

Graduate Student Handbook

Agricultural and Extension Education

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The University of Tennessee

First Edition - 1990
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Edited by R. G. Waters

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Written by Kirk Swortzel and Carla Carver
Edited by R. G. Waters
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PREFACE

This handbook is published to provide information to graduate students and prospective graduate students in the Agricultural and Extension Education program. The program offers a Master of Science degree with a major in Agricultural and Extension Education. Courses and Degrees are offered via traditional on-campus delivery and through distance delivery technologies. Although the program does not offer a doctoral degree, special programs emphasizing Agricultural and/or Extension Education can be cooperatively developed with the College of Education, Health and Human Services. The graduate program is designed primarily for those seeking advanced study in agricultural teacher preparation for the secondary schools and/or advanced study in Extension education for careers in the Agricultural Extension Service. However, the program is beneficial to any student interested in agricultural or adult and continuing education.

This handbook should be used in conjunction with a current copy of The University of Tennessee's Graduate Catalog (<http://diglib.lib.utk.edu/dlc/catalog/>). None of the information in this handbook precludes those minimum program requirements outlined in the Graduate Catalog. However, the handbook may stipulate certain requirements above-and-beyond those in the Graduate Catalog. If there is conflict between the documents, the Graduate Catalog should be followed. It is each student's responsibility to become familiar with the procedures and requirements of The University of Tennessee Graduate School.

Hopefully, this handbook will provide additional information and assistance to those students interested in graduate study in the program. If you have suggestions to improve the content, please feel free to offer them to your advisor, or the Agricultural Education Program Leader.

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GOALS AND OBJECTIVES

The faculty of the Agricultural and Extension Education program is committed to meeting a variety of needs which exist among our students in agriculturally related fields. Our overall goal is to help students increase their knowledge and develop their intellectual abilities to prepare them for productive careers through which they can make significant contributions to the welfare of society.

The preparation of present and prospective agricultural educators for proficiency in their chosen fields is the program's primary mission. The curriculum is designed to prepare students to be effective educators in agricultural education or agricultural extension education. The curriculum also provides training for those who wish to enter farming, industry, governmental service or other agricultural occupations.

The program has and will continue to function to meet the following objectives:

1. To provide pre-employment education and training of educators in agricultural education and/or agricultural extension education. This includes:
 - a. Recruiting prospective students to ensure a supply of capable, well qualified beginning agricultural educators.
 - b. Providing adequate instruction and professional experiences to qualify prospective educators to meet a variety of job demands.
 - c. Advising students in career choices, selection of courses and schedules, and other relevant areas.
 - d. Helping qualified persons find appropriate employment upon graduation.

2. To provide in-service education and training to update agricultural education teachers, agricultural extension agents, and other agricultural leaders.
3. To provide an effective Master's degree program for eligible personnel who wish to pursue an advanced degree.
4. To conduct operational research to enhance agricultural education and agricultural extension education.
5. To cooperate effectively with other departments, groups, and individuals concerned with the welfare of education and, more specifically, agriculture.
6. To continually evaluate changes in education and agriculture to facilitate program and staff adaptations to meet changing conditions.

FACULTY MEMBERS

The following are faculty members in Agricultural and Extension Education. They are willing to assist you at any time with questions you may have regarding your degree program.

Please feel free to contact them at the addresses and phone numbers listed below.

Dr. Carrie Fritz Assistant Professor	325 Morgan Hall	(865) 974-7371
Dr. Roy R. Lessly Professor Emeritus	325 Morgan Hall	(865) 974-7371
Dr. John D. Todd Professor Emeritus	325 Morgan Hall	(865) 974-7371
Dr. Randol G. Waters Professor and Program Leader	212-D Morgan Hall	(865) 974-7371

ADMISSION REQUIREMENTS

Candidates applying for admission to the graduate program in Agricultural and Extension Education must meet the requirements outlined in the Graduate Catalog. Admission to a degree program requires a minimum overall grade-point average of 2.7 out of a possible 4.0, or a 3.0 during the senior year of undergraduate study. Applicants who have previously completed graduate work must have a minimum grade-point average of 3.0 out of a possible 4.0. The equivalent of a minimum B average is required for international students.

