The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Absence
Effective Date: January 22, 2013
Document Status: Approved

Purpose

Absences may affect a student's academic progress, financial aid status, and immigration status. Therefore, the purpose of this policy is to provide direction regarding short- or long-term absences.

Policy Details

Students who are absent from class or research setting for reasons other than an anticipated annual leave must immediately notify their instructors and mentor (when applicable) to arrange an excused absence. An excused absence will not incur a grading penalty and may require make-up work; faculty may require documentation of illness or unavoidable event in order to grant an excused absence.

Students who need to leave the University for greater than four weeks must discuss their need with their advisor before making a written request for a leave of absence to their Program Chair. The Program Chair will forward the request, along with a recommendation, to the Dean. If the Dean does not grant the leave of absence, the student may appeal the decision as described by the "Academic Due Process" policy. Students who are absent from their academic responsibilities for more than four weeks without approval of the Dean will receive non-passing grades in all courses for which they are enrolled and be withdrawn from the College. To re-enter the University after withdrawal, students must formally reapply.

Students should consult with the appropriate University officials to assess the consequences of an absence.

Involuntary Leave of Absence. A student may be placed on an involuntary leave of absence if circumstances dictate that doing so is in the best interest of the student's well-being or the University community (e.g., behavioral concerns or disruptive behavior). A student facing the possibility of an involuntary leave of absence will first be given an option to take a voluntary leave of absence. A

student who has faced the possibility of an involuntary leave of absence, whether the leave is given as voluntary or involuntary, must provide evidence of fitness to return to studies before being reinstated. Such evidence must be from qualified professionals both external to the University and from University Health Services. A student who does not provide evidence of fitness to return within one-year of being placed on leave will be withdrawn and must formally reapply. Reinstatement of a student is at the discretion of the Dean.

Policy Scope

Applies to all enrolled students.

Related Policies

Annual Leave
Academic Due Process

Definitions

Annual leave. The days allotted to each student each year for personal activities.
Excused absence. An absence for which permission must be obtained from the instructor or mentor before or after the absence, usually to accommodate an unavoidable event such as illness.
Program Director. The listed director of the student's academic program.

Procedures

Students anticipating an absence of four or more weeks should:

1. Obtain information from appropriate University officials regarding potential consequences for academic progress, financial aid status, and immigration status.

2. Make a written request to their Program Director for the leave, including reason for the leave (in general terms without revealing personal information), departure date, and anticipated return date. The Program Director will forward the request to the Dean with a recommendation.

The student will be notified by the Dean's office of the status of their request.

Document History

Approved January 22, 2013 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Academic Appeals
Effective Date: November 8, 2004
Document Status: Approved

Purpose

The purpose of this policy is to outline the process for appealing a student's dismissal from an academic program.

Policy Details

If a student is denied continuation in a program, the student must be informed in writing of the reason for termination from the program, the procedures for appeal, and informed of the potential financial liability for tuition and fees if an appeal is unsuccessful. A written request by the student to the Dean for an appeal must be filed within five (5) business days after receipt of the written notification of the dismissal. Under UTHSC Policy SA112, a student wishing to attend classes during the appeal must notify the Dean within two (2) business days of receipt of the written notification of dismissal.

When an appeal is requested, the Dean will assemble an ad hoc appeals committee from the graduate faculty, and may include a student member. The ad hoc appeals committee will review the recommendation of the student's Faculty Committee (or equivalent), and will consider any new information that the student wishes to provide. During the appeal process, the student and the program should separately present pertinent written and oral documentation. The ad hoc appeals committee may also solicit additional statements, as they deem necessary. For their presentation, the student may bring any person(s), excluding legal counsel, whom the student feels can contribute to the presentation. The appeal is conducted without the presence of legal counsel. Confidential records will be kept of all proceedings.

The appeals committee will make a recommendation to the Dean or designee who will then make a decision and communicate this decision in writing to the student within ten (10) business days, excluding holidays and administrative closings. The decision of the Dean regarding a dismissal appeal is final. A student whose appeal is not successful will be withdrawn on the date of the Dean's dismissal letter.

A student whose appeal is unsuccessful retains the right to request reinstatement by the Chancellor and President under UTHSC Policy SA112.

Policy Scope

Applies to all enrolled students and students on approved leave.

Related Policies

UTHSC SA112 – Student Status During Academic Appeals

Definitions

Dean. The administrative head of the College. An Associate Dean may substitute for the Dean when necessary.
Faculty Committee. The appointed and approved committee that oversees a student's progress and certifies the student's completion of degree requirements, as outlined in the "Faculty Committee" policy.
Graduate Studies Committee. A committee existing at the academic program level that makes decisions or recommendations for the program. This committee also may serve the role of an Admissions Committee, and may substitute for the student's Faculty Committee prior to the appointment and approval of the Faculty Committee.
Legal counsel. A person or persons with formal or informal legal training or certification.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.

Procedures

A student wishing to appeal dismissal from a program must:

Document Name: Academic Appeals
Effective Date: November 8, 2004
Document Status: Approved

1. Submit a written request for an appeal to the Dean within five (5) business days after receipt of the written notification of dismissal. If wishing to also attend classes during the appeal, the student must notify the Dean within two (2) business days after receipt of the written notification of dismissal.
2. Present pertinent written and oral documentation, which may include statements by other individuals, at the College-level appeal. Legal counsel is not permitted at an appeal.
3. A student who is dismissed may make a request for reinstatement to the Chancellor after the College-level appeal processes have been completed, as specified in UTHSC Policy SA112.

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council October 27, 2015.
Administratively modified to include UTHSC and University of Tennessee policies February 17, 2017.
Administratively modified by Graduate Studies Council to clarify the function of the College-level ad hoc appeal committee February 28, 2017
Modified by Graduate Studies Council May 23, 2017 to eliminate the program-level appeal, eliminating potential conflicts, making the Faculty Committee solely responsible for progress and promotions, and aligning with SA112.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Academic Progress
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy describes the requirements for academic progress.

Policy Details

The minimum cumulative grade point average (GPA) needed for successful progress is established and communicated to the student in writing by each program. This GPA level may be higher, but no lower, than 3.0, which is the standard of the College. If, after 18 semester hours of regular class work, a student's cumulative GPA falls below the minimum, or if, in the view of the student's Faculty Committee, the student is not making adequate progress, including research, the student's Faculty Committee (or the program's Graduate Studies Committee, or equivalent, if a Faculty Committee has not yet been formed) will review the case.

Subjective appraisal by the faculty of the student's progress and potential may be considered. Other attributes, primarily those concerned with the level of professionalism expected of a student in a particular discipline, may also be considered.

The Committee will submit a recommendation to the Program Chair or Program Director for resolution of the deficiency or dismissal. After review by the Program Chair or Director, the recommendation will be communicated to the Dean for review. After consideration of the recommendation and other factors relevant to the student's progress, the Dean will decide whether to allow the student to continue in the program.

If a plan for resolution of the deficiency is accepted, the student will be placed on academic probation and will have one year (two terms) to resolve the deficiency. If after two terms the GPA remains below 3.0, the student will be dismissed.

Document Name: Academic Progress
Effective Date: November 8, 2004
Document Status: Approved

Policy Scope

Applies to all enrolled students.

Related Policies

Academic Appeals
Faculty Committee
Grading

Definitions

Dean. The administrative head of the College, which may be an Associate Dean substituting during an absence of the Dean.
Faculty Committee. The appointed and approved committee that oversees a student's progress and certifies the student's completion of degree requirements, as outlined in the "Faculty Committee" policy.
Grade Point Average. The calculated value of the sum of the quality points earned for a course multiplied by the credit hours for the course, divided by the sum of credit hours for courses in which quality points are assigned.
Graduate Studies Committee. A committee existing at the academic program level that makes decisions or recommendations for the program. This committee also may serve the role of an Admissions Committee, and may substitute for the student's Faculty Committee prior to the appointment and approval of the Faculty Committee.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.
Terms. The Fall and Spring terms defined by the academic calendar.

Procedures

1. The record of a student deemed not to be making adequate progress is reviewed at the program level.

2. A recommendation is made to the Program Director or Chair and communicated to the Dean.
3. Following review of the recommendation, the Dean will decide whether to allow the student to continue in the program.

Document History

Approved by Graduate Studies Council November 8, 2004, as "Grade Point Average Requirements".

Modified by Graduate Studies Council November 24, 2015 to include subjective measures of progress.

Modified by Graduate Studies Council May 23, 2017 to specify which committee makes the recommendation.

Modified by Graduate Studies Council September 25, 2018 to define the time limit for remediation.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Add-Drop
Effective Date: April 26, 2014
Document Status: Approved

Purpose

This policy defines procedures to add or drop courses that do not begin at the traditional UTHSC start-of-term. This policy recognizes that it is possible that a student may not be able to indicate their intended enrollment in such a classes during the traditional registration period. This policy does not apply to courses that begin at the traditional start-of-term.

Policy Details

Per UTHSC policy, students registered for courses that begin at the traditional start-of-term (as published in the UTHSC Catalog) must indicate their intention to drop the course(s) within 14 business days of start-of-term. Similarly, students may add courses that start at the start-of-term within the same 14 business day period.

Students wishing to enroll in a course that does not begin at the traditional start-of-term may register for the class during the normal registration period. Students wishing to add such a class after the registration period is closed may do so up until the first meeting date of the class. Students who are enrolled in such a class have 14 business days from the start of the class to drop the course. College grading policies apply to all dropped courses.

Students must be aware that a minimum number of hours are required to be considered full-time for College and Federal purposes. Falling below these minimums may impede academic progress and have financial consequences.

Policy Scope

Applies to all enrolled students.
Applies to all courses that do not begin with the traditional start-of-term.

Document Name: Add-Drop
Effective Date: April 26, 2014
Document Status: Approved

Related Policies

UTHSC Drop-Add Policy
Grading
Residency Requirements – Doctor of Philosophy
Residency Requirements – Masters
Tuition Waiver

Definitions

Full-time enrollment (College). Nine or more credit hours.
Full-time enrollment (Federal). Five or more credit hours.
Traditional start-of-term. The date published in the academic calendar for entering and continuing students.

Procedures

1. Download the drop-add form.
2. Complete the form and obtain the signature of the instructor on the form.
3. Return the form to the Registrar's office.

