence, if the GTA must miss a class that he/she is teaching for some reason. *Dereliction of GTA duties will result in a revocation of the assistantship or associateship.*

Graduate Teaching Associates are usually doctoral students and are responsible for teaching one or more classes. These are classified as 9-month positions. Most are assigned to work 20 hours per week (50 percent time) on activities such as class preparation, teaching, grading, meeting with students, etc. Graduate Teaching Associates are expected to work autonomously in teaching their classes, but they are provided with guidance, draft syllabi, and other related materials from the School for which they teach or from the Associate Dean if they are teaching College-wide classes.

Graduate Teaching Assistants

Graduate Teaching Assistants (GTA) are usually Master's students, who work to support the needs of class-related activities including grading, helping with class preparation, and maintaining computer/lab facilities. They may also teach under the supervision of a faculty member. Graduate Teaching Assistant positions are normally 25 percent time (work 10 hours per week). Some teaching assistantships require summer work.

Graduate Research Assistants

Graduate Research Assistants (GRA) work on specific research projects under the supervision of a faculty member(s). Master's or doctoral students may hold these positions that are often funded with grant money and supervised through the Center for Information & Communication Studies (CICS). However, some research assistantships are also funded by the College or by one of the schools. Students work 10-20 hours (25-50 percent time) on research projects. Some research assistantships require summer work.

Student Code of Conduct for Instructors

The GTA is expected to adhere to all University regulations including meeting times, exams, and must follow academic misconduct procedures outlined in the UT *Student Code of*

Conduct when an academic penalty is given to a student in the instructor's class. The following link displays a flowchart of the steps in the academic misconduct process: <https://studentconduct.utk.edu/facultystaff/> (at the end of the "Steps for Instructors" section). The blue box in the middle of this flowchart relates to the steps that instructors must take if they assess an academic penalty to punish academic misconduct. Penalties include items such as the following:

- Reducing the grade on an assignment/quiz/test.
- Assigning a grade of zero for an assignment/quiz/test.
- A requirement to repeat the assignment/quiz/test again, or to complete an alternate assignment/quiz/test.
- Reducing a student's overall letter grade in the course.
- Assigning an overall letter grade of F for the course.

The page numbers printed on the flowchart refer to the University's code of conduct, which is found here: <https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/460805-StudentCodeOfConductBook-FINALaccessiblePAGES1.pdf>. Both of the links can be reached through the *UT Student Code of Conduct* website: <https://studentconduct.utk.edu>.

Scholarships

The College of Communication & Information also awards scholarships each year to outstanding graduate students. Details on these scholarships are available from the Associate Dean's office. Application for the College graduate scholarships is **JANUARY 15**. Decisions will be made during the spring semester. Recipients will be announced at the College's annual convocation in April.

Other Funding Sources

Loans and Work Study. Contact the Financial Aid Office for information on loans and the Federal work-study program. Graduate students who do not have an assistantship are eligible to apply for the student work-study program. Work-study is considered a form of financial aid, although it is not a loan and it is not subject to repayment.

University-wide Assistantships. The Graduate School shares University-wide openings for graduate assistantships whenever possible on their website: <https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/>.

Employment Opportunities. Knoxville has many organizations that hire communication and information professionals. Some graduate students find part-time employment in the local community. Those without professional experience are especially encouraged to gain experience through internships and/or part-time employment in communication and information-related organizations. Full-time students should not attempt to work more than 20 hours per week. Part-time students should not attempt to take more than six hours of coursework per semester.

Support of Student Travel. The College of Communication & Information encourages all graduate students to submit research papers to conferences. Whenever possible, presentations of student research work will be supported. University Travel Policies must be adhered to during all University-related travel. See: <https://finance.tennessee.edu/travel/>. Several changes to the University travel exception process have been recently implemented:

- Exceptions are required for all University-related travel out-of-state, domestic and international, for travel through September 30, 2020. The exceptions must be approved before the trip begins. *This restriction may be extended past September.*
- Do not make any University-related international travel reservations without prior approval of the exception, even for travel beyond September 30, 2020.
- The use of World Travel and the purchase of travel insurance through Cultural Insurance Services International (CISI) are now **required** for University-related international travel.

It is very important that the student speak to and gain permission from the Associate Dean's office, or to whoever is requesting travel authorization on the student's behalf, before making travel arrangements. Students may be reimbursed for virtual conference registration fees, but must receive permission beforehand. Detailed instructions for applying for College/school funding are available on this website: <https://www.cci.utk.edu/gradstudies/handbook> (Forms Section.)

Additional funding may also be available from the University's Graduate Student Travel Fund administered by the Graduate Student Senate (see <https://gss.utk.edu/> (Travel Awards section) for more information on these funds).

Changing Concentrations

A graduate student who wishes to change concentrations after matriculation must make a written request to the CCI Associate Dean for Academic Programs no later than **NOVEMBER 20** of his/her second year in the program. The request must include:

- a. The reason for the change in concentrations.
- b. A signed statement of agreement from the school director in the unit *from* which the change is requested.
- c. A signed statement of agreement from the school director in the unit *to* which the change is requested.
- d. The signature of the faculty member who agrees to serve as the academic advisor in the unit *to* which the change is requested.

If the Associate Dean approves the request, her office will forward the request to the Graduate School.

Standards, Problems, and Appeals

A Message to the Graduate Student: Research Involving Human Subjects

You will likely be conducting original research throughout your career as a graduate student. Your research must undergo a review and approval process to ensure that appropriate protections are in place, if any of the research involves human subjects.

Proposed research involving human subjects must be examined by a committee known as the Institutional Review Board (IRB). The University provides instructions and forms at <https://research.utk.edu/compliance/>. Instructions and best practices for working with the review committee in the College of Communication & Information can be found at: <http://cics.cci.utk.edu/irb-information>.

Grades

The general grading policy in the College follows that of the Graduate School of the University of Tennessee. See the *Graduate School Catalog*.

To maintain good standing in the M.S. program or the doctoral program, a student must maintain a minimum 3.0 GPA (grade-point average, scale of 4.0). However, for good progress, doctoral students are normally expected to maintain at least a 3.5 GPA.

A student who earns less than a grade of C in a required course will have his/her program terminated unless the Graduate Studies committee approves a student petition to waive the requirement of the required course and to accept a substitute course to earn the lost graduate credit. The student must earn a B or better in the approved substitute course.

A student in the College of Communication & Information whose graduate GPA is below 3.0 after the end of 9 hours of graduate credit will be placed on academic probation. A student will be allowed to continue graduate study in subsequent semesters if each semester's GPA is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status. A graduate student must achieve a cumulative GPA of 3.0 in order to graduate.