Other admission requirements include a completed graduate application, a **non-refundable** application fee, and one official transcript from **each** institution previously attended by the student. Finally, the Graduate Program Committee must approve each candidate for admission into the graduate program.

TRANSFER CREDITS

Students accepted into the graduate program at The University of Tennessee, Knoxville, who wish to transfer credits to their Master's degree program must follow the guidelines stated in the Graduate Catalog. The latest copy of the Graduate Catalog should be referred to for stipulations and guidelines on transferring credits.

Courses transferred into a Master's degree program will not be counted in determining the student's grade-point average. If universities other than those in The University of Tennessee system are attended, credits transferred will not be used to meet the thesis requirement. Transfer credit will not be given for courses taken at any unaccredited and/or foreign institution.

Candidates for Master's degrees are required to take a minimum of one-half of the total

number of hours at The University of Tennessee at the Knoxville campus. Transferred courses will be placed on students' transcripts only after admission to candidacy. These courses must have been completed within a six-year period prior to receipt of the Master's degree. NOTE: The official application for candidacy must be filed with The Graduate School at least one semester before the student plans to graduate.

ADVISEMENT AND THE GRADUATE COMMITTEE

When students are admitted to the graduate program, temporary advisors are assigned. As soon as possible, permanent major advisors should be selected by students with concurrence from the advisor. Major advisors will assist students in course selection, research supervision, and communication with other members of the student's graduate committee and The Graduate School.

No later than one year before a student completes his/her program, the student and major advisor will form the student's graduate committee. This committee must include the major advisor and one other Agricultural and Extension Education faculty member. At least one other committee member must be from another department, usually in an area related to the student's area of study (or minor). Although not required, some students choose to add an additional member to the committee. All persons serving on graduate committees must have faculty rank and meet other requirements set by The Graduate School.

Major advisors must approve minor changes in course work prior to any actions taken by students. Major changes in course work must be approved by the student's graduate committee.

REGISTRATION

Registration for courses is the responsibility of the individual graduate student. Prior to the semester, students should contact their major advisors to determine what courses are available that semester and to plan a schedule.

Deadlines for registering for courses are listed in the front of the Timetable for Classes (<http://registrar.tennessee.edu/timetable/>). Graduate students should adhere to these deadlines to avoid paying late registration fees. There are also deadlines listed for adding or dropping courses from your schedule. Please pay particular attention to these guidelines to avoid penalties.

FINANCIAL AID

The University of Tennessee, Knoxville, offers several types of financial assistance. These include assistantships, fellowships, the Academic Common Market, employment, loans, and veterans benefits. General descriptions of these programs may be found in the current Graduate Catalog. (<http://diglib.lib.utk.edu/dlc/catalog/>).

The Agricultural and Extension Education program has a limited number of graduate assistantships available to full-time students on a competitive basis. Graduate assistantships awarded are based upon the availability of funds, program needs, and the qualifications of interested students. The assistantships normally include tuition and maintenance fee waivers plus a stipend. Graduate assistants work approximately 20 hours per week with a professor while completing their Master's degree programs. Graduate assistants are appointed for a 12-month period.

MASTER'S DEGREE OPTIONS

The program offers a Master of Science (M.S.) degree in Agricultural and Extension Education. Students may elect either a thesis or non-thesis option for completing requirements of the Master's degree.

A. Thesis Option

Candidates for the Master's degree electing the thesis option must successfully complete the following:

- a. A **minimum** of 30 hours of graduate credit in courses approved by the student's graduate committee. A **maximum** of six hours of thesis may be counted toward this requirement.
- b. A **minimum** of 20 hours of graduate credit in courses numbered at or above the 500 level.
- c. A **minimum** of 12 hours of graduate credit in courses taught in the program which are appropriate to the area of concentration.
- d. A **minimum** of 6 hours taught outside the program.
- e. A **minimum** of 3 hours of graduate credit in either research methodology or statistics.
- f. A thesis acceptable to the student's graduate committee and the UTK Graduate School.
- g. A final oral examination.