Exhibits / Appendices / Forms

Drop-add Form

Document History

Approved April 26, 2016 by Graduate Studies Council.
Administratively revised July 5, 2022 to update add-drop form links.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Admission to Degree Candidacy – Doctor of Philosophy
Effective Date: November 8, 2004
Document Status: Approved

Purpose

The purpose of this policy is to define the requirements for admission to degree candidacy for the Doctor of Philosophy degree. Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluations such as the GPA, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also subjective appraisal by the faculty of the student's progress and potential.

Policy Details

Continuation of graduate study within the College results from positive action taken by the student's Faculty Committee. Grades are not necessarily the sole criterion used in determining whether or not a student is permitted to continue. Other attributes, primarily those concerned with the level of professionalism expected of a student in a particular discipline, may be considered.

Each student is responsible for filing an application for admission to candidacy (which must be signed by the Program Chair or Director and members of the student's Faculty Committee) after the conditions indicated below have been met. Application forms may be obtained from the College web site. The Dean will inform the Program Director of the student's admission to candidacy.

Admission to candidacy for the Ph.D. degree must be granted at least two semesters prior to the date on which the dissertation is to be submitted to the college. Admission to candidacy for this degree depends upon the student's (1) passing the required comprehensive examination, (2) demonstration of research potential and accomplishment at least equivalent to that for completion of a master's thesis, (3) certification by the student's Faculty Committee and the Program Chair or Director, and (4) approval by the Dean. Programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in the UTHSC Catalog.

Document Name: Admission to Degree Candidacy – Doctor of Philosophy
Effective Date: November 8, 2004
Document Status: Approved

Upon admission to candidacy, all graduate students, including those who have been enrolled part-time, must be enrolled full-time for the remainder of their program, unless an exception is approved by the Dean.

Candidacy Examination. A comprehensive examination (written or oral and written) covering the fields indicated by the program must be passed prior to admission to candidacy. In the event of failure, the student may not appear for reexamination until permission is granted by the program. The result of the second examination is final.

Policy Scope

Applies to all Doctor of Philosophy students.

Related Policies

None

Definitions

Faculty Committee. The student's faculty committee that was approved by the College.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.

Procedures

The student must:

1. Obtain the "Admission to Candidacy" form from the College website.
2. Pass the degree candidacy examination before the student's Faculty Committee, and obtain their signatures on the form.

3. Submit the form and an academic transcript to the Program Chair or Director for approval.

The Program Chair or Director will forward the packet to the College for approval. The Dean will inform the Program Chair upon approval.

Exhibits / Appendices / Forms

The form may be obtained at http://cghs.uthsc.edu

Document History

Approved November 8, 2004 by Graduate Studies Council.
Revised administratively September 2, 2015 to accommodate website changes.
Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Admission to Degree Candidacy – Master's
Effective Date: November 8, 2004
Document Status: Approved

Purpose

The purpose of this policy is to define the requirements for admission to degree candidacy for the Master of Science and Master of Dental Science degrees. Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluations such as the GPA, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also subjective appraisal by the faculty of the student's progress and potential.

Policy Details

Continuation of graduate study within the College results from positive action taken by the student's Faculty Committee. Grades are not necessarily the sole criterion used in determining whether or not a student is permitted to continue. Other attributes, primarily those concerned with the level of professionalism expected of a student in a particular discipline, may be considered.

Each student is responsible for filing an application for admission to candidacy (which must be signed by the Program Chair or Director and members of the student's Faculty Committee) after the conditions indicated below have been met. Application forms may be obtained from the College web site. The Dean will inform the Program Director of the student's admission to candidacy.

Admission to candidacy for the master's degree must be granted no later than the end of the second month in the semester in which the thesis or project is to be presented to the College. Application may be made only after the student successfully completes the prerequisite courses and 18 semester hours of graduate course work.

Admission to candidacy for the master's degree requires (1) certification by the student's Faculty Committee and the Program Chair or Director that the student has successfully completed sufficient graduate courses and has demonstrated an ability to do graduate work of satisfactory character and (2) approval by the Dean of the student's proposed program of study. Programs may have requirements for

continuation or graduation in addition to the minimum requirements set forth in the UTHSC Catalog. It is the student's responsibility to be familiar with the special requirements of the program. The Dean will inform the Program Director of admission to candidacy.

Upon admission to candidacy, all master's students must be enrolled full-time, unless an exception is approved by the Dean.

Policy Scope

Applies to all Master of Science and Master of Dental Science students.

Related Policies

None

Definitions

Faculty Committee. The student's faculty committee that was approved by the College.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.

Procedures

The student must:

1. Obtain the "Admission to Candidacy" form from the College website.
2. Obtain the signatures on the form student's Faculty Committee certifying that the student has successfully completed sufficient graduate courses and has demonstrated an ability to do graduate work of satisfactory character.
3. Submit the form and an academic transcript to the Program Chair or Director for approval.

Document Name: Admission to Degree Candidacy – Master's
Effective Date: November 8, 2004
Document Status: Approved

The Program Chair or Director will forward the packet to the College for approval. The Dean will inform the Program Chair upon approval.

Exhibits / Appendices / Forms

The form may be obtained at http://cghs.uthsc.edu

Document History

Approved November 8, 2004 by Graduate Studies Council.
Revised administratively September 2, 2015 to accommodate website changes.
Revised by Graduate Studies Council October 27, 2015 to reflect project option.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Admission
Effective Date: December 19, 2008
Document Status: Approved

Purpose

The purpose of this document is to outline the policies regarding admission into an educational program within the College.

Policy Details

For admission into an educational program within the College, students must submit an official application and must fulfill the admission criteria for the College, as well as the criteria of the respective program. An application link is available on the UTHSC home page (http://www.uthsc.edu/). All documents including Graduate Record Examinations (GRE) and Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores, transcripts, and letters of reference are to be submitted directly through the application portal.

Admission as a regular student requires a bachelor's degree or its equivalent with an undergraduate grade point average of at least 3.0 from an accredited college or university. Some programs may also require a Graduate Record Examinations (GRE) combined score totaling at least 300 for the verbal and quantitative sections. Individuals with a professional or graduate degree in science from an accredited US/Canadian institution may petition for an exception. Letters of recommendation from previous instructors or persons capable of judging the applicant's qualifications for graduate study are also required. The GRE and letters of recommendation requirement may be waived for applicants whose abilities are well-known to UTHSC faculty. To receive a GRE and letters of recommendation waiver, the applicant must be nominated to the Dean by a faculty member and the Program Director of the program to which the student will apply. Generally, nominations for a waiver should occur prior to the opening of the application portal for the next matriculation year.

International applicants must present (1) a complete and accurate chronological outline of all previous education; (2) authorized college or university records, with certified translations if the records are in a language other than English; (3) evidence of financial resources sufficient to provide the student with adequate

support for the duration of study; (4) evidence of proficiency in English; and (5) documentation that the student can provide transportation from the country of origin to UTHSC and return.

Any applicant to the graduate program whose first language is not English and who has earned neither a bachelor's nor a master's degree from a college or university in an English-speaking country must have achieved a TOEFL score of at least 213/79 on the computer-based/Internet-based exam or an IELTS score of 6.5 (earned within 2 years prior to application).

Any applicant to the CGHS whose first language is not English but who has earned a baccalaureate or master's degree from a college or university in an English-speaking country where instruction was in English may be exempted from the requirement for the TOEFL or IELTS examination. If there is cause to doubt the student's proficiency in English, programs may, at their discretion, require additional examinations and/or other evidence of proficiency prior to registration. UTHSC policies require that individuals, including graduate students appointed as a teaching assistants, must be certified by the program Chair as being proficient in the English language.

The adequacy of preparation for graduate study may be determined from the applicant's record or by examination at the time the student makes application to the CGHS. Preference will be given to adequately prepared applicants who are Tennessee residents. In the case of a student whose preparation for formal graduate study is inadequate, a program of prerequisite course work may be required as determined by the graduate program accepting the student. Such courses will not be credited toward meeting the formal course requirement for an advanced degree.

Following review of an applicant's record, programs will recommend selected applicants to the Dean for admission. If the Dean concurs, an offer of admissions will be sent to the applicant; this offer includes details and conditions associated with the appointment. Applicants accept or reject the offer of admission by returning a signed copy of the letter. If the offer of admission includes an offer of financial support, the applicant is under no obligation to accept the offer before April 15 (April 15 Resolution). International students should return a signed acceptance of the offer of admission on April 15 or shortly after to allow adequate

time for visa processing. UTHSC will not accept visas issued for admission to other colleges or universities.

If an applicant does not enter the CGHS in the term in which admission is requested, the student may be granted entry within the next two terms with approval of the Program Chair and the Dean. Once admitted and registered, students are expected to maintain continuous enrollment, unless permission is given for interrupted registration (see policy on Residency).

Applications will not be accepted after the published application deadline. An exception to the deadline may be made for extraordinary and well-documented circumstances, at the discretion of the Dean.

Policy Scope

Applies to all applicants and accepted students.

Related Policies

Residency Requirements – Masters
Residency Requirements – Doctor of Philosophy

Definitions

April 15 Resolution. A resolution adopted by members of the Council of Graduate Schools to not require students to accept offers of financial aid before April 15. Students are also obligated to provide a written release from any previously accepted offer of financial aid. (http://cgsnet.org/april-15-resolution)

Financial support. A stipend, fellowship, scholarship, or tuition waiver offered by the College.

Program Chair. The listed chair of the student's academic program.

Regular students. Students who seek admission to one of the doctoral or master's degree programs offered by the College.

Document Name: Admission
Effective Date: December 19, 2008
Document Status: Approved

Exhibits / Appendices / Forms

Council of Graduate Schools April 15 Resolution

Document History

Approved December 19, 2008 by Graduate Studies Council.
Revised administratively August 9, 2010 to require deferment to be exercised within two terms instead of within any of the next two terms, allowing programs to stay in step for entering students.
Revised administratively August 8, 2012 to add IELTS option.
Revised by Graduate Studies Council November 24, 2015 to include GRE and letters of recommendation waivers, and April 15 Resolution.
Revised administratively July 20, 2017 to specify document delivery mechanism and state explicitly the cutoff date for application acceptance.
Revised administratively January 14, 2019 to explicitly comply with State law by indicating that preference will be given to Tennessee residents who are adequately prepared.
Revised administratively April 19, 2021 to reflect the optional GRE requirement by some programs and allow the number of letters of recommendation to be set by the programs.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Annual Leave
Effective Date: May 24, 2011
Document Status: Approved

Purpose

Students in the College of Graduate Health Sciences are research trainees who are focused on their educational goal and commit the time and effort required to achieve this goal. Nevertheless, the College considers personal time an important component in a healthy academic experience. The purpose of this policy is to outline the terms of student annual leave.