Removal of Incomplete Grades

Under extraordinary circumstances and at the discretion of the instructor, the grade of "I" (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control. The "I" must be removed within one calendar year for any graduate student enrolled in the College. The "I" will be changed to F if a supplementary grade report has not been received by the Graduate School by the end of the calendar year. The course will not be counted in the cumulative grade-point average until a final grade has been assigned. No student may graduate with an "I" on his/her record.

Academic Honesty

Academic honesty is a responsibility of all members of the academic community. An honor statement is included on the University's application for admission or readmission. The applicant's signature acknowledges that adherence is confirmed.

The applicant pledges to neither knowingly give nor receive any inappropriate assistance, including plagiarism, in his/her academic work. Violations are investigated when suspected, and violators are referred to the office of Student Conduct & Community Standards (<https://studentconduct.utk.edu/>) if academic dishonesty is established.

Student Appeals of Decisions/Actions

The student handbook, *Hilltopics* (<https://hilltopics.utk.edu/>), which covers problems of misconduct, contains statements of the expected standards of conduct and of all disciplinary regulations for students at UT. For further information on the appeals procedure, see the *Graduate Catalog*.

Appendix A – Becoming a Master Student

18 Ideas for Becoming a Master Student

Paul, R. & Elder, L. (2003). *The Thinker's Guide for Students on How to Study & Learn. A Discipline Using Critical Thinking Concepts & Tools*, 4-5. Foundation for Critical Thinking.

Idea #1: Make sure you thoroughly understand the requirements of each class, how it will be taught, and what will be expected of you. Ask questions about the grading policies and for advice on how best to prepare for class.

Idea #2: Become an active learner. Be prepared to work ideas into your thinking by active reading, writing, speaking, and listening.

Idea #3: Think of each subject you study as a form of thinking. (If you are in a history class, your goal should be to think historically; in a chemistry class to think chemically; etc.)

Idea #4: Become a questioner. Engage yourself in lectures and discussions by asking questions. If you don't ask questions, you will probably not discover what you do and do not know.

Idea #5: Look for interconnections. The content in every class is always a SYSTEM of interconnected ideas, never a random list of things to memorize. Don't memorize like a parrot. Study like a detective, always relating new learning to previous learning.

Idea #6: Think of your instructor as your coach. Think of yourself as a team member trying to practice the thinking exemplified by your instructor...

Idea #7: Think about the textbook as the thinking of the author. Your job is to think the thinking of the author. For example, role play the author frequently. Explain the main points of the text to another student, as if you were the author.

Idea #8: Consider class time as a time in which you PRACTICE thinking (within the subject) using the fundamental concepts and principles of the course. Don't sit back passively, waiting for knowledge to fall into your head like rain into a rain barrel. It won't.

Idea #9: Relate content whenever possible to issues and problems and practical situations in your life. If you can't connect it to life, you don't know it.

Idea #10: Figure out what study and learning skills you are not good at. Practice those skills whenever possible. Recognizing and correcting your weaknesses is a strength.

Idea #11: Frequently ask yourself: "Can I explain this to someone not in class?" (If not, then you haven't learned it well enough.)

Idea #12: Seek to find the key concept of the course during the first couple of class meetings. For example, in a biology course, try explaining what biology is in your own words. Then relate that definition to each segment of what you learn afterward. Fundamental ideas are the basis for all others.

Idea #13: Routinely ask questions to fill in the missing pieces in your learning. Can you elaborate further on this? Can you give an example of that? If you don't have examples, you are not connecting what you are learning to your life.

Idea #14: Test yourself before you come to class by trying to summarize, orally or in writing, the main points of the previous class meeting. If you cannot summarize main points, you haven't learned them. **Idea #15:** Learn to test your thinking using intellectual standards. "Am I being clear? Accurate? Precise? Relevant? Logical? Am I looking for what is most significant?"

Idea #16: Use writing as a way to learn by writing summaries in your own words of important points from the textbook or other reading material. Make up test questions. Write out answers to your own questions.

Idea #17: Frequently evaluate your listening. Are you actively listening for main points? Can you summarize what your instructor is saying in your own words? Can you elaborate what is meant by key terms?

Idea #18: Frequently evaluate your reading. Are you reading the text book actively? Are you asking questions as you read? Can you distinguish what you understand from what you don't?

APPENDIX B – Campus Syllabus

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that is common across courses at UT. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

Dr. John Zomchick, Provost and Senior Vice Chancellor

UNIVERSITY CIVILITY STATEMENT <http://civility.utk.edu/>

“Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, gracious-ness, cordiality, affability, amiability and courteous-ness. Civility enhances academic freedom and integrity and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus.”

EMERGENCY ALERT SYSTEM <http://safety.utk.edu/>

The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for UT Alerts. Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

ACADEMIC INTEGRITY

Each student is responsible for his/her personal integrity in academic life and for adhering to UT’s Honor Statement. The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

YOUR ROLE IN IMPROVING THE COURSE THROUGH ASSESSMENT

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

STUDENTS WITH DISABILITIES <http://sds.utk.edu>

“Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Student Disability Services (SDS) at 865-974-6087 in 100 Dunford Hall to document their eligibility for services. Student Disability Services will work with students and faculty to coordinate reasonable accommodations for students with documented disabilities.”

ACCESSIBILITY POLICY AND TRAINING <http://accessibility.utk.edu>

WELLNESS -- <http://counselingcenter.utk.edu/> and <http://wellness.utk.edu/>

The Student Counseling Center is the university’s primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. **The Center for Health Education and Wellness** manages *974-HELP*, the distressed student protocol, case management, the *Sexual Assault Response Team*, and the *Threat Assessment Task Force*.

SOCIAL DISTANCING & COVID-19 PROCEDURES

Students are required to wear face masks at all times and maintain social distancing (6 feet between individuals in traditional classrooms, or, in instructional laboratories and similar settings, only a few minutes in closer proximity when absolutely necessary to achieve learning objectives). Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home.

Instructors have the right to ask those who are not complying with these requirements to leave class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor has the right to cancel class.

Additionally, following other simple practices will promote good health in and out of the classroom, such as frequent and thorough hand washing, wiping down desks and seats with disinfectant wipes whenever possible, not sharing personal items such as pens and cell phones, and avoiding crowded hallways and other enclosed spaces.

The Volunteer Creed reminds us that we bear the torch in order to give light to others. As Volunteers, we commit to caring for one another and for the members of the communities in which we live, work, and learn. This semester, the University asks that we all demonstrate the Volunteer spirit by following these and other health guidelines and requirements.

Appendix C – Program Planning Forms for M.S.

The College of Communication & Information offers a single Master of Science in Communication & Information with multiple concentrations available to meet the needs of specific disciplines represented by the College. The office of the Associate Dean manages application to the program and management of progress through the program. However, students are advised and concentrations are primarily located in one of the schools in the College.