B. Non-Thesis Option

Candidates for the Master's degree electing the non-thesis option must successfully complete the following:

- a. A **minimum** of 36 hours of graduate credit in courses approved by the student's graduate committee.
- b. A **minimum** of 24 hours of graduate credit in courses numbered at or above the 500 level.
- c. A **minimum** of 12 hours of graduate credit in courses taught in the program which are appropriate to the area of concentration.
- d. A **minimum** of 6 hours taught outside the program.
- e. A **minimum** of 3 hours of graduate credit in either research methodology or statistics.
- f. A 3-credit hour creative component designed by the student and approved by the student's graduate committee.
- g. Final written and oral comprehensive examinations.

MASTER'S DEGREE CONCENTRATIONS

Students must select one of two areas of concentration for the Master of Science (M.S.) degree: a) agricultural education and b) agricultural extension education. Students, with the assistance of their advisors, will select courses in an area of concentration to satisfy the 12 hour departmental minimum requirements for the degree.

A. Agricultural Education Concentration Core Courses:

Students who wish to complete the agricultural education concentration are encouraged to complete 9 hours from the following courses:

AEE 440 Communications Techniques in Agriculture (3 cr).

AEE 450 Agricultural Leadership Development (3 cr).

AEE 522 Educational Technology in Agricultural and Extension Education (3 cr).

AEE 525 Curriculum Planning in Agricultural Education (3 cr).

AEE 527 Adult Education and Strategies for Teaching (3 cr).

B. Agricultural Extension Education Concentration Core Courses:

Students who wish to complete the agricultural extension education concentration are encouraged to complete 9 hours from the following courses:

AEE 440 Communications Techniques in Agriculture (3 cr).

AEE 450 Agricultural Leadership Development (3 cr).

AEE 511 Extension History, Philosophy and Objectives (3 cr).

AEE 521 Extension Program Planning and Evaluation (3 cr).

AEE 522 Educational Technology in Agricultural and Extension Education (3 cr).

AEE 532 Managing Organizations, Programs, and Personnel (3 cr).

Although these core courses are designed to best meet the needs of students in their respective concentrations, some latitude must be provided. Appropriate course substitutions can be considered and approved upon agreement among students, major advisors, and graduate committee members. Additional graduate courses are offered, and upon approval, may be substituted for those in the cores specified above. A complete listing of graduate courses offered is available in the most recent edition of the UT Graduate Catalog or on the program's Website (<http://aee.tennessee.edu/>).

MINORS

Minors allow students to develop more specific approaches to their major educational program so they may better meet their individual needs. A "minor" differs from a "concentration" (see Master's Degree Concentrations, p. 7) in that it is not a subdivision of the major. Minors must be approved by both the major and the minor academic units. Students who wish to minor in another department while majoring in the Agricultural and Extension Education program should complete 6-12 credits of course work in the minor area. This course work must be approved by the student's graduate committee and it must meet requirements for the minor. A member of the student's graduate committee must be selected from the department representing the minor. For example, a student may major in Agricultural and Extension Education with a minor in Agricultural Economics. Upon approval, the student could meet all the requirements outlined for the major and include 6-12 credits in Agricultural Economics within the program. Check with your major advisor if you wish to consider a minor in another department.

SELECTING A THESIS OR CREATIVE COMPONENT TOPIC

Graduate students will complete either a thesis or creative component prior to completing degree requirements. A creative component may be defined as an original piece of work completed by the student which exhibits a high degree of scholarly writing ability. Some examples of potentially acceptable creative components are: curriculum development, literature review, philosophical position papers, and studies of "localized" educational problems having limited generalizability to other educational settings. Creative components

are presented to, and approved by, the student's graduate committee.