Policy Details

Students are granted two weeks per academic year of vacation days in addition to specific administrative closings or holidays in their working environment. Students must obtain signature approval from their mentor and program director at least one week in advance of the leave.

Specific requests for religious holidays should be discussed with the mentor and honored when they do not present undue hardship to laboratory and career goals.

The mentor and student should discuss possible situations that will necessitate working holiday hours in order to complete critical experiments, obtain data for grant submissions or bring manuscripts to the submission stage.

Should a student require additional leave, for example to travel internationally, they must arrange this with their mentor. Such an arrangement may include working during administrative holidays to gain additional days or forgoing leave in order to accrue time at a later date. Students who wish to accrue time in excess of the two weeks per year may do so with the approval of their mentor. The College has a policy that any student who will be absent for more than four weeks must make a written request to their Program Chair and receive permission of the Dean prior to their absence as stipulated in the Absence policy. A student who is absent for more than four weeks without permission will be withdrawn.

Document Name: Annual Leave
Effective Date: May 24, 2011
Document Status: Approved

Policy Scope

Applies to all enrolled students.

Related Policies

Absence

Definitions

Program Director. The listed director of the student's academic program.
Signature approval. A positive action indicating approval as is required by the student's program (e.g., wet signature on a form, electronic signature, email confirmation, etc.).
Vacation days. The days allotted to each student each year for personal activities.

Document History

Approved May 24, 2011 by Graduate Studies Council.
Modified and approved October 23, 2012 by Graduate Studies Council to require signature approval of annual leave.
Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Appeal of Grades
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the process for appealing grades.

Policy Details

Students may appeal grade if they feel that the grade was assigned inappropriately and not in accord with the course statement of policy distributed at the beginning of the course. The appeal is directed to the course director and then to the Program Chair. If resolution of the issue is not made at the program level, then appeal is made in writing to the Dean. The Dean or designee may appoint an Ad Hoc Committee of faculty to review the appeal and make a recommendation to the Dean for decision.

Policy Scope

Applies to all enrolled or formerly enrolled students.

Related Policies

Grading Policy

Definitions

Course Director. The instructor(s) of record for the course.
Dean. The administrative head of the College, which may be an Associate Dean substituting during an absence of the Dean.
Program Chair. The listed chair of the student's academic program.

Document Name: Appeal of Grades
Effective Date: November 8, 2004
Document Status: Approved

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council November 24, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name:	Artificial Intelligence (AI) Tools
Effective Date:	March 26, 2024
Document Status:	Approved

Purpose

This policy addresses the use (or lack thereof) of AI tools such as ChatGTP in courses, thesis, and dissertations. Additional guidance may be forthcoming as these technologies evolve.

Policy Details

Irresponsible or impermissible use of generative AI tools (ChatGPT being one of many) in fulfilling curricular requirements will be considered a violation of the Honor Code and adjudicated by the Honor Council. Irresponsible use of generative AI tools includes but is not limited to failure to critically evaluate the accuracy of the generated content (whether text, video, or audio). Impermissible use of generative AI tools includes but is not limited to inappropriate citation of generated content and the use of generated content in violation of course instructions. Irresponsible use of generative AI tools may result in the spread of misinformation, whereas the impermissible use may constitute plagiarism or cheating. Generative AI tools do have the potential to both assist the student in the learning process and enhance their work. However, achieving these benefits requires the student to use generative AI tools in an appropriate and responsible manner.

The ultimate decision for the use of AI tools in a course lies with the instructor(s). The instructor should be clear and transparent about which tools are allowed and which ones are not. The instructor must clearly state in the course syllabus to what degree students may use AI tools or if the use of such tools is prohibited.

A student's research advisor in consultation with the student's faculty committee will decide on the use of AI tools in thesis/dissertations. The student must be informed in writing by the research advisor the extent to which AI tools may or may not be used. Such information must be given to the student as soon as possible but no later than the student's inaugural committee meeting.

Policy Scope

Applies to all enrolled students.

Document Name: Artificial Intelligence (AI) Tools
Effective Date: March 26, 2024
Document Status: Approved

Related Policies

Faculty Committee

Definitions

Artificial Intelligence. Any tool that appears to be able to accomplish activities that could be attributed to natural intelligence.
ChatGPT. A generative AI tool.
Honor Code. The University of Tennessee Health Science Center Student Honor Code.

Procedures

1. Instructors will clearly state course AI policies in course syllabi.
2. A student's research advisor will discuss with the student their expectations regarding the use of AI tools.
3. The student's Faculty Committee will determine the extent to which AI tools may be used in the preparation of the thesis/dissertation.

Document History

Reviewed and revised by Graduate Studies Council February 27, 2024
Approved by Graduate Studies Council March 26, 2024

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Attendance at Graduation
Effective Date: April 28, 2009
Document Status: Approved

Purpose

Graduation is a way to celebrate educational success and recognize excellence. This policy defines the requirement for students to attend the ceremony.

Policy Details

A student who successfully defends and submits their final thesis, project, or dissertation by noon May 1 (or the next business day if May 1 falls on a weekend or holiday) will participate in the May graduation ceremony and receive their diploma at that time. Students who successfully defend and submit their final thesis or dissertation by noon November 1 (or the next business day if November 1 falls on a weekend or holiday) will participate in the December graduation ceremony and receive their diploma at that time.

Participation in graduation is mandatory. Those students unable to attend graduation must petition the Dean in writing to receive their degree in absentia.

Policy Scope

Applies to all graduating students.

Related Policies

Degree Completion

Document History

Approved by Graduate Studies Council April 28, 2009.
Revised administratively October 19, 2014, to remove date restrictions for information transmittal to Registrar.
Revised by Graduate Studies Council November 24, 2015 to add December graduation.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Catalog Changes
Effective Date: December 1, 2005
Document Status: Approved

Purpose

This policy defines how and when UTHSC Catalog changes can occur. Because the College's curriculum is published in the catalog, the catalog must contain an accurate accounting of the courses. This policy assures the required accuracy.

Policy Details

Any changes to the curriculum of any program within the College, whether the addition/deletion of courses or modification of an existing course, must take place through the CGHS Course Catalog Manager. This information is used to populate the UTHSC catalog.

All new course proposals and substantive changes to existing courses must be reviewed by the CGHS Curriculum Committee and approved by Graduate Studies Council before they can be incorporated into the UTHSC Catalog. New course proposals should be submitted by the deadlines outlined in the CGHS *New Courses* policy. Substantive changes to existing courses should also be made by these deadlines. Submission by the deadlines published in the CGHS *New Courses* policy is required for incorporation into the UTHSC Catalog. New courses or substantive changes may not be incorporated if the CGHS Curriculum Committee or Graduate Studies Council does not grant approval.

Changes to existing courses that are minor (e.g., start and stop dates, minor content changes) must be made in the CGHS Course Catalog Manager prior to the deadlines set by the Office of Academic, Faculty, and Student Affairs. These deadlines are communicated to Program Directors by the Associate Dean for Academic Affairs.

On very rare occasions, modifications to the CGHS portion of the UTHSC Catalog must be made after the established deadlines have passed. For these modifications to be incorporated, the CGHS Curriculum Committee, the Associate Dean for Academic Affairs, the Dean, and the Vice Chancellor for Academic,

Faculty, and Student Affairs must approve of the change. There is no appeal for denial of a late modification.

Policy Scope

Applies to all academic programs.

Related Policies

New Courses

Definitions

New course. A course, or course content, that has not previously been assigned a course designation or number by the Registrar.

Substantive change. A change to the objectives, content, grading method or metric, mode of delivery, or credit hours. Changes in instructor of record, rearrangement of the content, and schedule are not substantive changes.

Procedures

1. Log in to the CGHS Course Catalog Manager with your UTHSC NetID and password. You must be on a UTHSC network to access the server.
2. Select the term and subjects containing courses to be modified.
3. Edit the appropriate fields in the course information.
4. Save the course(s) and logout.

Document History

New course proposal submission policy approved December 1, 2005.

Administratively modified February 3, 2016 to include UTHSC Catalog submission requirements.

Document Name: Catalog Changes
Effective Date: December 1, 2005
Document Status: Approved

Modified April 26, 2016 by Graduate Studies Council to allow modifications after the deadlines on rare occasions.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Certificate Programs
Effective Date: May 15, 2013
Document Status: Approved

Purpose

This policy defines requirements of Certificate Programs.

Policy Details

Certificate programs offered by the College generally require fewer credit hours than M.S. or Ph.D. programs and have less intensive research experiences. Admission requirements follow the minimum guidelines of the College with the exception that there is no requirement for a Graduate Record Examination. A command of English is essential, and some students may be required to provide TOEFL or IELTS scores. A cumulative GPA of 3.0 in the required courses is required for successful completion of the certificate program.

Policy Scope

Applies to all Certificate Programs.

Related Policies

Admissions
Language
Academic Progress

Document History

Administratively added May 15, 2013 to align the requirements of Certificate Programs with degree-granting programs.
Administratively reviewed by Graduate Studies Council November 24, 2015

Document Name:	Commencement Walk-Through
Effective Date:	January 1, 2019
Document Status:	Approved

Purpose

This policy describes the requirements for "walking" in commencement exercises before completion of degree requirements.

Policy Details

Students who are close to finishing their ET/D or project may be granted permission to 'walk' in commencement ceremonies.

For May commencement, students must meet the following criteria:

1. The student must have scheduled a public oral defense to occur not later than April 15 and have notified the College of their oral defense by April 1;
2. The student must have successfully orally defended their dissertation, thesis, or project before their faculty committee;
3. The student must have submitted a complete and committee-approved copy of their ET/D or project (i.e., no further changes) to the College not later than five (5) days before commencement;
4. The student must have written approval from the Assistant Dean for Academic Affairs or the Assistant Dean for Graduate Programs and Services stating that the ET/D or project sufficiently adheres to all format guidelines or program requirements such that any required changes can be completed by the end of the Spring term.