At this time, the College has five primary on-campus concentrations and these are managed through the Schools. While it is possible for the master's student to pursue a personalized program plan that differs from one of these concentrations, students are not encouraged to pursue such a course. Each program has enough flexibility that it should enable a student to take the required courses in a concentration and still be able to select courses that meet individual needs. The following pages provide the required program planning forms for each of the concentrations.



THE FOLLOWING FORMS ARE SAMPLES ONLY!

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON
THE CCI WEBSITE:

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Advertising Concentration – Coordinated in the School of Advertising & Public Relations

Student Name _____ Semester Entered _____

Core (7 hours)

| | Semester |
|---|-----------------|
| ____ (1) CCI 501 Orientation to Graduate Study (fall) | _____ |
| ____ (3) CCI 540 Communication Theory (fall) | _____ |
| ____ (3) ADVT 530 Adv and PR Research (spring) | _____ |

Concentration Courses (15 hours)

| | |
|--|-------|
| ____ (3) STAT 531 Survey of Statistical Methods I (fall) | _____ |
| ____ (3) ADVT 510 Advertising and Society (fall) | _____ |
| ____ (3) ADVT 520 Advertising and Communications Theory (fall) | _____ |
| ____ (3) ADVT 540 Advertising Decision Making (spring) | _____ |
| ____ (3) Related course _____ | _____ |

Elective Courses (6-9 hours)

| | |
|---|-------|
| ____ (3) (all students) _____ | _____ |
| ____ (3) (all students) _____ | _____ |
| ____ (3) (additional elective for project students) _____ | _____ |

Capstone Experience (3-6 hours)

____ (3) ADVT 590 Project (fall) or ADVT 500 Thesis (circle selection) _____

____ (3) ADVT 500 additional hours for thesis students _____

____ **Total course hours** must be no less than 34.

One course **MUST BE OUTSIDE** the School of Advertising and Public Relations, but in the College of Communication & Information. If _____

List all pre-requisite courses required at adm _____

THIS IS A SAMPLE ONLY!

To transfer graduate credits (9 maximum) from _____ taken and how they fit into the program plan _____

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON THE CCI WEBSITE:

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

Student _____ Signature: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Communication Studies Concentration – Coordinated in the School of Communication Studies

Student Name _____ Semester Entered _____

| Core (16 hours) | Semester |
|--|-----------------|
| ____ (1) CCI 501 Orientation to Graduate Study | _____ |
| ____ (3) CMST 680 Communication Theory | _____ |
| ____ (3) CMST 508 Quantitative Methods of Communication Research | _____ |
| ____ (3) CMST 509 Qualitative and Ethnographic Methods of Communication Research | _____ |
| ____ (3) CMST 520 Foundations of Interpersonal Communication Theory | _____ |
| ____ (3) CMST 550 Foundations of Organizational Communication Theory and Research | _____ |

Concentration Courses (9 hours)

Take three graduate level CMST courses to make a cohesive substantive concentration.

| | |
|---------------------|-------|
| ____ (3) CMST _____ | _____ |
| ____ (3) CMST _____ | _____ |
| ____ (3) CMST _____ | _____ |

Elective Courses (3-6 hours)

| | |
|----------------|-------|
| ____ (3) _____ | _____ |
| ____ (3) _____ | _____ |

Capstone Experience (3-6 hours)

____ (3) CMST 590 Project _____

OR

____ (3) CMST 500 Thesis _____

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at admission _____

THIS IS A SAMPLE ONLY!

To transfer graduate credits (9 maximum) from _____
 taken and how they fit into the program plan _____

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON
 THE CCI WEBSITE:

Student _____ Sig _____

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

Advisor _____ Sig _____

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
JREM Research Concentration – Coordinated in the School of
 Journalism & Electronic Media

Student Name _____

Semester Entered _____

Core (7 hours)

Semester

____ (1) CCI 501 Orientation to Graduate Study

____ (3) CCI 540 Communication Theory

____ (3) JREM 512 Mass Media Research Methods

Concentration Courses (15 hours)

____ (3) JREM 522 Seminar in Journalism Issues and Theory

____ (3) JREM 530 Mass Comm Law in a Democratic Society

____ (3) A graduate research methods class _____

____ (3) JREM elective (500-level) _____

____ (3) JREM elective _____

Elective Courses (6 hours)

____ (3) Course in College, but **OUTSIDE** JREM _____

____ (3) Additional elective _____

Thesis (6 hours)

____ (3) JREM 500 Thesis

____ (3) JREM 500 Thesis

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at admission and indicate when they were taken: _____



To transfer graduate credits (9 maximum taken and how they fit into the program p

THIS IS A SAMPLE ONLY!

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON THE CCI WEBSITE:

Student _____

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

Advisor _____

Associate Dean _____

Signature: _____

Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
JREM Professional Concentration – Coordinated in the School of Journalism & Electronic Media

Student Name _____

Semester Entered _____

Core (7 hours)

Semester

____ (1) CCI 501 Orientation to Graduate Study _____

____ (3) CCI 540 Communication Theory _____

____ (3) JREM 512 Mass Media Research Methods _____

Concentration Courses (15 hours)

____ (3) JREM 515 Advanced Reporting across the Media _____

____ (3) JREM 530 Mass Comm Law in a Democratic Society _____

____ (3) JREM elective (500-level) _____

____ (3) JREM elective _____

____ (3) JREM elective _____

Elective Courses (9 hours)

____ (3) Course in College, but **OUTSIDE** JREM _____

____ (3) Additional elective _____

____ (3) Additional elective _____

Project (3 hours)

____ (3) JREM 590 Project _____

____ **Total course hours** must be no less than 34.

List all pre-requisite courses required at ad _____

To transfer graduate credits (9 maximum) taken and how they fit into the program plan _____

THIS IS A SAMPLE ONLY!