A thesis is also an original piece of work by the student. It involves more scientific rigor than is often exhibited in the creative component. The thesis should be based upon a well-defined social science problem that may be logically scrutinized using specific research methodologies under clearly defined theoretical limitations. The thesis is presented to the student's graduate committee and The Graduate School.

Although not required, it is suggested that students take a social science research methods course prior to identifying the potential topic for a thesis or creative component. Potential topics can be generated from interest areas in other graduate courses, discussions with fellow students or faculty, and ideas which students may have developed from previous experience.

Students should schedule time to discuss potential topics with their major advisors prior to developing a full proposal. After identifying a topic and gaining initial approval of the major advisor, the student will develop a formal proposal for consideration by the graduate committee. Proposals should include the proposed research, title, objectives, procedure, timetable for completion, and any other information requested by the major advisor. The proposal should be formally approved by the student's graduate committee prior to beginning the research or creative work (Any social science research which involves the collection of primary data from human subjects must also be approved by the University Office for the Protection of Human Subjects prior to initiating the research. Discuss your proposal with your advisor regarding whether it must first be approved by the Human Subjects Office).

The approval of proposals is usually formalized during the first meeting of the student's

graduate committee. Any changes in previously approved proposals must be approved by the entire graduate committee before the student can proceed.

THESIS COMPLETION

After completing the thesis, students will be administered a final oral examination by the graduate committee (Although not commonly attended by anyone other than the student's graduate committee members, all oral examinations are open to all UT faculty). Students should discuss procedures for the oral examinations with their major advisors prior to scheduling them with The Graduate School.

At the end of oral examinations, students will be informed by their graduate committees whether they have passed or failed and what additional work must be completed (if any) to meet the requirements of program completion. Generally, this should not entail additional work above and beyond that specified in the original course of study and thesis proposal, unless some aspect of the student's work is unsatisfactory.

CREATIVE COMPONENT COMPLETION

After completing creative components, students will be administered both final written and oral examinations by their graduate committees. (Although not commonly attended by anyone other than the students' graduate committee members, all oral examinations are open to all UT faculty). Students should discuss procedures for both written and oral examinations with their major advisors prior to scheduling them with The Graduate School. At the end of the oral examinations, students will be informed by the graduate committee whether they passed or failed and what additional work must be completed (if any) to meet the requirements of program completion. Generally, this should not entail additional work above and beyond

that specified in the original course of study and creative component proposal, unless some aspect(s) of the student's work is unsatisfactory.

STUDENT APPEAL PROCEDURE

In the unlikely event of differing opinions on matters of policy or procedures which cannot be resolved by the student and professor(s), please refer to Appendix D (Graduate Council Appeal Procedure) for an explanation of the appeal process to which all graduate students are entitled.

**APPENDIX A
GRADUATE COMMITTEE APPROVAL FORM
AND
PROPOSAL APPROVAL FORM**

**APPOINTMENT OF STUDENT'S GRADUATE COMMITTEE
 AGRICULTURAL AND EXTENSION EDUCATION PROGRAM
 UNIVERSITY OF TENNESSEE, KNOXVILLE**

Name _____ Date _____

Address _____

Concentration: Ag Ed ____ Ag Ext Ed ____ **Option:** Thesis ____ Non-thesis ____

Minor (if applicable) _____

Expected date of graduation (semester and year) _____

Tentative thesis/creative component topic _____

Committee:

Department	Name(<i>Signature</i>)	Date
------------	--------------------------	------

Chair _____	<i>Major Professor</i>	
--------------------	------------------------	--

Major Professor

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Graduate Student

Date

Approved:

Department Head

Date

This form should be completed as soon as possible after a student's admission to the graduate program. A copy should be placed in the student's file indicating that the graduate committee has been selected and approved.

**APPROVAL OF THESIS/CREATIVE COMPONENT PROPOSAL
 AGRICULTURAL AND EXTENSION EDUCATION PROGRAM
 UNIVERSITY OF TENNESSEE, KNOXVILLE**

As a member of his/her graduate committee, I have read and approved the thesis/
 creative component proposal of (student name) _____. I
 understand that any major changes in the proposal after this date, will require the
 approval of all committee members.