For December commencement, they must meet the following criteria:

1. The student must have scheduled a public oral defense to occur not later than November 1 and have notified the College of their oral defense by October 15;
2. The student must have successfully orally defended their dissertation, thesis, or project before their faculty committee;
3. The student must have submitted a complete and committee-approved copy of their ET/D or project (i.e., no further changes) to the College not later November 1;

4. The student must have written approval from the Assistant Dean for Academic Affairs or the Assistant Dean for Graduate Programs and Services stating that the ET/D or project sufficiently adheres to all format guidelines or program requirements such that any required changes can be completed by the end of the Fall term.

A student who has met the requirements for walking in the commencement ceremony, and who is granted the privilege of walking in the commencement ceremony without fully completing the degree requirements, will not be granted degree conferral until all of the degree requirements are met. The degree conferral date will be no earlier than the date that all of the degree requirements are met.

Failure to complete all of the degree requirements by the end of the term in which the student participates in the commencement ceremony will require that the student register as a full-time student in the next term, at the student's expense, requiring payment of full tuition and fees.

No exceptions to this policy will be granted without the written authorization of the Chancellor.

Policy Scope

Applies to all students

Related Policies

Attendance at Graduation
Degree Completion
Electronic Theses and Dissertations
Oral Defense

Definitions

Commencement. The scheduled, formal academic ceremony at which degrees are conferred.

Format guidelines. The published ET/D formatting requirements for theses and dissertations.
Program requirements. The specific requirements of the students' degree program, especially relating to the written project option.

Procedures

1. Schedule the oral defense in advance of the specified deadline for a given term.
2. Notify the CGHS Office of the date, time, title, and location of the oral defense by the specified deadline for a given term.
3. Submit a complete and committee-approved written document to the College by the specified deadline for a given term. For documents that must meet the formatting standards for ET/Ds, it is strongly suggested that formatting advice be obtain well in advance of the submission of the final document.
4. Request written approval to walk in the commencement ceremony.

Document History

Approved by Graduate Studies Council September 25, 2018.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Credit Hours – Doctor of Philosophy Degree
Effective Date: January 23, 2007
Document Status: Approved

Purpose

This policy defines credit hour requirements for Ph.D. degree-seeking students

Policy Details

Selection of specific courses, their number, and sequence will be determined by the student in consultation with the Research Advisor, Faculty Committee, Program Director, and Program Chair, subject to the general regulations of the College.

A minimum of 24 semester hours of Course 900 is required of all doctoral candidates before the dissertation will be accepted. The student must continue to register for Course 900 for the entire period during which the student is engaged in dissertation research, including the semester in which the dissertation is accepted by the College.

If a full-time or a part-time student's faculty committee certifies that the student has completed all experimental work for the degree and will be primarily writing and completing the dissertation in the next semester of enrollment, then the student may register for one credit hour of research. The request for permission to register for one credit hour must be made by the student's research advisor. If the student fails to submit an approved dissertation by the deadline for graduation in that semester, the student will be required to register for nine credit hours in the subsequent semester(s).

Doctoral students are required to successfully complete the course 801 IP, Integrity in the Conduct of Scientific Research, in order to graduate.

Policy Scope

Applies to all Ph.D. degree-seeking students.

Document Name: Credit Hours – Doctor of Philosophy Degree
Effective Date: January 23, 2007
Document Status: Approved

Related Policies

Admission to Degree Candidacy – Doctor of Philosophy
Research and Dissertation

Definitions

Candidate. A student who has been admitted to Ph.D. degree candidacy.
Course 900. The specific Dissertation Research course for the discipline (e.g., NSG 900).

Document History

Approved January 23, 2007 by Graduate Studies Council.
Revised July 1, 2007 by Graduate Studies Council to require doctoral students to continually enroll in Course 900 and to allow less than full-time enrollment for students completing their dissertation writing.
Administratively modified December 11, 2013 to adjust the minimum number of credit hours during dissertation writing to one credit hour.
Revised November 24, 2015 by Graduate Studies Council to require research advisor approval for reduced registration hours.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Credit Hours From Other Colleges
Effective Date: April 26, 2016
Document Status: Approved

Purpose

Students within the College may take courses offered by other colleges at UTHSC if those courses advance the student's plan of study. Because these courses cannot substitute for a degree program's core courses, a limited number of credit hours from such courses may be counted toward degree completion. This policy defines the number of credit hours taken in another UTHSC college that may be counted toward degree completion. This policy differs from the "Transfer of Course Credit" policy in that this policy applies only to courses taken in other colleges at UTHSC.

Policy Details

Students may apply credit from courses taken in another college at UTHSC toward their degree to the extent that these credits do not exceed 25% of the total number of credit hours for the degree. The content of courses that are taken from other colleges must be at a level that is appropriate for students in a Masters or Ph.D. program. Individual programs may require that 100% of credit hours for degree be derived from courses in the CGHS curriculum.

Policy Scope

Applies to all students.

Related Policies

Transfer of Course Credit

Document Name: Credit Hours From Other Colleges
Effective Date: April 26, 2016
Document Status: Approved

Definitions

Core courses. The required courses for a given program's plan of study.
Credit hours for degree. The total number of credit hours earned or attempted for completion of the degree requirements, including core courses.
Other colleges at UTHSC. A UTHSC college falling under the UTHSC SACS accreditation.

Document History

Approved April 26, 2016 by Graduate Studies Council.
Administratively modified October 4, 2016 to specify a graduate level for the courses.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Credit Hours – Master's Degree
Effective Date: January 23, 2007
Document Status: Approved

Purpose

This policy defines credit hour requirements for Master's degree-seeking students

Policy Details

A candidate for a Master's degree must complete a minimum of 30 semester credit hours of graduate courses; specific programs may require additional credit hours for completion. The program of study must be approved by the student's Faculty Committee and the Program Chair. Eighteen semester hours or more of credit are required in the discipline. The student must continue to register for Course 800 for the entire period during which the student is engaged in thesis or project research, including the semester in which the thesis or project is accepted by the College.

If a full-time or a part-time student's faculty committee certifies that the student has completed all experimental work for the degree and will be primarily writing and completing the thesis in the next semester of enrollment, then the student may register for one credit hour of research. The request for permission to register for one credit hour must be made by the student's research advisor. If the student fails to submit an approved thesis or project by the deadline for graduation in that semester, the student will be required to register for nine credit hours in the subsequent semester(s).

A Master's degree candidate in the Epidemiology Program, the University of Tennessee – University of Memphis Joint Graduate Program in Biomedical Engineering, Dental Sciences Program, Biomedical Sciences Program, or Pharmaceutical Sciences Program may elect to take the degree with a project option. Credit hour requirements for each option are detailed in the Catalog under the specific program.

Document Name: Credit Hours – Master's Degree
Effective Date: January 23, 2007
Document Status: Approved

Policy Scope

Applies to all Master's degree-seeking students.

Related Policies

Admission to Degree Candidacy – Masters
Research and Thesis

Definitions

Candidate. A student who has been admitted to Master's degree candidacy.
Course 800. The specific Masters Thesis Research course for the discipline (e.g., BIOE 800).
Project option. An option for research resulting in a publication quality manuscript.
Thesis option. On option for research resulting in a formal thesis that meets the College formatting standards.

Document History

Approved January 23, 2007 by Graduate Studies Council.
Revised July 1, 2007 by Graduate Studies Council to require Master's students to continually enroll in Course 800 and to allow less than full-time enrollment for students completing their thesis writing.
Administratively revised May 14, 2013 to add project option for all masters programs.
Administratively modified December 11, 2013 to adjust the minimum number of credit hours during thesis writing to one credit hour.
Revised November 24, 2015 by Graduate Studies Council to require research advisor approval for reduced registration hours.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Credit Hours – Non-degree
Effective Date: January 26, 2016
Document Status: Approved

Purpose

This policy defines credit hour limitations for students who are not enrolled in a College of Graduate Health Sciences degree or certificate program.

Policy Details

Individuals who are not enrolled in one of the College's degree or certificate programs may register for College of Graduate Health Sciences courses by completing the appropriate non-degree student forms from the Registrar's office. Registration for the course(s) requires approval of the Instructor(s) and the Dean. The non-degree student is responsible for all tuition and fees

A non-degree student cannot accumulate more than nine (9) credit hours of coursework. To enroll for additional courses once the limit is reached, a student must be accepted into one of the College's degree or certificate programs and be actively enrolled in that program.

Policy Scope

Applies to all non-degree-seeking students.

Related Policies

none

Definitions

Non-degree student. A student who has not been accepted into and actively enrolled in one of the College's degree or certificate programs.

Document Name: Credit Hours – Non-degree
Effective Date: January 26, 2016
Document Status: Approved

Document History

Approved January 26, 2016 by Graduate Studies Council.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Degree Completion
Effective Date: September 22, 2009
Document Status: Approved

Purpose

The final steps for completion of degree requirements occur in a specific order. This policy outlines those steps.

Policy Details

Following a successful oral defense, a final electronic copy of the thesis, project, or dissertation (ET/D) must be submitted to the College for approval. The ET/Ds are due in the office of the Assistant Dean for Academic Affairs with the following deadlines and provisions:

1. If the student wishes to participate in the graduation ceremonies and receive their certified diploma at graduation, the final approved ET/D must be delivered to the Assistant Dean for Academic Affairs no later than noon April 15 for Spring, and noon November 1st for Fall, unless special permission is granted by the Dean.
2. Students who do not meet these deadlines but complete all graduation requirements five business days before the commencement ceremony will receive a diploma dated with the date of the commencement ceremony, otherwise the diploma will have the date of the next degree award date. Note: the date on the diploma is not the date of degree completion. The date of degree completion is when all requirements are met and approved.
3. Students who do not complete all of the requirements for the degree by the end of the term will be required to register for the next term.

Policy Scope

Applies to all graduating students.

Related Policies

Attendance at Graduation
Electronic Theses and Dissertations

Document Name: Degree Completion
Effective Date: September 22, 2009
Document Status: Approved

Oral Defense

Definitions

ET/D. An electronic version of the thesis, project, or dissertation.

Procedures

1. At least four weeks before the oral defense (see "Oral Defense" policy) the student provides their Research Mentor with a finished draft of their thesis, project, or dissertation document. All drafts must be formatted according to ET/D guidelines (see "Electronic Theses and Dissertations" policy).
2. At least two weeks before the oral defense:
    a. notify the College of the date, time, location, and title of the defense for public posting;
    b. provide an ostensibly complete thesis, project, or dissertation document to the student's Faculty Committee.
3. At the oral defense, have available the "Report of Final Examination" form for the Faculty Committee to sign.
4. Make any required changes to the thesis, project, or dissertation document before submitting the document for final approval per this policy. This final document requires the Faculty Committee signatures on the signature page.
5. Make an appointment with the College to complete paperwork and discuss graduation.