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON THE CCI WEBSITE:

Student _____ §

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL)

Advisor _____ §

Associate Dean _____

Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Public Relations Concentration – Coordinated in the School of Advertising & Public Relations

Student Name _____ Semester Entered _____

| | |
|---|-----------------|
| Core (7 hours) | Semester |
| ____ (1) CCI 501 Orientation to Graduate Study (fall) | _____ |
| ____ (3) CCI 540 Communication Theory (fall) | _____ |
| ____ (3) ADVT 530 Adv and PR Research (spring) | _____ |

| | |
|--|-------|
| Concentration Courses (15 hours) | |
| ____ (3) STAT 531 Survey of Statistical Methods I (fall) | _____ |
| ____ (3) PBRL 540 Public Relations Management (fall) | _____ |
| ____ (3) PBRL 550 Public Relations Strategies (spring) | _____ |
| ____ (3) At least one more grad PBRL class (470, 490, 525, or 516) | _____ |
| ____ (3) Related course _____ | _____ |

| | |
|---|-------|
| Elective Courses (6-9 hours) | |
| ____ (3) (all students) _____ | _____ |
| ____ (3) (all students) _____ | _____ |
| ____ (3) (additional elective for project students) _____ | _____ |

| | |
|---|-------|
| Capstone Experience (3-6 hours) (circle selection) | |
| ____ (3) PBRL 590 Project (fall) or PBRL 500 Thesis | _____ |
| ____ (3) PBRL 500 additional hours for thesis students | _____ |

____ **Total course hours** must be no less than 34.

One course **MUST BE OUTSIDE** the School of Advertising and Public Relations, but in the College of Communication & Information. Identify that course: _____

List all pre-requisite courses required at ad _____

THIS IS A SAMPLE ONLY!

To transfer graduate credits (9 maximum) f taken and how they fit into the program pla PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON THE CCI WEBSITE:

Student _____ S [HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

Advisor _____ S

Associate Dean _____ Signature: _____ Date: _____

 Distribution: Advisor - one copy; Student - one copy; Student’s file - one copy. When Thesis/Project Committee is selected, student should file Master’s Degree “Admission to Candidacy” Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean’s office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
Personalized Concentration

Students who wish to develop a personalized concentration must identify a faculty advisor and develop a cohesive program plan. This option is only for rare occasions when the flexible concentrations defined by the College do not meet a very specific graduate study goal.

Student Name _____ Semester Entered _____

| | |
|---|-----------------|
| Core (7 hours) | Semester |
| ____ (1) CCI 501 Orientation to Graduate Study | _____ |
| ____ (3) CCI 540 Communication Theory | _____ |
| ____ (3) One of: ADVT 530, CMST 505, INSC 540, JREM 512 | _____ |

Concentration Courses (15 hours)

____ (3) _____

____ (3) _____ **THIS IS A SAMPLE ONLY!**

____ (3) _____

____ (3) _____ **PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON**

____ (3) _____ **THE CCI WEBSITE:**

Elective Courses (6-9 hours)

____ (3) (all students) _____ [HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

____ (3) (all students) _____

____ (3) (additional elective for project students) _____

Capstone Experience (3-6 hours)

____ (3) Project (590) or Thesis (500) in appropriate school _____

____ (3) Additional hours for thesis students in appropriate 500 _____

____ **Total course hours** must be no less than 34.

Courses must come from **AT LEAST TWO SCHOOLS** in the College. Identify schools:

List all pre-requisite courses required at admission and indicate when they were taken:

To transfer graduate credits (9 maximum) from another program, indicate where courses were taken and how they fit into the program plan above: _____

| | | |
|----------------------|------------------|-------------|
| Student _____ | Signature: _____ | Date: _____ |
| Advisor _____ | Signature: _____ | Date: _____ |
| Associate Dean _____ | Signature: _____ | Date: _____ |

 Distribution: Advisor - one copy; Student - one copy; Student's file - one copy. When Thesis/Project Committee is selected, student should file Master's Degree "Admission to Candidacy" Application with The Graduate School one semester before graduation. Signature of the Associate Dean (as the Graduate Program Director) is required on the Admission to Candidacy form and a hard copy of the form is to be filed in the Associate Dean's office.

Appendix D – Steps in the M.S. Program

The following list summarizes the primary steps in the process of earning a Master of Science in Communication & Information in the College of Communication & Information at the University of Tennessee. It does not substitute for the full details provided in this Handbook or other official University publications.

- Meet with first-year studies advisor on a regular basis.
- Take required first-year courses:
 - CCI 501 Orientation to Graduate studies (fall semester).
 - CCI 540 Communication Theory (fall semester).
 - Research class designated for your concentration – some are in the fall, some in spring.
- All graduate students applying for College graduate scholarships must apply by **JANUARY 15**. Details on these scholarships are available from the Associate Dean's office.
- The following steps should be taken by **MARCH 1** of the first year:
 - Confirm your program advisor (chairperson), who may be the same or different from your first-year studies advisor; who must be a faculty member at the level of assistant professor or higher; and who must agree to serve as your program chair.
 - Submit the Program Planning form to the Associate Dean's office.
 - The full program committee does not need to sign the program planning form for the first year, but you should begin identifying two additional faculty members for your committee as soon as reasonably possible. They will need to be familiar with your program and your project/thesis topic.

Students Pursuing a Thesis:

- Follow all instructions on the Graduate School webpage for the Master's degree: <https://gradschool.utk.edu/graduation/steps-to-graduation/>
- File the Admission to Candidacy form with the Graduate School one semester prior to expected graduation and pay graduation fees. Be sure to submit a hard copy of this form to the Associate Dean's office.
- Enroll in the 500 (Thesis) course in appropriate area of concentrated study.
- Prepare a preliminary thesis proposal and distribute to all committee members *no less than two weeks prior to the proposal meeting*.
- Hold thesis proposal meeting and gain committee approval on your proposal.
- Ask committee members to complete a "Project or Thesis Proposal" form (see **Appendix E**) to serve as evidence of the committee's approval of the proposal. This is optional, but strongly recommended.
- Conduct thesis study.
- Deliver final draft of thesis to committee members *no less than two weeks prior to the oral defense*.
- Submit the "Schedule of Final Examination/Defense of Master's Thesis or Project" form to the Associate Dean's office at least 10 business days before the defense date. (See **Appendix F**.) **The defense may not proceed until this form has been submitted to the Associate Dean's office.**

- Participate in Oral defense of thesis; make corrections as required by committee.
- Check final draft with thesis consultant in the Graduate School.
- Get committee signatures on the thesis approval form.
- The final version of the electronic thesis needs to be uploaded into TRACE (see the Graduate School Thesis Consultant for guidelines on doing so.) Deliver one hardcopy of thesis to your chair and one to the Associate Dean's office for College archives.

Students Pursuing a Project (non-thesis):

- Follow all instructions on the Graduate School webpage for the Master's Non-Thesis degree: <https://gradschool.utk.edu/graduation/steps-to-graduation/>
- File the Admission to Candidacy form with the Graduate School one semester prior to expected graduation and pay graduation fees. Be sure to submit a hard copy of this form to the Associate Dean's office.
- Enroll in the 590 (Project) course in appropriate area of concentrated study.
- Prepare a preliminary project proposal and distribute to all committee members *no less than two weeks prior to the proposal meeting*.
- Ask committee members to complete a "Project or Thesis Proposal" form (see **Appendix E**) to serve as evidence of the committee's approval of the proposal. This is optional, but strongly recommended.
- Conduct project study.
- Deliver final draft of project to committee members no less than two weeks before the examination.
- Submit the "Schedule of Final Examination/Defense of Master's Thesis or Project" form to the Associate Dean's office at least 10 business days before the defense date. (See **Appendix F.**) **The defense may not proceed until this form has been submitted to the Associate Dean's office.**
- Participate in Oral defense of project; make corrections as required by committee.
- Get committee signatures on the thesis approval form.
- Deliver one copy of final project to committee members.