Graduate Committee:

	Department	Name (<i>Signature</i>)	Date
Chair	_____	_____ <i>Major Professor</i>	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

_____	_____
<i>Graduate Student</i> (<i>Signature</i>)	<i>Date</i>

This form should be completed during the student's graduate committee meeting at which he/she discusses and seeks approval of the proposal. A copy should be placed in the student's file indicating that the graduate committee has approved the proposal.

APPENDIX B
ADMISSION TO CANDIDACY WORKSHEET

Minor (if applicable): _____

Course Number	Title	Hours	Grade	Date completed or to be taken
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Coursework transferred from another institution: (_____)
Institution

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Deficiencies or prerequisites to be completed:

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

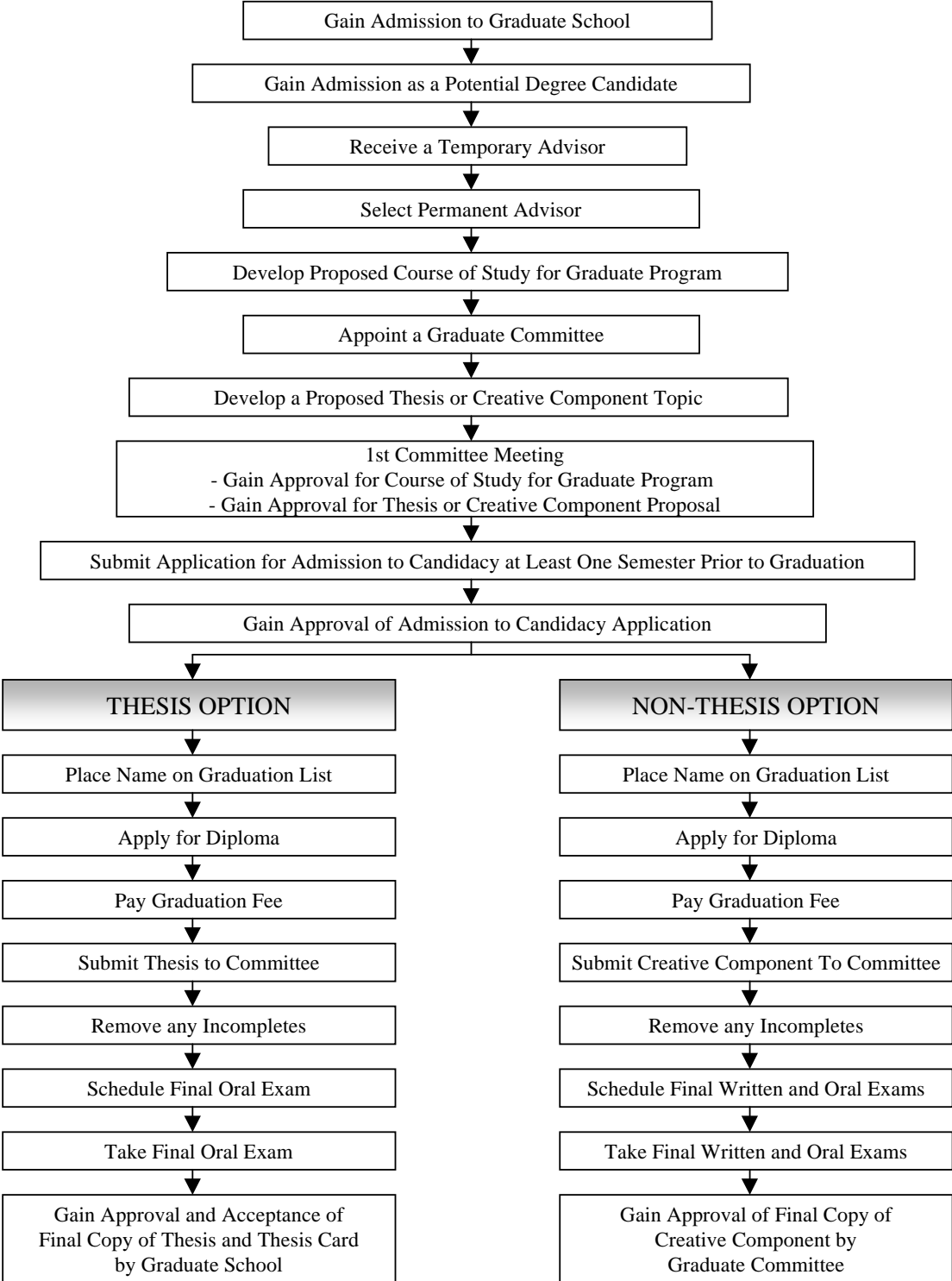
Graduate Committee

<i>Graduate Student</i>	Signature	Date
_____	<i>Major Professor</i>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
APPROVED:	<i>Department Head</i>	_____

This form should be completed prior to registration for the student's second semester in the graduate program. Once it has been approved by the graduate committee, any major changes in the program must be cleared with all members of the committee. Information from this worksheet will be used to formally apply for admission to candidacy a minimum of one semester prior to graduation.

APPENDIX C
PROCEDURAL STEPS IN COMPLETING DEGREE PROGRAM
AND
DEGREE CANDIDATE CHECKLISTS

**Procedural Steps in Completing a Master's Degree (M.S.) in
Agricultural and Extension Education
The University of Tennessee, Knoxville**



CHECKLIST FOR COMPLETION OF THESIS REQUIREMENTS*
for Masters' Degree Candidates
Use in Conjunction with Advisor

- _____ Admitted to Graduate School and assigned an advisor.
- _____ Select permanent advisor.
- _____ Develop a program of study.
- _____ Officially identify committee members.
- _____ Develop thesis proposal.
- _____ Obtain educational program and thesis proposal approval from committee.
- _____ Clear study and research instrument(s) with Office for the Protection of Human Subjects.
- _____ Pilot test study instrument(s).
