

## **Dismissal and Reinstatement Policies**

1. Graduate students admitted on a conditional or unclassified basis must maintain a 3.00 cumulative GPA or be dismissed.
2. Graduate students who fail to maintain a cumulative 3.00 average will automatically be placed on academic probation. Such students will be continued on probation until a 3.00 cumulative average is achieved as long as they maintain a 3.00 semester average on graduate work during the probationary period. If they fail to achieve a 3.00 semester average any semester during the probation period, they will be dropped from the Graduate School.
3. Students may be reinstated to Graduate Studies only one time, and should begin the process by consulting with the appropriate coordinator. Reinstatement, however, is not automatic and requires approval of the dean of graduate studies. The approval will be based upon recommendation of the appropriate graduate committee (for students dropped from the program for reasons outlined in #1 above) or upon recommendation of the appropriate coordinator (for students dropped from the program for reasons outlined in #2 above).
4. A student may appeal a negative decision for reinstatement by sending a written statement to the Graduate Council. The student will be notified when the petition will be brought before the Council and will have an opportunity to appear in person to present his/her case. The dean of graduate studies will notify the student of the council's decision.

## **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. Submission 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.

Graduate programs administered through UT Online are subject to fees as outlined on the UT Online website: <http://www.utm.edu/newcollege>.

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 for 2007-2008 are as follows and are subject to change.

## Fees\*

Maintenance Fee (In-state Fee) Per Semester .....	\$2,474.00
Programs & Services Fee Per Semester .....	\$294.00
Technology Fee Per Semester.....	\$100.00
Facility Fee Per Semester .....	\$25.00
Total In-State Graduate Full-Time Fees Per Semester .....	\$2,893.00
Additional Tuition For Out-Of-State Students Per Semester .....	\$5,020.00

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

\* All fees listed are current as of Academic Year 2007-2008. Check the web at [www.utm.edu/bursar](http://www.utm.edu/bursar) for revisions to fees.

### Part-Time Student:

Any graduate student who enrolls for fewer than nine academic hours is a part-time student.

### Optional Hourly Rate:

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

Maintenance Fee (In-state Fee) Per Hour .....	\$275.00 per semester hour
Programs & Services Fee Per Hour .....	\$33.00 per semester hour
Technology Fee Per Hour.....	\$12.00 per semester hour
Facility Fee Per Hour .....	\$3.00 per semester hour
Total In-State Graduate Hourly Fee .....	\$323.00 per semester hour
Additional Tuition for Out-of-State Students Per Hour .....	\$558.00 per semester hour

**Graduate Application Fee**..... \$30.00

Required for each initial application for admission. This fee is not refundable.

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 .....	\$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 to less than a full course load (9 hours), charges for the hours dropped will be calculated based upon the official drop day as presented to Business Affairs from the Office of Academic Records.

<b>Calendar Days of Term</b>	<b>% Charged</b>	<b>% Refund</b>
Day 1-7 .....	no charge .....	100%
Day 8-14 .....	20% .....	80%
Day 15-21 .....	40% .....	60%
Day 22-28 .....	60% .....	40%
Day 29-end of term .....	100% .....	0%

Refunds are based on the fees charged, 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 (Dropping 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 calculate charges on hours dropped (tuition, fees, room):

<b>Calendar days of Term</b>	<b>% Charged</b>	<b>% Refund</b>
Day 1-7.....	no charge.....	100%
Day 8-14.....	20%.....	80%
Day 15-21.....	40%.....	60%
Day 22-28.....	60%.....	40%
Day 29-end of term.....	100%.....	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 term is shorter than fall and spring and the summer term is divided into sessions. Therefore, charges for hours dropped will be calculated based on the following:

	<b>1st Session</b>	<b>2nd Session</b>	<b>Full Term</b>	<b>% Charged</b>	<b>% Refund</b>
Day	1-4	1-4	1-7	no charge	100%
Day	5-7	5-7	8-14	20%	80%
Day	8-11	8-11	15-21	40%	60%
Day	12-14	12-14	22-28	60%	40%
Day	14- end of term	14- end of term	29- end of term	100%	0%

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 \$2,893 which was paid by a personal check. The student withdrew on the ninth calendar day following regular registration. The refund would be \$2,311.60.

**Calculation:** Semester rate - (# of hours) x (% Charged) x (per hour rate) = Refund

$$\$2,893.00 - [ (9) \times (20\%) \times (\$323) ] = 2,311.60$$

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 loan of \$3,625. The institutional charges are \$2,893.00. The student withdrew on the 15th day of the enrollment period. The enrollment period is 105 days in length ( $15/105=14.3\%$  completed days). The refund percent will be 85.7 percent ( $100\%-14.3\%$ ).

**Calculation:**  $\$2,893.00 @ 85.7\% = \$2,479$  to be returned to the federal lender.

## 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. 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 may be 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 Underrepresented Students

**Minority Tuition Scholarships**—The University of Tennessee at Martin is strongly committed to increasing the enrollment of graduate students from underrepresented groups. 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 and other guaranty agencies, 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.

# **General Requirements for Graduate Degree**

Basic requirements for the graduate program are outlined below. Some of the colleges and departments have special requirements above and beyond those stated here, and students are advised to consult the appropriate section of this catalog for any further degree requirements.

The master's degree may be conferred upon a student who has completed a minimum of 30-48 semester hours of approved graduate courses in one of the programs outlined in this catalog and has a 3.00 or higher graduate cumulative grade point average. A student may be required by the dean of graduate studies or by the appropriate graduate coordinator to take certain additional courses as prerequisites, to take additional undergraduate or graduate courses, or to engage in independent study in order to remedy deficiencies and ensure a sound academic program. No course which has been applied toward an undergraduate degree may be counted toward the master's degree. If approved, a limited number of hours applied toward the first graduate degree may be applied toward the second graduate degree. Courses taken for undergraduate credit may not be repeated for graduate credit. No more than three hours of 500-level coursework (graduate credit cross-listed with 300 level) may be applied toward a degree, and a minimum of 70 percent of the coursework required for graduation must be taken at the 700 level. Only six semester hours of workshop credit may be applied toward a degree.

A graduate student is allowed to satisfy requirements for a graduate degree under any catalog in effect during the time a student has been admitted to a degree program at UT Martin provided that the catalog has been in effect within six years of graduation and provided the student has been enrolled as a graduate student in the catalog year.

The requirements for each graduate degree, and the majors (with concentrations, if applicable), and other specialized curricula for the degrees, are described in the sections of the catalog which follow. The student has the ultimate responsibility to fulfill the requirements for the degree, to check his or her own eligibility to take courses, and to observe the academic rules governing his or her program.

## **Residence and Time Limits**

The minimum-residence requirement for the master's degree is the equivalent of two semesters of full-time graduate study (18 semester hours). Most programs require a minimum of 30 hours for the thesis option and 36 hours for the non-thesis option. Refer to the individual program requirements for exceptions.