Appendix E.1 – Thesis Proposal Form

College of Communication & Information Master's Thesis Proposal Form

We, the project committee of (student) _____
have received the project proposal and participated in the student's oral review of the
proposal on (date) _____. We consider it satisfactory, subject to the
changes as noted below*.

Committee Signatures

| Date | Committee Member Printed Name | Signature (Approved as-is) | Signature (Approved with Changes) |
|-------|----------------------------------|-------------------------------|--------------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

*Note required changes on separate sheet and attach to all copies.

Distribution: 1 copy: Each member of the committee and the student

Appendix E.2 – Project Proposal Form

College of Communication & Information Master's Project Proposal Form

We, the project committee of (student) _____
have received the project proposal and participated in the student's oral review of the
proposal on (date) _____. We consider it satisfactory, subject to the
changes as noted below*.

Committee Signatures

| Date | Committee Member Printed Name | Signature (Approved as-is) | Signature (Approved with Changes) |
|-------|----------------------------------|-------------------------------|--------------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

*Note required changes on separate sheet and attach to all copies.

Distribution: 1 copy: Each member of the committee and the student

Appendix F – Schedule of Final Exam

Schedule of Final Examination/Defense of Master's Thesis or Project

So that forms for the committee can be prepared for the final exam/defense, please submit this completed form to the Associate Dean's office at least **10 business days before** the date of the exam/defense.

No signatures are required. All fields must be filled. This is an interactive form – **all entries must be typed.** The form may be submitted in person to 306 Communications, or emailed as an attachment to ccigradinfo@utk.edu.

Student Name: _____ Student ID: _____

Concentration: ADVT CMST JREM PBRL

Expected Graduation Term and Year: _____
(Remember to apply to graduate the semester prior to graduation.)

Select One: Student will be defending a: Thesis Project

Title of Thesis or Project: _____

Date and Location of Final Examination: _____
Date: _____ Time: _____
Building: _____ Room: _____

THIS IS A SAMPLE ONLY!

PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON
THE CCI WEBSITE:

[HTTPS://CCI.UTK.EDU/GRADUATE-FORM-CENTRAL](https://cci.utk.edu/graduate-form-central)

Committee Chairperson (Advisor): _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Appendix G – Steps in the Ph.D. Program

The following list summarizes the primary steps in the process of earning a Doctor of Philosophy in Communication & Information in the College of Communication & Information at the University of Tennessee. It does not substitute for the full details provided in the program plan or other official University publications.

- August of the first year – attend Graduate Student Orientation workshop.
- Take required first-year courses.
- **JANUARY 15.** Third year students requesting 4th year funding must apply by this date.
- All graduate students applying for College graduate scholarships must submit their application by **JANUARY 15.** Details on these scholarships are available from the Associate Dean's office.
- **FEBRUARY 1.** Electronically submit your annual report due each year to the Associate Dean's office. All students must complete Section I. All students who are funded by the College for research and/or teaching must also complete Section II each year. (See Appendix H.)
- Submit research work for presentation at a conference and/or publication in a journal. This should be an ongoing process throughout your program – think of every class paper as a potential conference paper.
- **MARCH 1** for first year students – complete preliminary program plan and obtain approvals from first-year advisor and Associate Dean. (See Appendix D.)
- Spring of first year – College Graduate Studies Committee performs first-year review.
- Start of second year – identify a program chair (may be same or different from first-year advisor).
- Assemble a comprehensive exam committee (full program committee) and complete the final program planning form no later than the end of the second year.
- As you near the end of coursework, work with your program chair (advisor) and other members of your committee to define the areas of your comprehensive exam and begin preparing for the exam.
- As you near the end of coursework you should also begin to define your dissertation topic.
- After completion of coursework, schedule to take the comprehensive exam. (The exam must be taken within five years of enrollment.) **You must submit a hard copy of the signed final program plan form to the Associate Dean's office PRIOR to scheduling the comprehensive exam. The exam will not be scheduled until this plan has been submitted.**
- Write a brief overview (about 3 pages) of your planned dissertation topic.
- Two weeks after answers to the written exam questions are distributed to the program committee, meet with the committee for an oral defense of the comprehensive exam and a discussion of your dissertation topic. (Some committees want you discuss your dissertation topic at this time; other committees allow the student to wait until a later date.)
- File Admission to Candidacy form with the Graduate School immediately after successful completion of comprehensive examination – no later than a semester prior to intended graduation. **The College Associate Dean's signature (as the graduate program director) is required and a hard copy must be provided to the Associate Dean's office.**
- After successfully completing the comprehensive exam, begin registering for CCI 600. **Once begun, Doctoral students must consecutively register for CCI 600**, for at least 3 hours per semester, including **summer** semester.

- Assemble dissertation committee (may be the same or different from the program committee). File a Doctoral Committee Appointment form with the Graduate School. **A hard copy must be provided to the Associate Dean's office.**
- Work with your dissertation chair (advisor) to prepare a formal dissertation proposal and distribute to your committee for review.
- Two weeks following distribution of the proposal, meet with your dissertation committee for a formal defense of the proposal. A dissertation proposal form is available to use as evidence of the committee's approval of the dissertation proposal. This form is optional, but strongly recommended. (See Appendix G.)
- Conduct your dissertation research and write the full dissertation with direction as needed from your chair and committee.
- Schedule an oral defense of dissertation (after chair determines you are ready for defense) and submit your dissertation to all members of your committee *at least two weeks prior to that date.*
- File the "Scheduling Defense of Dissertation" form with the Graduate School at least one week before the examination. Obtain this form from the Graduate School's website.
- Successfully defend your dissertation research in the oral defense.
- Each member of the Dissertation Committee must sign the dissertation defense pass/fail form. *The Graduate School will not accept electronic signatures.*
- Dissertation chair needs to **bring the dissertation defense pass/fail form to the Associate Dean's office where a copy will be made for the student's file.** The chair then submits the original copy to the Graduate School.
- The final dissertation approval form (ETD [Electronic thesis or dissertation]) must also be signed by all committee members upon dissertation finalization. The student should submit the form to the Graduate School.
- The final version of the electronic dissertation needs to be uploaded into TRACE (see the Graduate School Dissertation Consultant for guidelines on doing so.)
- Submit one copy of dissertation to the Associate Dean's office for archiving in the College. It is also customary to provide a copy of the dissertation to the committee chair.