- _____ Apply for external funding of your research (optional).
- _____ Develop computer program to analyze study data.
- _____ Clean up chapters 1-3 of thesis (based upon proposal).
- _____ Conduct Research.
- _____ Analyze research data.
- _____ Write chapters 4-5 of thesis based on conclusions of data analysis.
- _____ File admission to candidacy form in the Office of Graduate Admissions and Records at least one full semester prior to graduation.
- _____ Complete graduate coursework.
- _____ Get spot check of thesis through Thesis Office (optional).
- _____ Submit thesis to committee.
- _____ Schedule defense of research (with advisor).
- _____ Apply for diploma.
- _____ Pay graduation fee during the semester you plan to graduate.
- _____ Prepare final thesis and submit, along with thesis card, to Thesis Office for approval.
- _____ Submit final report (if externally funded).

*Although the ordering of this list implies that each item will be completed sequentially, good planning and logic will allow the student to be working on two or more items at the same time. The important point is that each item must be completed prior to graduation.

CHECKLIST FOR COMPLETION OF NON-THESIS REQUIREMENTS*
for Masters' Degree Candidates
Use in Conjunction with Advisor

- _____ Admitted to Graduate School and assigned an advisor.
- _____ Select permanent advisor.
- _____ Develop a program of study.
- _____ Officially identify committee members.
- _____ Develop creative component proposal.
- _____ Obtain educational program and creative component proposal approval from committee.
- _____ Clear study and research instrument(s) with Office for the Protection of Human Subjects (**if appropriate**).
- _____ Apply for external funding of your work (optional).
- _____ Complete creative component.
- _____ File admission to candidacy form in the Office of Graduate Admissions and Records at least one full semester prior to graduation.
- _____ Complete graduate coursework.
- _____ Submit creative component to committee for approval.
- _____ Schedule written and oral exam (with advisor).
- _____ Apply for diploma.
- _____ Pay graduation fee during the semester you plan to graduate.
- _____ Submit final report (if externally funded).