Document History

Approved by Graduate Studies Council September 22, 2009.
Administratively revised March 3, 2012 to adjust award dates per Registrar requirements.
Revised by Graduate Studies Council November 24, 2015, to adjust completion dates per Registrar requirements.
Revised by Graduate Studies Council April 26, 2016 to change the Spring ET/D deadline from May 1 to April 15.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Email
Effective Date: September 7, 2007
Document Status: Approved

Purpose

This policy defines the official mode of communication to students in the College.

Policy Details

The University of Tennessee Health Science Center provides every student with an e-mail account that enables the administration, faculty, and staff of the College of Graduate Health Sciences to send official electronic correspondence to students. Students are responsible for checking and maintaining their UTHSC e-mail account, as it is the only account that will receive official College communications.

Policy Scope

Applies to all enrolled students.

Document History

Approved September 7, 2007 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council November 24, 2015.
Administratively modified to remove reference to e-mail forwarding per ITS rules April 26, 2022

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Employment
Effective Date: November 8, 2004
Document Status: Approved

Purpose

Work outside of the student's research area may impede progress toward a degree. This policy describes conditions under which full-time students may seek employment not directly related to their research.

Policy Details

Under some circumstances, full-time graduate students who are receiving a research assistantship stipend and/or tuition waiver are permitted to supplement the stipend by employment within or outside the University. It is a conflict of interest for a student to work for a member of the student's committee unless that work is directly linked to meeting the requirements for the degree sought. It is the responsibility of the Program Chair and the student's Faculty Committee to determine whether such employment interferes with the expectations of that program regarding the student's acceptable progress in course and research work and in the amount of time the student is expected to spend in research and service. If the Program Chair determines that employment would interfere or would be a conflict of interest with the student's program, the Chair may limit such employment.

Policy Scope

Applies to all full-time students receiving a stipend.

Related Policies

Academic Progress
Faculty Committee

Document Name: Employment
Effective Date: November 8, 2004
Document Status: Approved

Definitions

Faculty Committee. The committee approved to help direct the student's research.
Program Chair. The listed chair of the student's academic program.

Document History

Approved by Graduate Studies Council November 8, 2004.
Modified by Graduate Studies Council November 24, 2015 to clarify policy scope and conflict of interest definition.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Faculty Committee
Effective Date: November 8, 2004
Document Status: Approved

Purpose

The student's Faculty Committee plays an essential role in helping to guide the student and to certify that the research is of the highest quality. This policy defines the composition and duties of the Faculty Committee

Policy Details

Master's degree
No later than the end of the first academic year of full-time graduate study, the student and Research Advisor are to select a Faculty Committee with the following composition:
- the Faculty Committee must have at least three members, including the Research Advisor;
- at least one member must be a full-time UTHSC faculty member;
- at least one member must come from outside the program/track;
- one outside member may be from another institution;
- with the exception of an outside member from another institution, all members must be credentialed by the College to serve on a student's faculty committee.

The members of the Faculty Committee should be chosen with the intent that they will be familiar with the type of research project being conducted. The purpose of the Faculty Committee is to advise and evaluate the student's scholarly activity and to certify that the student has defended a thesis or project that is worthy of the degree. The Chair of this committee is to be the student's Research Advisor, who must hold a regular appointment in the Graduate Faculty and must be approved to direct at least master's level research. The composition of the Faculty Committee will be submitted for approval by the Dean.

The Faculty Committee will, within the semester of appointment, submit to the Program Chair a general description of the direction of the research project.

It is the responsibility of the Research Advisor to convene the Faculty Committee at such times as may be helpful in advancing the student's progress. The Faculty

Committee must meet at least once each academic year to monitor the student's progress and must prepare an annual report of progress for the Program Chair and the Dean.

Ph.D. degree

Usually during the second year of study toward the Ph.D. degree, the student and Research Advisor are to select a Faculty Committee with the following composition:

- the Faculty Committee must have at least five members;
- at least one member must be a full-time UTHSC faculty member;
- at least one member must come from outside the program/track, and this person may be from another institution;
- with the exception of an outside member(s) from another institution, all members must be credentialed by the College to serve on a student's faculty committee.

The members of the Faculty Committee should be chosen with the intent that they will be familiar with the type of research project being conducted. The purpose of the Faculty Committee is to advise and evaluate the student's scholarly activity and to certify that the student has defended a dissertation that is worthy of the degree. The Chair of this committee is to be the student's Research Advisor, who must hold a regular appointment in the Graduate Faculty and must be approved to direct doctoral research. The composition of the Faculty Committee will be submitted for approval by the Dean.

The Faculty Committee will, within the semester of appointment, submit to the Program Chair a general description of the direction of the research project.

The student keeps the Faculty Committee up to date on the progress of the research by written reports and/or oral presentations. These mechanisms allow the Faculty Committee to provide suggestions that might improve or help solve the research problem. In most programs, the Faculty Committee has the responsibility for administering the oral and/or written comprehensive examinations. These are graded on a pass/fail system. Comprehensive examinations are given to all Ph.D. students. Once the student has successfully completed the examination, an application is filed by the student in the Dean's office to officially admit the

student to candidacy for the degree. Comprehensive examinations may be retaken once. A second failure may mean dismissal from the College or suggestion to pursue the master's degree only. Students pursuing the master's degree may not be required to take comprehensive examinations.

It is the responsibility of the Research Advisor to convene the committee at such time (not less than each academic year) as it may be helpful in advancing the student's progress, although the student's Research Advisor will be responsible for day-to-day direction of the student's research. The student's progress and development will be monitored and guided by the Faculty Committee. The committee will submit each academic year a written report (on an academic year basis) on the student's progress to the Program Chair and Dean.

Policy Scope

Applies to all degree-seeking students.

Related Policies

Academic Progress
Admission to Degree Candidacy

Definitions

Dean. The administrative head of the College, which may be an Associate Dean substituting during an absence of the Dean.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.
Research Advisor. The faculty member who has primary oversight responsibility for the student.

Document Name: Faculty Committee
Effective Date: November 8, 2004
Document Status: Approved

Document History

Approved November 8, 2004 by Graduate Studies Council.
Revised by Graduate Studies Council November 25, 2008.
Administratively revised November 14, 2011 to have the Program Director submit the Faculty Committee names.
Administratively reviewed by Graduate Studies Council November 24, 2015.
Administratively revised May 12, 2022 to clarify the approval process.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Faculty Credentialing
Effective Date: November 8, 2004
Document Status: Approved

Purpose

Faculty who help to guide student research training as mentor, faculty committee member, and/or instructor, must meet specific standards with respect to their experience and ability to provide such guidance.

Policy Details

Credentialing of faculty shall follow the specifications outlined in the College bylaws.

To be credentialed in the CGHS to teach, serve on students' faculty committees, and/or serve as Faculty Advisor, the Program Chair must provided a nomination packet to the Dean. In rare cases in which the faculty member is not be associated with a specific academic program, the nomination packet may be provided by their department chair. The Dean may approve the credential without further review, but in most cases will forward the application to the Credentials Committee for their recommendation.

The Dean may approve graduate faculty credentials for tenure track or non-tenure track faculty, or faculty who hold affiliated, secondary, or adjunct appointments at UTHSC. Under the College bylaws, adjunct (volunteer) faculty are not eligible to direct student research. Faculty denied credentials have the right to appeal the decision.

All faculty credentialed by the CGHS are listed on the CGHS web site.

Policy Scope

Applies to all faculty.

Document Name: Faculty Credentialing
Effective Date: November 8, 2004
Document Status: Approved

Related Policies

Faculty Appointment

Definitions

Academic Program. A THEC-approved program of study leading to a degree or certificate.
College bylaws. The approved bylaws of the College of Graduate Health Sciences.
Credentials Committee. The standing Credentials Committee of the College of Graduate Health Sciences.
THEC. Tennessee Higher Education Commission.
UTHSC Faculty Handbook. The University-approved faculty handbook.

Procedures

1. The Program Chair or, if appropriate, the Department Chair submits a curriculum vitae in UTHSC Faculty Handbook format, along with the nomination form (available on the CGHS website), to the Dean.
2. The Dean will review the nomination packet and forward it the Credentials Committee for review, as necessary.
3. After a recommendation and decision are made, the nominee will receive notification from the Dean.
4. Final consideration of the credential will not occur until the faculty member returns the notification letter indicating their acceptance of the credential and the necessary conflict-of-interest forms.

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Family Medical Leave
Effective Date: April 23, 2013
Document Status: Approved

Purpose

This policy defines the amount of time available for Family Medical Leave.

Policy Details

National Research Service Award (NRSA) trainees. The College will follow NIH NRSA policy for parental leave (NIH NOT-OD-08-064). This policy provides NRSA trainees up to 60 calendar days (equivalent to 8 work weeks) of paid (for students receiving stipends) parental leave per year for the adoption or the birth of a child. Either parent is eligible for parental leave. The College policy extends the leave to include care for immediate family members with serious health problems and for serious health conditions that temporarily prevent the student from fulfilling program requirements. Use of the leave must be approved by the Associate Dean for Student Affairs. Note that extended periods of leave may affect adequate academic progress and may necessitate withdrawal from the graduate program.

Non-NRSA trainees. The College will provide non-NRSA trainees up to 60 calendar days (equivalent to 8 work weeks) of unpaid parental leave per year for the adoption or the birth of a child. Either parent is eligible for parental leave. The College policy extends the leave to include care for immediate family members with serious health problems and for serious health conditions that temporarily prevent the student from fulfilling program requirements. Use of the leave must be approved by the Associate Dean for Student Affairs. Note that extended periods of leave may affect adequate academic progress and may necessitate withdrawal from the graduate program.

Policy Scope

Applies to all enrolled students.

Document Name: Family Medical Leave
Effective Date: April 23, 2013
Document Status: Approved

Related Policies

Annual Leave

Definitions

Immediate family members. Family members in a direct biological, adopted, spousal, or legal custodial line (parent, child, spouse, ward).
National Research Service Award (NRSA). An award to a student by the National Institutes for Health for pursuit of a doctoral degree.