NOTE:

*Each student is responsible for applying for graduation at the appropriate time. (Discuss this with your dissertation chair.)

**Each student is responsible for meeting with the Graduate School's Dissertation Consultant to ensure that the dissertation is in the required format. The Graduate School will not accept the dissertation until this has been completed.

***The PhD program must be completed within eight years of first enrollment.

Appendix H – Program Planning Form for Ph.D.

The College of Communication & Information offers a single Doctor of Philosophy in Communication & Information. The office of the Associate Dean manages application to the program and management of progress through the program. Concentrations are not tightly defined because students are encouraged to think in interdisciplinary ways about the broad fields of communication and information.

However, the interests of doctoral students are usually most closely aligned with one of the four schools in the College and students are encouraged to seek advice from faculty members in that School about how best to define a primary area of study that prepares them for the academic and professional areas they will pursue upon completion of the degree. The following program planning form outlines the basic structure of the program.

For first-year students, the form is to be completed and signed by the student, the student's advisor, and the Associate Dean, and must be submitted as a hard copy to the Associate Dean's office no later than **MARCH 1** of the first year.

The Program Plan must be submitted a second time. Typically, by the end of the second year, the student's comprehensive exam committee is assembled. This form is completed again, and is to be signed by the student and the comprehensive exam committee. A hard copy of this updated form must be submitted to the Associate Dean's office before the student schedules the comprehensive exam.

College of Communication & Information
PROGRAM PLANNING FORM FOR Ph.D. IN COMMUNICATION & INFORMATION

Student Name _____ Semester Entered _____

Core (17 hours minimum)

Semester

- | | |
|--|-------|
| ____ (3) CCI 605 Philosophical and Theoretical Foundations of Communication and Information | _____ |
| ____ (3) CCI 631 Quantitative Com & Info Research Methods I | _____ |
| ____ (3) CCI 635 Qualitative Com & Info Research Methods I | _____ |
| ____ (3) CCI 611 (or Advanced Statistics Course) | _____ |
| ____ (2) CCI 620 Professional Development Seminar | _____ |
| ____ (3) At least one additional CCI doctoral level course | _____ |

Six hours must be from theory-intensive courses and six hours must be from method-intensive courses within the combined concentration and cognate areas. The student, advisor, and Associate Dean must agree on these designations. Indicate which courses meet this requirement.

Concentration Area (12 hours minimum) Theory Method Semester

____ (3) 680 Theory Course (in ADVT, CMST, INSC, JREM, or PBRL) √ _____

____ (3) _____

____ (3) _____

____ (3) _____

____ (3-6) Additional if needed _____ **THIS IS A SAMPLE ONLY!**

____ _____ **PLEASE USE THE INTERACTIVE FORMS AVAILABLE ON THE CCI WEBSITE:**

Cognate Area (9 hours minimum)

____ (3) _____

____ (3) _____

____ (3) _____

____ (3-6) Additional if needed _____

Dissertation (24 hours minimum)

____ (24) Indicate all semesters for dissertation hours: _____

____ **Total course hours** must be no less than 62.

Student signature: _____ Date: _____

First-Year Approval

Advisor Name: _____ Signature: _____ Date: _____

Associate Dean: _____ Signature: _____ Date: _____

Final Approval by Comprehensive Exam Committee

Advisor Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Appendix I – Examples of Theory and Method Intensive Courses

The following lists provide guidance to doctoral students planning primary and cognate concentration area coursework. As noted in the Degree Requirements Section, within primary and cognate areas, a total of 6 credit hours must be from theory-intensive courses and 6 hours must be from methods-intensive classes. Courses both inside and outside the College (including graduate-level courses in the schools) may be identified as theory- and/or method-intensive. To be considered theory intensive, the course should include a significant volume of theory-based readings and should require students to do assignments that draw strongly on that theory base. To be considered method intensive, the course should provide instruction in use of one or more research methods and require students to employ that method in an original research project.

| Theory Intensive Courses | Method Intensive Courses |
|--|---|
| ADVT 510 Advertising and Society | ADVT 530 Advertising and Public Relations Research |
| ADVT 520 Advertising and Communication Theory | CCI 640 Advanced Communication and Information Research Methods |
| 680 Theory Course in ADVT, CMST, INSC, JREM, or PBRL | CCI 643 Qualitative Com & Info Research II |
| CMST 520 Foundations of Interpersonal Communication Theory and Research | CCI 644 Quantitative Com & Info Research II |
| CMST 580 Foundations of Organizational Communication Theory and Research | CMST 508 Quantitative Methods of Communication Research |
| INSC 536 The Information Society | CMST 509 Qualitative and Ethnographic Methods of Communication Research |
| JREM 520 Seminar in Political Communication | JREM 512 Mass Media Research Methods |
| JREM 522 Seminar in Journalism Issues and Theory | |
| JREM 525 Public Opinion | |
| PBRL 525 Public Opinion | |
| PBRL 540 Public Relations Management | |

Appendix J – Doctoral Comprehensive Exam Checklist

For students “on schedule,” preparing for the comprehensive exam should start in the spring of second year. Time frames below are based on that schedule but should be adjusted for students who are operating on a different time frame. To reiterate, *the University requires that candidates for the Ph.D. degree must take comprehensive examinations within five years of enrollment; all requirements must be completed within eight years from the time of the student’s first enrollment in a doctoral degree program.*

During Spring Semester of Second Year

- _____ Finalize program committee (minimum of three faculty members from the College of Communication & Information and one from a unit that is outside of CCI but at the University of Tennessee).
- _____ Obtain signatures from all members of the program committee on the finalized program plan form. This indicates their approval of coursework.
- _____ Submit the program plan to the Associate Dean’s office for final approval.
- _____ Program committee chair works with other committee members to identify what areas will be covered by each member during examination.
- _____ Student meets with all committee members to discuss examination areas and get tips for how to study/prepare for the exam.
- _____ Student assembles dissertation committee (if different from program committee).

During Summer Semester of Second Year

- _____ Student studies for the comprehensive exam.
- _____ Student prepares a brief (about 3 pages) overview of the dissertation topic.
- _____ Student schedules exam through the Associate Dean’s office.
- _____ Committee chair submits questions to Associate Dean two weeks before the exam begins.
- _____ Student takes the comprehensive exam (typically at end of summer or start of fall).