*Although the ordering of this list implies that each item will be completed sequentially, good planning and logic will allow the student to be working on two or more items at the same time. The important point is that each item must be completed prior to graduation.

APPENDIX D
UNIVERSITY OF TENNESSEE, KNOXVILLE
GRADUATE COUNCIL APPEAL PROCEDURE

THE UNIVERSITY OF TENNESSEE

GRADUATE COUNCIL APPEAL PROCEDURE

(Approved by Graduate Council 4 November 1982
Revised 25 June 1987; 1 July 1993; 5 May 1999)

General admission, continuation and graduation requirements are established by the Graduate Council and administered and monitored by the Dean of Graduate Studies. Basic requirements of graduate education are outlined in the *Graduate Catalog*. Additional admission, continuation and graduation requirements may be established by the department (program) and are made available through the department (program) office.

Graduate Student Rights

A graduate student is entitled to (1) be provided with a written statement of all university, college and department requirements for continuation and graduation, and (2) receive timely notification of the procedures and criteria for evaluation of academic performance, and the schedule and requirements for diagnostic, qualifying, comprehensive and final examinations.

Graduate Council Authority

The Graduate Council hears appeals concerning the interpretation of and adherence to university, college and department policies and procedures as they apply to graduate education. It hears such appeals only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels. The Graduate Council has authority to (1) deny the appeal, (2) grant the appeal and issue instructions for resolving the grievance, or (3) remand the case to the college or department.

The Council does not review grievances concerning grades, which are reviewed at the department or college level. Grades are appealed first to the faculty member and then, if necessary, to the department head and dean of the college. Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in *Hilltopics*, under "Student Rights and Responsibilities." Students with grievances related to race, gender, religion, national origin, age or handicap should file a formal complaint with the Office of Equity and Diversity with a copy to the appropriate academic department head.

Composition of the Appeals Committee

The Chair of the Graduate Council appoints seven elected members of the Graduate Council to serve as an appeal panel, with three members selected by the Chair to serve as a hearing panel.

The Appeals Procedure

The student with a grievance to be appealed must first follow the existing departmental procedures. At a minimum, the student must confer with the appropriate faculty member, advisor, and/or major professor, and then with the department head. If the appeal is denied or is determined to be outside the purview of the department, the student must appeal in writing to the dean of the college. If the student wishes to further appeal the decision of the college, he or she must confer with the Dean of Graduate Studies. If the issue is still unresolved, the student may initiate the formal Graduate Council appeals procedure.

To initiate the formal appeals procedure, the student must submit a letter of appeal to the Dean of Graduate Studies with copies to the department head and dean of the college. The Dean of Graduate Studies will forward this letter to the Appeals Committee of the Graduate Council.

The parties involved in the appeal are entitled to the following procedural rights: (1) a written notice of the time and place of hearing and (2) the opportunity to present all pertinent evidence, including witnesses. The student involved in the appeal may be assisted at the hearing by a member of the faculty or a student representative of choice.

The Appeals Committee may require the student and appropriate university officials to provide, in advance of the hearing, written statements, records, reports and other documentation bearing on the issue under consideration.

The Appeals Committee will (1) conduct a hearing in closed session as soon as reasonably possible, (2) prepare a summarized record of the entire hearing to be forwarded to the Graduate Council for inclusion in the next possible meeting agenda, (3) make findings of facts and a recommendation concerning disposition of the appeal to the Graduate Council, and (4) maintain a recording of the entire hearing.

At an appropriate meeting of the Graduate Council, the members will review the summarized record of the hearing together with findings and recommendations of the Appeals Committee, and reach a decision regarding the appeal. Within ten working days, the chair of the Graduate Council will notify the student, the dean of the college and the department head, in writing of the Graduate Council's decision and, if applicable, of the right to further appeal to the Provost.

An appeal to the Provost must be filed within 60 days of the Graduate Council decision. The decision of the Provost is final.

* * * * *

Office of Graduate Student Services
440 Communications Building
(865) 974-2475
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