Exhibits / Appendices / Forms

NIH NRSA Parental Leave Policy

Document History

Approved by Graduate Studies Council April 23, 2013
Administratively reviewed by Graduate Studies Council November 24, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Grading
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the assignment of grades.

Policy Details

The standard grading scale, using A, B, C, etc., does not provide sufficient resolution to be fair to all students. Therefore, the following system of grades, with equivalent quality point value, is used for courses offered through the College of Graduate Health Sciences: A (4-0); A- (3.67); B+ (3.33); B (3.00); B- (2.67); C+ (2.33); C (2.00); C- (1.67); D (1.00); and F (0). Grades P (for progress) and N (for no progress) are used primarily for grading work in research but may be used for select courses in interprofessional education indicating progress or no progress in demonstrating the identified student learning outcomes or competencies. These grades are not included in calculating the grade point average (GPA).

The following grading policies are applicable to graduate students:

- The grade of D is computed in the scholastic average but does not carry credit toward a degree. No graduate student will be allowed to repeat a course for the purpose of improving a grade.
- The designations WP or WF will be recorded to indicate pass or failure in those instances in which a student withdraws from a course before completing the work. If less than 10% of the course assessments have been completed, the grade recorded is simply W. Withdrawals are not allowed after the course is 70% complete.
- The designation I will be used in those instances in which a student is unable to complete a course at the regular time because of an acceptable reason, but is performing at a passing level. In such cases, arrangements are to be made by the instructor for the student to complete the work, and the I is to be replaced by whatever grade the instructor considers the student to have earned.
- The I designation cannot be permanent on a student's record, and must be removed by the end of the semester or term following that in which it was received. In the case of a graduating student, this designation must be removed no later than the day before commencement. Failure on the part of a student to

remove an I within the time limit allowed will result in the grade of F being reported and recorded as a permanent grade.

Policy Scope

Applies to all enrolled students.

Related Policies

Appeal of Grades

Document History

Approved by Graduate Studies Council November 8, 2004.
Revised by Graduate Studies Council January 22, 2013 to align transcript letter designations and withdrawal policy with UTHSC policy.
Administratively revised May 14, 2013 to indicate suitable tools for course evaluation.
Revised by Graduate Studies Council November 24, 2015 to eliminate course evaluation as a condition for grade assignment and add P/N grading for interprofessional courses.
Administratively revised July 5, 2022 to align course completion milestone for WP/WF with the University's 70% policy.

Guidelines and Requirements for Off-Campus Oral Defenses
College of Graduate Health Sciences
The University of Tennessee Health Science Center

All Master's and Ph.D. candidates must give a public oral defense in partial completion of their graduate degree requirements. While the UTHSC campus allows public access for this purpose, some sites at which students are primarily located have restricted public access. Therefore, a student wishing to do their oral defense at a site other than UTHSC **MUST** follow these guidelines and requirements.

1. The oral defense site must be able to provide both audio and video feed to UTHSC during the public portion of the defense:
    a. the audio feed must provide both the student and audience voice, as well as any audio media presented by the student;
    b. the video feed must provide the visual media being presented by the student (e.g., slides, movies, visual aids).
2. The oral defense site must provide real-time audio response capability from UTHSC to allow questioning of the student.
3. The student should work with their program director and IT to locate and reserve a room at UTHSC that is capable of receiving the audio and video feed, and has the capability of allowing real-time audio response.
4. The defense must be scheduled with the College at least two weeks in advance to provide adequate time to make preparations.
5. The student and mentor are responsible for testing the connection between UTHSC and the oral defense site to ensure all of the requirements are met. Testing should occur with enough time prior to the oral defense to remedy any problems or reschedule rooms, as necessary.
6. If physically possible, all of the student's faculty committee must be present at the oral defense site during the public and committee portions of the defense. If a faculty committee member is at a distant location, the student must make **separate** arrangements for that committee member to participate in the public and committee portions of the defense.
7. The student should ensure that at least one faculty member who is not on the student's faculty committee (preferably the program director or College administrative faculty) will attend the oral defense. This will allow the oral defense to proceed in the event of an acute technical difficulty.

The College of Graduate Health Sciences reserves the right to review and set other conditions as may be needed.

Failure to follow these guidelines and requirements may force the cancellation of the oral defense!

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Immunization
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the immunization requirements for enrollment

Policy Details

UTHSC requires that all entering students undergo tuberculin (TB) skin testing at registration and document prior immunity to measles, mumps, rubella, diphtheria, polio, and tetanus by recorded evidence of immunization. Documentation of receipt of two doses of measles (rubeola) vaccine after the first birthday is required unless born prior to 1957. Anyone with unknown or negative history of varicella must undergo serological testing. University Health Services will determine whether immunization documentation is adequate. Students who are unable to document immunity to these infections may be enrolled, provided required immunization and TB testing are obtained within 10 days of registration. Students may be exempted from this requirement if contraindications are established by University Health Services.

A TB skin test will be given at orientation for anyone without proof of a TB skin test within the last 3 months. A two-step TB skin test will be given to students without documented prior testing within 5 years. Students with a positive TB skin test must show clearance from a local or state health department.

University Health Services is required to ensure that students are immunized against hepatitis B. However, exceptions to this policy may be made for individual students making such a request by providing reasonable cause and by signing a statement of declination. Students known to be hepatitis B antigen- or antibody-positive (or already immune) or for whom contraindications are established by a healthcare provider or University Health Services may be exempted from this immunization. Students have until the end of the first semester enrolled to start the series of three injections for hepatitis B immunization.

Document Name: Immunization
Effective Date: November 8, 2004
Document Status: Approved

Policy Scope

Applies to all enrolled students.

Supporting Information

UTHSC University Health Services FAQs http://www.uthsc.edu/univheal/faqs.php

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council November 24, 2015

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Inclement Weather
Effective Date: August 25, 2015
Document Status: Approved

Purpose

The purpose of this policy is to provide the procedures in the event of inclement weather.

Policy Details

The UTHSC administration determines when a campus is closed because of inclement weather and announces that status by a telephone hotline (901-44UT ICE or 901-448-8423) with up-to-the-minute information. Appropriate information may also be communicated to local television and radio stations, but the hotline is the official source for information.

When a campus is closed, all CGHS classes and other activities occurring on the campus are cancelled. CGHS faculty and students working at other locations (e.g., St. Jude Children's Research Hospital or VAMC) are subject to the policies of the resident location.

Policy Scope

Applies to all CGHS students, postdocs, faculty, and personnel.

Related Policies

none

Definitions

UTHSC administration. The Office of the Chancellor.

Document Name: Inclement Weather
Effective Date: August 25, 2015
Document Status: Approved

Procedures

Telephone the hotline at 901-44UT ICE (901-448-8423) for the closing status.

Document History

Approved February 26, 2008 by Graduate Studies Council.
Modified August 25, 2015 by Graduate Studies Council.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Language
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the language for instruction.

Policy Details

A command of written and spoken English is essential. Failure to demonstrate competence in the use of written and spoken English may constitute grounds for termination of graduate work.

Policy Scope

Applies to all students.

Related Policies

Academic Due Process

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council November 24, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: New Courses
Effective Date: August 25, 2015
Document Status: Approved

Purpose

The purpose of this policy is to outline the requirements for new courses in the College.

Policy Details

New course proposals for courses to be offered in the Fall term are due to the Curriculum Committee January 1; proposals for the Spring term are due August 15. All courses having five or more students must be evaluated at each offering with an approved evaluation tool.

Policy Scope

Applies to all courses offered by the College.

Related Policies

none

Definitions

Curriculum Committee. The committee within the College charged with reviewing and recommending adoption of new courses, revision of existing courses, and management of the College curriculum.

Procedures

New course proposals must be submitted through the College Curriculum Management System (http://cghs.uthsc.edu).

Document Name: New Courses
Effective Date: August 25, 2015
Document Status: Approved

Document History

Administratively revised October 19, 2014 per Registrar.
Revised and approved November 8, 2004 by Graduate Studies Council.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name:	Oral Defense
Effective Date:	January 22, 2008
Document Status:	Approved

Purpose

The granting of M.S. and Ph.D. degrees is symbolic of the intellectual atmosphere of a university, and, as such, the events associated with their defense are of particular importance to our College and University. This policy defines the requirement for an oral defense of the student's research as partial completion of degree requirements.

Policy Details

All oral thesis, project, and dissertation defenses will either take place on the campus of the University of Tennessee Health Science Center or be conducted electronically by UTHSC-accessible means; in the latter case, the means of delivery must have audio and video interactive capability and must follow the guidelines. The College must be notified at least 2 weeks prior to an oral defense of the location, date and time, title, and url with access instructions, if applicable, so that a public announcement may be made. The examination will be conducted by the student's Faculty Committee.

The Program Director or the Associate Dean for Student Affairs can assist in locating an appropriate space for the oral defense. Videoconferencing technology will be provided on the UTHSC campus if requested.

Master's degree

Prior to the examination, the Program Chair must certify to the Dean that all program requirements have been met. In special cases, a written exam may be substituted for the oral exam. In the case of failure, the candidate may not appear for reexamination until at least one semester has elapsed and permission is granted by the Faculty Committee. The result of the second examination is final.

Document Name: Oral Defense
Effective Date: January 22, 2008
Document Status: Approved

Ph.D. degree
A final examination (oral or oral and written) on the student's dissertation special field and other fields that the student's Faculty Committee may specify will be administered after all course requirements have been completed and the student has been certified by the Program Chair that requirements have been met. It is the student's responsibility to see that an essentially complete copy of the dissertation in a form approved by the Research Advisor is distributed to the Faculty Committee for their examination and comments at least four weeks before the examination. An ostensibly final copy of the dissertation must be submitted to the committee at least two weeks before the final examination. Programs may designate another committee member to serve as Chair of the Final Examination.

Policy Scope

Applies to all Master's and Doctoral students.

Related Policies

Research and Thesis – Masters

Research and Dissertation – Doctor of Philosophy

Definitions

Associate Dean for Student Affairs. The College administrator responsible for student affairs, or their designee.

Program Director. The listed director of the student's academic program.

Document Name: Oral Defense
Effective Date: January 22, 2008
Document Status: Approved

Document History

Approved by Graduate Studies Council November 8, 2004.

Administratively revised May 14, 2013 to include the videoconferencing option.