Fall Semester of Third Year

- _____ An oral defense of exam is scheduled. (Note: This defense may be scheduled during the summer if all the committee members are available.) All members of the comprehensive exam committee must be present. Faculty members should have a minimum of two weeks to read written responses before the oral defense is scheduled. Final pass/fail decisions will occur only after the completion of the written exam and its oral defense.
- _____ After successful completion of the comprehensive exam, file the Admission to Candidacy form and the Doctoral Committee Appointment form with the Graduate School. A hard copy of each must be submitted to the Associate Dean’s office. Must be done at least one semester before intended graduation (e.g., for a spring graduation, the forms must be filed no later than the previous fall).
- _____ Students who successfully complete and defend the comprehensive exam write a formal dissertation proposal. Meet with dissertation committee to defend dissertation proposal and ideally start data collection by end of fall semester.

Appendix K – Dissertation Proposal Form

College of Communication & Information Doctoral Dissertation Proposal Form

We, the dissertation committee of (student) _____
have received the dissertation proposal and participated in the student's oral review of the
proposal on (date) _____. We consider it satisfactory, subject to the
changes as noted below*.

Committee Signatures

| Date | Committee Member Printed Name | Signature (Approved as-is) | Signature (Approved with Changes) |
|-------|----------------------------------|-------------------------------|--------------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

*Note required changes on separate sheet and attach to all copies.

Distribution: 1 copy: Each member of the committee and the student

Appendix L – 4th Year Funding Request

College of Communication & Information Doctoral Student Application

Third year doctoral students interested in being considered for 4th year funding should complete this form and provide the required supported materials listed below.

Decisions will be made on a competitive basis in consultation with School Directors.

Student Name: _____

Advisor: _____

PhD Concentration Area: _____

Cohort (year entered PhD Program): _____

Comprehensive Exam Completion Date: _____

Dissertation Title: _____

Date of Dissertation Proposal Defense: _____

Attach the following supportive materials:

- 1) A one-page justification for how 4th year funding will enable you to complete your PhD in your 4th year.
- 2) A detailed timeline listing what areas are left to complete in the dissertation and the anticipated date for completion for each area. Include a signature place on the timeline for your advisor to sign indicating his/her approval.
- 3) Your CV.

Date _____ Signature _____

Submit this application with attachments by the end of business day on JANUARY 15 to:

Associate Dean's Office
College of Communication & Information
306 Communications Building
The University of Tennessee
Knoxville, TN 37996-0332
(865) 974-6651

Appendix M – Annual Review of Doctoral Students

Section I. All doctoral students must complete Section I of the annual report. Section I focuses on self-assessment of coursework, research, and service.

Section II. All doctoral students funded by the College for research and/or teaching must complete Section II of the annual report. Section II focuses on assessment of research/teaching activities. Students who are not funded by CCI do not complete Section II.

Students are required to submit their annual report form electronically, by emailing as a single document to ccigradinfo@utk.edu by **FEBRUARY 1** each year. The document file name must include student's name.

First-year students must also complete the Program Planning form by **MARCH 1** of their first year. It is to be submitted as a hard copy.

Annual Report for Doctoral Students
College of Communication & Information
Section I – Coursework, Research, Service

NOTE: This format must be used for each area (Coursework, Research, and Professional Service), or it will be returned to the student for correction.

Submission instructions: Submit report electronically to Associate Dean’s office by **FEBRUARY 1**. Email as one document in PDF format to ccigradinfo@utk.edu. If you are completing Section II, include Section I & Section II in one document. Document file name must include student’s name.

Student Name: _____ Entering Year Cohort: _____

Advisor: _____

Reporting Period: Summer 20____ through Spring 20____

Please report your academic and professional progress in the following areas:

1. Coursework

- a. List the courses you have taken and the grades earned for this reporting period. (You may access your academic history via your MyUTK account.)

2. Research

- a. List the full reference for each conference paper published or presented during the reporting period.
- b. List the full reference for each scholarly work published during the reporting period.
- c. Briefly describe research that you have in progress and explain how it fits into your broad research interests.

3. Professional Service

- a. List service provided to the profession (e.g., conference reviewer, service to professional organizations)
- b. List service provided to CCI (e.g., GSA, committees)

Please be sure to attach your current curriculum vita to your report.

NOTE: 1st year students also **MUST** submit their Program Planning Form with the Advisor’s name and signature to the Associate Dean’s office by **MARCH 1**.

Annual Report for Doctoral Students
College of Communication & Information
Section II - Assistantship Performance

NOTE: This format must be used for each area (Funded Research Work and Teaching), or it will be returned to the student for correction. If you are not a Graduate Teaching Associate, you do not need to include Section II in your report.

Submission instructions: Submit report electronically to Associate Dean's office by **FEBRUARY 1**. Email with Section I as one document in PDF format to ccigradinfo@utk.edu. Document file name must include student's name.

Student Name: _____ Entering Year Cohort: _____

Supervisor: _____

Reporting Period: Summer 20____ through Spring 20____

Please report your assistantship accomplishments during the reporting period.

1. Funded Research Work (If you have not been funded to work on research in the past year, leave this section blank.)

- a. Provide a list of the work accomplished and the names of faculty members with whom you have worked.
- b. Provide a brief reflection on your experiences with these research projects.

2. Teaching (Leave this section blank if you did not teach at UT in the past year.)

- a. Attach a copy of your TNVoice (CampusLabs Course Evaluations) for each course taught at UT.
- b. Note your level of satisfaction with the TNVoice scores and discuss any important factors such as class size, new course, or new approaches that may have affected the scores, and course enrollment.

Appendix N

Contact List

Provost & Vice Chancellor for Academic Affairs
529 Andy Holt Tower

Dr. John Zomchick
provost@utk.edu

Vice Provost & Dean of the Graduate School
111 Student Services Building

Dr. Dixie Thompson
gradschool@utk.edu

Associate Dean of the Graduate School
111 Student Services Building

Dr. Ernest Brothers
ebrother@utk.edu

Thesis/Dissertation Consultant
111 Student Services Building
Guide to the Preparation of Theses and Dissertations

Ms. Abby Sherman
thesis@utk.edu
<http://web.utk.edu/~thesis>

Dean, College of Communication & Information
302 Communications Building

Dr. Michael O. Wirth
mwirth@utk.edu

Associate Dean for Academic Programs and
Director of Graduate Studies
306 Communications Building
College of Communication & Information

Dr. Virginia Kupritz
ginger1@utk.edu

Administrative Specialist III
Office of the Associate Dean for Academic Programs
306 Communications Building

Ms. Margaret Taylor
mtaylor8@utk.edu

Associate Dean for Research
College of Communication & Information
424 Communications Building

Dr. Suzie Allard
sallard@utk.edu

Director, School of Advertising &
Public Relations
476 Communications Building

Dr. Beth Foster
bethaveryfoster@utk.edu

Director, School of Communication Studies
293 Communications Building

Dr. John Haas
jhaas1@utk.edu

Interim Director, School of Information Sciences
451 Communications Building

Dr. Carol Tenopir
ctenopir@utk.edu

Director, School of Journalism & Electronic Media
333 Communications Building

Dr. Catherine Luther
cluther@utk.edu

Required Forms to Submit to the CCI Associate Dean's Office

Note: Download interactive College forms from the CCI website. Do not use forms from this Handbook.

