

Appointment of an Adviser

The graduate coordinator in the student's major area is the general adviser for all graduate students in that program. A permanent adviser in his/her major should be appointed during the first semester of enrollment.

Intent to Graduate

An Intent to Graduate must be submitted no later than the beginning of the semester prior to the anticipated final semester and is an online process.

Financial Information

Fees and tuition are established in June by the UT Board of Trustees in conjunction with legislative action which determines the annual appropriation to the institution. Any changes from the fees and expenses detailed here will be available prior to registration for the semester to which they apply. Graduate students will be assessed graduate fees for all coursework, undergraduate or graduate, in which they enroll.

All students must settle accounts with the Business Affairs Office and complete the registration for courses prior to attending classes.

The general fees in effect through August 1, 2004 are as follows **and are subject to change**.

Fees

Maintenance Fee (In-state Fee) Per Semester	\$1,884.00
Programs & Services Fee Per Semester	\$209.00
Technology Fee Per Semester	\$100.00
Facility Fee Per Semester	\$25.00
Additional Tuition For Out-Of-State Students Per Semester	\$3,825.00

Residents of Hickman, Fulton, and Graves counties in Kentucky can attend UT Martin without paying out-of-state tuition.

Optional Hourly Rate:

In lieu of the above charges for Maintenance Fee (In-state Fee), Programs and Facilities Fee, and Technology Fee (and tuition for out-of-state students), part-time students may elect to pay fees computed by the semester hour credit (or audit) as follows:

Maintenance Fee (In-state Fee)	\$210.00 per semester hour or fraction thereof; minimum charge \$210.00
Programs & Services Fee	\$26.00 per semester hour or fraction thereof; minimum charge \$26.00
Technology Fee	\$12.00 per semester hour or fraction thereof; minimum charge \$12.00
Facility Fee	\$3.00 per semester hour or fraction thereof; minimum charge \$3.00
Out-of-State	\$425.00 per semester hour or fraction thereof; minimum charge \$425.00

Auditors, who receive no credit, pay the same fees as other students.

Auditors do not take the examinations, receive credit, or participate in class discussion.

For information concerning the special fee policy for totally disabled and/or senior citizens who wish to enroll in courses for non-credit or credit, contact the Office of Academic Records (731-881-7052).

Late Registration Service Fee(Pending UT Board approval, June 2004)
\$50.00

Delayed Payment Policy and Fee
\$25.00

See information on “Delayed Payment Policy and Fee” in undergraduate section.

Refunds

Refunds-Dropping Hours (Continue with a reduced class load)

When a student decreases the number of hours attempted during a term, a refund may be calculated based upon the official drop day as presented to Business Affairs from the Office of Academic Records.

Registration Day	100%
(calendar days following registration day)	
Day 1-7	100%
Day 8-14	80%
Day 15-21	60%
Day 22-28	40%
Day 29-end of term	0%

Refunds are based on the fees, not the amount paid. If the student is receiving financial aid, refunds will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Credit balances from all sources of the university, with the possible exception of Title IV funds, will be applied to outstanding charges before a refund is issued.

Refunds-Withdrawing (Drop all classes)

Withdrawals from school for any reason during any term must be made by official notification to the Division of Student Affairs. **Failure to attend classes does not cancel enrollment.** The date of the withdrawal is one factor used to determine the amount of fees to be refunded. Other factors include whether a student is a first-time student on this campus, whether a student is receiving Title IV financial aid, and whether unpaid charges (total institutional costs minus the sum of total aid paid to institution and cash paid by the student) remain on the student’s account. The institutional refund policy will be used for students who do not receive Title IV financial aid. The following percentages will be used to refund institutional charges (fees, tuition and room):

Registration Day	100%
(calendar days following registration day)	
Day 1-7	100%
Day 8-14	80%
Day 15-21	60%
Day 22-28	40%
Day 29-end of term	0%

If the student is receiving financial aid, refunds will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Credit balances from all sources of

the university, with the possible exception of Title IV funds, will be applied to outstanding charges before a refund is issued.

Summer school terms are approximately one-half the length of a regular term; consequently, withdrawal time limits will be one-half the time allowed for a regular term. The summer school time limits will be up to four, seven, 11 or 14 calendar days following regular registration to qualify for the 100 percent, 80 percent, 60 percent or 40 percent refund respectively.

No refunds will be made until two weeks after the close of registration during the regular school year and two weeks after the close of second session Summer Semester registration.

Example:

The student's institutional charges for the semester total \$2,218 which was paid by a personal check. The student withdrew on the ninth calendar day following regular registration. The refund would be \$1,774.

Calculation: $\$2,218 @ 80\% = \$1,774$ rounded to the closest whole dollar.

The federal refund calculation policy will be used for students who have attended classes at UT Martin and are receiving Title IV financial aid. Under this refund policy, withdrawals on the first day of classes will permit a 100 percent refund of institutional charges (fees, tuition, room & board, with no allowance for deposit or consumption on room & board). Withdrawals after the first day of classes will be calculated based on the number of days the student completes in the enrollment period.

Example:

The student has enrolled at UT Martin and is receiving the federal Pell grant of \$2,218. The institutional charges are \$2,218. The student withdrew on the 11th day of the enrollment period. The enrollment period is 117 days in length ($11/117=9.4\%$ completed days). The refund percent will be 90.6 percent ($100\%-9.4\%$).

Calculation: $\$2,218 @ 90.6\% = \$2,009.50$ to be returned to the federal Pell account.

Graduate Assistantships

A limited number of graduate assistantships are available to qualified students. Inquiries about these should be directed to the Office of Graduate Studies. Assistantships carry a fixed stipend for 10 or 12 months. They also provide a waiver of all tuition charges, including out-of-state fees, for GAs with at least 30 percent appointment. Foreign students may not apply for an assistantship until they have completed at least one term of full-time work at UT Martin. Their knowledge of the specific field in which they may work, and their command of the English language, must be evaluated thoroughly by faculty supervisors before an award is made.

In addition, positions as assistant head residents of the residence halls are available. Remuneration for these include waiver of all tuition charges, including out-of-state fees, for six hours per semester, free room and board, and a monthly stipend.

Graduate assistants are expected to enroll for no more than the appropriate fraction of the maximum course load specified in the section on "Course Loads."

The University of Tennessee at Martin adheres to the following "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants" of the Council of Graduate Schools in the United States.

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that

context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

Special Assistance for African-American Students

MINORITY TUITION SCHOLARSHIPS—The University of Tennessee at Martin is strongly committed to increasing the enrollment of qualified African-American students in its graduate programs. Minority scholarships are available for qualified minority students. Recipients are selected based upon nominations by the graduate coordinators.

Federal Stafford Student Loans

The Tennessee Student Assistance Corporation, through participation agreements with banks and lending institutions, offers long-term personal loans to students to help pay educational expenses. To be eligible a student must complete a FAFSA, be admitted to a graduate program, be enrolled in at least six hours and have good standing at the university. Both Stafford and Unsubsidized Stafford loans (as described previously) are available to eligible graduate students. The aggregate amounts of guaranteed student loans shall not exceed \$138,500, including undergraduate loans. Students will be notified of eligibility.

Other Financial Aid Programs

Social Security, Veteran's Administration, and Vocational Rehabilitation benefits may be available to qualified students. Students should contact the local agency if they are eligible for this assistance.