Revised by Graduate Studies Council November 24, 2015, to require the dissertation to be submitted to the faculty committee two weeks prior to the oral defense.

Revised by Graduate Studies Council January 26, 2016 to allow electronic dissemination of oral defense through UTHSC-accessible interactive means.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Recording of Lectures
Effective Date: April 26, 2016
Document Status: Approved

Purpose

This policy defines the rights and responsibilities for students recording lectures.

Policy Details

Students will adhere to UTHSC policy guidelines regarding the *Recording of Faculty Course Lectures*, specifically the student-initiated recordings. The UTHSC policy defines specific use limitations.

In particular, recording is allowed unless permission is denied by the lecturer or instructor of record. Violation of UTHSC or College policy may result in disciplinary action.

Policy Scope

Applies to all students and faculty.

Related Policies

UTHSC Recording of Faculty Course Lectures Policy

Definitions

Recording. Any duplication, audio, visual, and/or facsimile that contains some or all of the content presented.

Document History

Approved April 26, 2016 by Graduate Studies Council.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Research and Dissertation – Doctor of Philosophy
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the requirement for the research and dissertation requirement for the Doctor of Philosophy degree.

Policy Details

Research accomplishment is a principal requirement for the degree of Doctor of Philosophy, and the dissertation must show substantial evidence of independently achieved and original results. This research and preparation of the dissertation must in each case be conducted in accordance with general College policies and under the immediate direction of the student's Research Advisor and Faculty Committee.

The subject of the research shall be determined by the student in consultation with Research Advisor and Faculty Committee.

NOTE: Graduate students may not participate in research which requires either an industrial or federal security classification that a priori restricts the thesis or dissertation publication rights of the student and/or the university. However, in a rare instance, student research findings may become classified after the graduate research is completed, and the post-classified status is beyond the control of the student or mentor. Students involved with research that receives a post- federal security classification will receive special consideration to accommodate their graduation requirements.

The dissertation is written after completion of experiments or other graduate studies designed to answer the questions posed by the statement of the problem. The scientific content and style of the dissertation are the responsibility of the student and student's Faculty Committee. The dissertation must be formatted and delivered according to the electronic thesis and dissertation policies.

Document Name: Research and Dissertation – Doctor of Philosophy
Effective Date: November 8, 2004
Document Status: Approved

Policy Scope

Applies to all Doctor of Philosophy degree-seeking students

Related Policies

Faculty Committee
Oral Defense
Theses and Dissertations

Definitions

Faculty Committee. The committee approved to help direct the student's research.
Program Chair. The listed chair of the student's academic program.

Document History

Approved by Graduate Studies Council November 8, 2004.
Revised by Graduate Studies Council April 28, 2009, to include electronic theses.
Revised by Graduate Studies Council October 27, 2009, to forbid classified research that restricts the publication of a dissertation.
Revised by Graduate Studies Council November 24, 2015, to eliminate the Program Chair from consultation on the subject of the research.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Research and Thesis - Masters
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the requirement for the research and thesis requirement for the Masters degree.

Policy Details

Requirements for the master's degree include the successful completion of a suitable research problem, the student's demonstration of scholarly attainment, and the potential to do independent research. This phase of the master's program takes the form of a major research project reported in the form of a thesis or project. (Not less than six nor more than twelve semester hours of credit for the thesis shall be included in the 30-semester credit hours required for the degree.)

The subject of the research shall be determined by the student in consultation with Faculty Committee members and the Program Chair. The scientific content and style of the thesis are the responsibility of the student and student's Faculty Committee. The thesis must be formatted and delivered according to the electronic thesis and dissertation policies ~~outlined in these bylaws under "ET/D Program Policies"~~.

NOTE: Graduate students may not participate in research which requires either an industrial or federal security classification that a priori restricts the thesis or dissertation publication rights of the student and/or the university. However, in a rare instance, student research findings may become classified after the graduate research is completed, and the post-classified status is beyond the control of the student or mentor. Students involved with research that receives a post- federal security classification will receive special consideration to accommodate their graduation requirements.

Students in the Epidemiology Program, the University of Tennessee – University of Memphis Joint Graduate Program in Biomedical Engineering, Dental Sciences Program, Biomedical Sciences Program, or Pharmaceutical Sciences Program may elect to graduate with a Master of Science through either a thesis or a project

option. In the thesis option, students will produce a treatise on their research subject and results; in the project option, students will produce a publication-quality manuscript. Both thesis and project options must be defended orally. Students graduating under the project option must satisfy all the residency, credit hour, language, Faculty Committee, and candidacy requirements ~~previously stated~~, in addition to fulfilling the specific course distribution requirements of the program. Curriculum requirements for students electing each master's degree option are described in the Catalog under the specific program.

Policy Scope

Applies to all Master's degree-seeking students

Related Policies

Faculty Committee
Oral Defense

Definitions

Faculty Committee. The committee approved to help direct the student's research.
Program Chair. The listed chair of the student's academic program.

Document History

Approved by Graduate Studies Council November 8, 2004.
Revised by Graduate Studies Council April 28, 2009, to include electronic theses.
Revised by Graduate Studies Council October 27, 2009, to forbid classified research that restricts the publication of a thesis.
Administratively revised May 14, 2013 to provide all Masters programs with a project option.
Reviewed by Graduate Studies Council November 24, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Residency Requirements – Doctor of Philosophy
Effective Date: November 27, 2007
Document Status: Approved

Purpose

The purpose of this policy is to define the minimum residency requirement for earning a Doctor of Philosophy degree. The degree of Doctor of Philosophy is awarded for exceptional scholarly attainment and demonstrated capacity in original investigation. Requirements for the degree are, therefore, not determined merely in terms of a fixed number of courses, credits, and years of resident study, but primarily in terms of arrangements that guarantee sustained, systematic study; productive research; and superior attainment in a particular field.

Policy Details

Doctoral programs normally include six or more terms of full-time study beyond the bachelor's degree. At least one academic year of the required term of study must be in residence at UTHSC. The student must be admitted to candidacy within three years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral program. An extension for extraordinary circumstances (e.g., an official leave of absence) may be considered by the Dean upon written petition from the student.

All doctoral degree students, except those on active military duty, will enroll each term (see Absence policy).

Policy Scope

Applies to all Doctor of Philosophy degree students regardless of degree candidacy status.

Related Policies

Absence
Admission to Degree Candidacy – Doctor of Philosophy

Document Name: Residency Requirements – Doctor of Philosophy
Effective Date: November 27, 2007
Document Status: Approved

Definitions

Active military duty. "Full-time duty in the active service of a (United States) uniformed service, and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned. The term 'active service' means service on active duty." [37 USCS § 101]

Degree candidacy. The satisfactory demonstration of the necessary preparation to continue pursuit of the desired degree.

Term of full-time study. A term of full-time study is defined as nine or more hours of graduate credit earned in one academic term.

Supporting Information

United States Code, 2011 Edition
Title 37 - PAY AND ALLOWANCES OF THE UNIFORMED SERVICES
CHAPTER 1 - DEFINITIONS
Sec. 101 – Definitions (http://www.gpo.gov/fdsys/pkg/USCODE-2011-title37/html/USCODE-2011-title37-chap1-sec101.htm)

Document History

Approved November 27, 2007 by Graduate Studies Council.

Revised and approved January 22, 2013 by Graduate Studies Council to align Leave of Absence and Withdrawal policies with UTHSC policy.

Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Residency Requirements – Master
Effective Date: January 22, 2013
Document Status: Approved

Purpose

The purpose of this policy is to define the minimum residency requirement for earning a master's degree.

Policy Details

The minimum residency requirement for the master's degree is two terms of full-time study or equivalent. Part-time students and students who are deficient in preparation for their advanced study may require more than two terms for completion of the requirements for the degree.

Students have six calendar years from the time of first enrollment in a master's or doctoral degree program to complete the master's degree. An extension for extraordinary circumstances (e.g., an official leave of absence) may be considered by the Dean upon written petition from the student.

All master's degree students, except those on active military duty, will enroll each semester. All students must adhere to the leave policies of the College (see Absence policy).

Policy Scope

Applies to all Master of Science and Master of Dental Science degree students regardless of degree candidacy status.

Related Policies

Absence
Admission to Degree Candidacy - Masters

Document Name: Residency Requirements – Master
Effective Date: January 22, 2013
Document Status: Approved

Definitions

Active military duty. "Full-time duty in the active service of a (United States) uniformed service, and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned. The term 'active service' means service on active duty." [37 USCS § 101]

Degree candidacy. The satisfactory demonstration of the necessary preparation to continue pursuit of the desired degree.

Term of full-time study. A term of full-time study is defined as nine or more hours of graduate credit earned in one academic term.

Supporting Information

United States Code, 2011 Edition
Title 37 - PAY AND ALLOWANCES OF THE UNIFORMED SERVICES
CHAPTER 1 - DEFINITIONS
Sec. 101 – Definitions (http://www.gpo.gov/fdsys/pkg/USCODE-2011-title37/html/USCODE-2011-title37-chap1-sec101.htm)

Document History

Revised and approved January 22, 2013 by Graduate Studies Council to align Leave of Absence and Withdrawal policies with UTHSC policy.

Administratively reviewed by Graduate Studies Council October 27, 2015.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Stipends
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the award of stipends.

Policy Details

The Dean is responsible for the administration and award of stipends for full-time graduate students enrolled in the College. Funding for most first-year graduate student stipends is provided by the College. Funding for subsequent years(s) of graduate stipend support is ordinarily the responsibility of the respective program.

The stipend levels of graduate students in the College of Graduate Health Sciences will be established early in the calendar year for the next academic year. Each graduate program may establish the annual stipend for its students so long as the stipend level for all students in a given year of matriculation and/or program are consistent. Any recommendation for a stipend that is not within the above guidelines requires approval of the Dean. Termination of student stipend support cannot occur prior to completion of all degree requirements without written justification and subsequent approval by the Program Director and the Dean.

Students receiving a grant/fellowship that provides more than the amount of their current stipend will receive the full amount of the grant/fellowship or the current stipend amount plus an additional $2500, whichever is greater.

Students receiving a grant/fellowship less than the amount of the current stipend will receive the full stipend plus an additional $2500, with the difference between the original stipend and grant/fellowship stipend plus the $2500 being provided by the original source of the stipend support (e.g. mentor grant).