Master's Students

- College Program Planning Form for MS in Communication & Information due **MARCH 1** for first-year students – submit hard copy (see Appendix B)
- Schedule of Final Examination/Defense of Master's Thesis or Project

Copies of UT Graduate School forms – hard copies or via email with electronic signatures. Must be submitted to the Graduate School by a faculty or staff member:

- Admission to Candidacy
- Revised Admission to Candidacy (if revised)
- Report of Final Examination/Defense of Thesis or Project (Pass/Fail form)

Ph.D. Students

- College Program Planning Form for PhD in Communication and Information due **MARCH 1** for first-year students – submit a hard copy to the Associate Dean's office (see Appendix D).

Note: Final approval of the program plan **MUST** be signed and dated by the four members of the comprehensive exam committee. Submit a hard copy of this final program planning form to the Associate Dean's office **PRIOR** to scheduling the comprehensive exam.

- College Annual Report for Doctoral Students: Section I Coursework, Research, Service due **FEBRUARY 1** each year – electronically submit (see Appendix H)
- College Annual Report for Doctoral Students: Section II Assistantship Performance due **FEBRUARY 1** each year – electronically submit (see Appendix H)

Note: *Section II is only required for students receiving funding from UT for research and/or teaching.*

Copies of UT Graduate School forms – hard copies or via email with electronic signatures. Must be submitted to the Graduate School by a faculty or staff member:

- Admission to Candidacy (the Associate Dean also signs this form as the Director of Graduate Studies)
- Revised Admission to Candidacy (if revised)
- Doctoral Committee Appointment
- Thesis/Project and Dissertation Approval
- Report of Final Examination (Pass/Fail form)

UT Graduate School Forms

Available from the Graduate School website: <https://gradschool.utk.edu/forms-central/>

Master's Degree

- [Admission to Candidacy](#) (the College Associate Dean also signs this form as the Director of Graduate Studies) (submit a hard copy to the Associate Dean)
- [Revised Admission to Candidacy](#) (submit a hard copy to the Associate Dean)
- [Report of Final Examination/Defense of Thesis/Project/Capstone](#) (also known as the Pass/Fail Form) (submit a hard copy to the Associate Dean)

Doctoral Degree

- [Admission to Candidacy](#) (the College Associate Dean also signs this form as the Director of Graduate Studies) (submit a hard copy to the Associate Dean)
- [Revised Admission to Candidacy](#) (submit a hard copy to the Associate Dean)
- [PhD Committee/Revise PhD Committee](#) (submit a hard copy to the Associate Dean)
- [Schedule of Dissertation/Capstone Defense](#) (schedule the location with Beth Cole in the Dean's office)
- [Request for Concurrent Master's Degree](#)

Thesis/Project and Dissertation

- [Thesis/Project and Dissertation Approval](#) (submit a hard copy to the Associate Dean)

Second Deadline

- [Second Deadline Graduation Application](#)

Graduate Hooding Ceremony

- [RSVP for the Hooding Ceremony](#)
- [Invitation to International Family Members Request](#)

Registration

- [Change of Registration](#)
- [Late Change of Registration](#)

Graduate Certificate

- [Admission to a Graduate Certificate Program](#)
- [Graduate Certificate Course Verification](#)

Other UT Graduate School Forms

- [Permission to Repeat a Graduate Course](#)
- [Graduate Student Leave of Absence](#)
- [Reinstatement Request](#)
- [600 Continuous Enrollment Exemption](#)
- [Request for Letter of Degree Completion](#)
- [Request for Time Extension](#)
- [Senior Requesting Graduate Credit](#)

- [Remote Participation at Oral Defense Notification](#)
- [Permission to Take a Graduate Course Overload](#)
- [Change of Program](#) (submit a hard copy to the Associate Dean)

Steps to Graduation

An overview of the graduate program steps is available here:
<https://gradschool.utk.edu/graduation/steps-to-graduation/>

Graduation Deadline Dates

Graduate Student Graduation Deadline Dates can be found on the Graduate School website: <http://gradschool.utk.edu/graduation/graduation-deadlines/>

Graduate Student Travel

Traveling on University Funds

The University of Tennessee has a Travel Policy. Students who travel on behalf of the University must follow this Policy, available on the web under Policy Central: <https://policycentral.utk.edu/>. Search for “Travel” and select Travel (Policy FI0705). Students must read the policy before traveling. After reading the policy, if you have any questions, please contact the Associate Dean’s Office.

See more information on page 23 of this Handbook.

Graduate Student Travel Award Forms – University

University application forms for travel awards can be found on this website:
<https://gss.utk.edu/> (Travel Awards section)

Graduate Student Travel Award Forms – College

College application forms for travel awards can be found on this website:
<https://www.cci.utk.edu/gradstudies/handbook> (Forms section)

Pertinent Graduate Student Websites

- The College of Communication & Information
<https://www.cci.utk.edu/>
- The Graduate School
<https://gradschool.utk.edu/>
- Graduate Catalog
<https://tiny.utk.edu/grad-catalog>
- The Graduate Student Senate
<https://gss.utk.edu/>
- 974-HELP (Vols Help Vols)
<https://dos.utk.edu/974-help/>
- The Center for Health Education & Wellness
<https://wellness.utk.edu/>
- The Counseling Center
<https://counselingcenter.utk.edu/>
- Center for Global Engagement
<https://cge.utk.edu/>
- International House
<https://ihouse.utk.edu/>
- Student Conduct & Community Standards
<https://studentconduct.utk.edu/>
- Office of Equity and Diversity
<https://oed.utk.edu/>
- Office of Multicultural Student Life
<https://multicultural.utk.edu/>
- TNVoice (Formerly SAIS), Office of Institutional Research & Assessment (OIRA)
<https://oira.utk.edu/tnvoice/tnvoice-guidelines/>
- Research Compliance/Research with Human Subjects (IRB)
<https://research.utk.edu/compliance/>
- OPic Program (Proficiency in Spoken English)
<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>
- Thesis/Dissertation Website
<https://gradschool.utk.edu/thesesdissertations/>
- Library Website for Graduate Students
<https://libguides.utk.edu/graduate>
- Office of Information Technology (OIT)
<https://oit.utk.edu/>
- Housing
University Campus - <https://housing.utk.edu/>
Off-Campus - <https://offcampushousing.utk.edu/>

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