Partial stipends may be awarded to full-time and part-time students in some programs. Such awards will be approved by the Dean only after recommendation of such by the Council.

Document Name: Stipends
Effective Date: November 8, 2004
Document Status: Approved

It is permissible for a program to recommend admission of a graduate student in a graduate program of the College with no stipend support. Approval of the Dean is required.

Policy Scope

Applies to all enrolled students.

Related Policies

Tuition Waiver

Definitions

Dean. The administrative head of the College, which may be an Associate Dean substituting during an absence of the Dean.
Council. Graduate Studies Council.

Document History

Approved by Graduate Studies Council November 8, 2004.
Revised by Graduate Studies Council December 20, 2005 to include a supplement for students receiving a grant or fellowship.
Administratively revised May 1, 2012 to clarify the source of the supplement for students receiving a grant or fellowship.
Revised by Graduate Studies Council November 24, 2015, to remove specific stipend amounts.
Revised by Graduate Studies Council May 23, 2017, to specify that stipends cannot be terminated prior to degree completion without justification and approval.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Theses and Dissertations
Effective Date: April 28, 2009
Document Status: Approved

Purpose

This policy outlines the procedures for submitting a thesis, project, or dissertation (ET/D) for approval as partial completion of degree requirements.

Policy Details

Starting the ET/D Process. All students who are required to provide a thesis or dissertation (ET/D) as part of their graduation requirements must complete all online instructional materials; tutorials, document exercises, and lectures, described in the Blackboard course "Electronic Theses and Dissertations - Workshops, Lectures, and Tutorials." Students should complete these instructional materials before beginning the preparation of their thesis or dissertation.

ET/D Media. All final approved ET/Ds must be saved in Portable Document Format (PDF) and be compliant with the archival quality PDF/A-1b specification. Any request for deviations from this specification must be submitted to the Assistant Dean for Academic Affairs for consideration. Additional approved multimedia files can be utilized according to the provisions in the current ET/D Guide. However, there must be an archival copy in PDF/A-1b format.

ET/D and Copyright. All authors of an ET/D should be aware of the current federal copyright laws, and it is recommended, although not required, that you register a copyright for your thesis/dissertation; project papers generally assign the copyright to the publisher. Refer to http://www.copyright.gov/ or http://library.uthsc.edu/reference/copyright for general information. Authors of ET/Ds are provided with two options for copyright; do it yourself registration at the .gov site, or request that ProQuest LLC register a copyright for you. See the current ET/D Guide (1&2) and auxiliary information on the Blackboard Electronic Thesis and Dissertations - Workshops, Lectures, and Tutorials site for details. The University of Tennessee's policy concerning student copyrights is as follows:

"A student must, as a condition of a degree award, grant royalty-free permission to the University to reproduce and publicly distribute, on a non- commercial basis, copies of the thesis or dissertation" (The University of Tennessee Board of Trustees 1984). This includes paper or electronic products."

Even if an author does not "officially" register their copyright, authors are required to add a copyright notice and symbol to their ET/D. Details are provided in the current ET/D Guides and auxiliary information.

ET/D and Patent Review. If a student ET/D is involved in a patent review process, it is imperative that the student inform the Assistant Dean for Academic Affairs immediately. Documents undergoing patent review are sequestered until either the embargo period has ended or the student's advisor informs the Assistant Dean for Academic Affairs that the review process has been completed. If the review process progresses to a patent pending status or is rejected, the student's advisor must inform the Assistant Dean for Academic Affairs of this status change so that the dissemination status of the ET/D can be changed accordingly. Refer to the current CGHS ET/D Guides for additional details.

ET/D Standard Dissemination. Document security for displaying student theses or dissertations from the CGHS campus will mirror the current ProQuest LLC document security policies. Students may select world-wide accessibility once delivered to ProQuest LLC; students and advisors may elect an embargo of either 6 months, 1 year, or up to two years (maximum) if sufficient reason is provided to the Assistant Dean for Academic Affairs. An embargo means that the whole of the thesis or dissertation will not be available until the embargo period has expired. However, the title, the abstract and meta data for the manuscript will be made available on the on the UTHSC/CGHS ET/D Institutional Repository (http://etd.uthsc.edu) and the ProQuest LLC site immediately upon approval and delivery of the manuscript to ProQuest LLC. For work under patent review, authors must carefully consider the contents of their abstract so that proprietary or patentable information is not revealed. If changes to the embargo are needed after an embargo has been approved and submitted to ProQuest LLC, it is the responsibility of the student and/or the student's mentor to submit a request with justification to the CGHS Assistant Dean for Academic Affairs for approval. If approved, the Assistant Dean for Academic Affairs will change the meta data

associated with the abstract on campus display, and reset the CGHS embargo "clock" for this ET/D. Once approved by the Assistant Dean for Academic Affairs, it is then the responsibility of the student and/or mentor to contact ProQuest LLC Dissertations Group (disspub@proquest.com; phone: 800-521-0600 x7020) to request a change in the embargo options.

Policy Scope

Applies to all degree-seeking students.

Related Policies

Degree Completion
Oral Defense

Definitions

ET/D. An electronic version of the thesis, project, or dissertation.
ProQuest LLC. A privately-held company that acts as an offsite digital archive of theses and dissertations. The College has an agreement with the company to archive student-produced theses and dissertations.
UTHSC/CGHS Institutional Repository for ET/Ds. The CGHS Institutional repository held in Digital Commons/BEPress; an open access publishing server.

Document History

Approved by Graduate Studies Council April 28, 2009.
Administratively revised February 1, 2016 to update information about ET/D guides and repository.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Transfer of Course Credit
Effective Date: August 25, 2015
Document Status: Approved

Purpose

The purpose of this policy is to provide clear guidelines for the transfer of credits from another institution to the academic record of a student enrolled in a program within the College

Policy Details

Courses taken at another institution for graduate credit, completed with a grade of B or better, and accepted by the student's program in the College may be transferred into the student's UTHSC degree program. The number of hours that may be transferred will be determined by the Program Chair or Director, but at least 50% of the credit hours for a master's or Ph.D. degree must be earned at UTHSC.

A student wishing to transfer courses taken prior to matriculation must make the request prior to, or during, the first term following matriculation. Requests for transfer of these courses following the first term will not be honored. A student wishing to transfer courses taken at another institution following their initial enrollment in a College degree program must make the request in the first term following completion of the course. Requests for transfer of these courses in subsequent terms will not be honored.

Transferred courses must be listed on the Admission to Candidacy form and approved by the Program Chair or Director and the Faculty Committee.

Credits transferred into the student's graduate program will not affect the minimum residency requirements and normally will not be included in calculations of the student's grade point average.

Policy Scope

Applies to all enrolled students.

Document Name: Transfer of Course Credit
Effective Date: August 25, 2015
Document Status: Approved

Related Policies

Residency Requirements – Masters
Residency Requirements – Doctor of Philosophy

Definitions

Faculty Committee. The student's faculty committee that was approved by the College.
Minimum residency requirement. The minimum terms or credits that a student must obtain to fulfill the degree requirements.
Program Chair. The listed chair of the student's academic program.
Program Director. The listed director of the student's academic program.

Procedures

1. Students requesting transfer of credit for courses taken prior to matriculation must request that an official transcript be sent from the institution where the course was taken to the CGHS before or during the first term following matriculation. Students requesting transfer of credit for courses taken at another institution while enrolled as a CGHS student must request that an official transcript be sent from the institution where the course was taken to the CGHS during the first term following completion of the course.

2. Official transcripts must be received directly by the CGHS from the other institution(s) or verifying agency and appropriately authenticated before the transfer of graduate credit form will be approved. Transcripts that are not sent directly from the other institution or verifying agency will not be accepted.

3. The course transfer form will be completed by CGHS and sent to the Registrar's office for processing.

Document Name: Transfer of Course Credit
Effective Date: August 25, 2015
Document Status: Approved

Document History

Approved October 25, 2005 by Graduate Studies Council
Administratively revised October 19, 2014 per Registrar requirement for transcripts be sent directly to the College
Administratively revised and approved August 25, 2015 by Graduate Studies Council to clarify approval of transfer courses and specify submission of course transfer form by the College instead of student.
Administratively revised and approved February 26, 2019 by Graduate Studies Council to specify time limits on course transfers, detail procedures for these transfers, and remove the requirement for Associate Dean for Academic Affairs approval for transfer of transfer of more than one term's course credit.

The University of Tennessee Health Science Center
College of Graduate Health Sciences
College Policies

Document Name: Tuition Waiver
Effective Date: November 8, 2004
Document Status: Approved

Purpose

This policy defines the conditions under which a student may receive a tuition waiver.

Policy Details

Upon recommendation of the Program Chair and approval of the Dean, applicable tuition may be waived. Waiver of tuition will be made available to students in return for creditable service as determined by the program.

Doctoral students may be granted a waiver of tuition for up to 6 years and master's-only students may be granted a waiver of tuition for up to 4 years by the College. If a student fails to complete all the requirements for the degree by the allotted time, the student or the program will be responsible for paying tuition until the requirements for the degree are completed.

Only full-time students as defined by the CGHS are eligible to receive a waiver of tuition.

Students who choose to obtain employment at another institution or attend another educational institution while continuing to pursue their degree will not be eligible to receive a stipend, insurance, or waiver of tuition.

Students whose mentor leaves the University for another academic institution will not be eligible for a waiver of tuition if they choose to remain enrolled at UTHSC while studying at the institution where the mentor has moved. The mentor may make arrangements before resigning from UTHSC to pay the tuition associated with those students who remain enrolled at the University but study with the mentor at the new institution. Otherwise, students will be required to (1) pay the appropriate tuition and fees if they choose to remain at UTHSC or (2) transfer to the other institution.

Document Name: Tuition Waiver
Effective Date: November 8, 2004
Document Status: Approved

Programs and/or faculty who apply for extramural training grants should include funds to cover the cost of tuition for the student slots that are requested.

Policy Scope

Applies to all full-time students.

Related Policies

Stipends

Definitions

Dean. The administrative head of the College, which may be an Associate Dean substituting during an absence of the Dean.
Program Chair. The listed chair of the student's academic program.

Document History

Approved by Graduate Studies Council November 8, 2004.
Revised by Graduate Studies Council August 26, 2008 to remove fee waivers.
Administratively revised August 23, 2011 to exclude students who are concurrently employed or attending another institution.
Reviewed by Graduate Studies Council November 24, 2015.