

Department of Earth and Planetary Sciences

Graduate Handbook

Policies, Procedures, and Recommendations

Academic Year 2020-2021

**College of Arts & Sciences
University of Tennessee, Knoxville**

Table of Contents

1. Cover Page.....	1
2. Table of Contents.....	2
3. Welcome from the Department Head.....	4
4. Purpose of the Handbook.....	4
5. About the Department and University.....	4
5.1 Graduate Admissions and Program Committee (GAPC).....	4
5.2 Contact Information for Graduate Students.....	5
5.3 EEO/Title IX/AA/Section 504 Statement.....	6
5.4 Employment Standards and Holidays.....	6
5.5 Family Education Rights and Privacy Act (FERPA).....	7
5.6 Title IX and Mandatory Reporters.....	7
5.7 Relationships (<i>mostly inappropriate ones</i>) between Faculty/Staff and Students.....	9
5.8 Concealed Carry on Campus.....	9
5.9 Drug-Free Campus and Workplace.....	9
5.10 Student Wellness.....	9
5.11. Guidance for COVID-19 Pandemic While at UT.....	10
6. Admission Requirements and Application Procedure.....	11
7. Graduate Student Matriculation.....	13
7.1 What Happens After Acceptance?.....	13
7.2 What Happens Before Classes Start? Orientations.....	13
7.2.1 NetID & VoICard.....	14
7.2.2 Office Space & Keys.....	14
7.3 The First Semester – Student-Advisor Communication and Committee Member Selection.....	14
7.4 Residency.....	15
7.5 Laboratory Safety Training & Responsible Conduct for Research.....	15
7.6 Use of Equipment Off-Campus.....	16
8. Financial Support and other Financial Information.....	16
8.1 Definitions.....	16
8.2 Graduate Teaching Assistantships (GTA).....	17
8.3 Graduate Research Assistantships (GRA).....	17
8.4 Fellowships.....	18
8.5 Mandatory Student Fees.....	18
8.6 Graduate Student Health Insurance.....	18
8.7 Loans.....	19
8.8 Travel Authorization and Reimbursements.....	19
8.9 Graduation Application and Fee.....	20
8.10 Financial Implications to Withdrawing, Employment Termination, and the Checkout Process.....	20
8.10.1 Withdrawing.....	20
8.10.2 Early Termination.....	21
8.10.3 The Checkout Process.....	21
9. Registration and Overview of Courses.....	21
10. Roles, Responsibilities, and Expectations.....	23
10.1 Responsibilities and Expectations for Graduate Students.....	23
10.2 Responsibilities and Expectations for Faculty Advisors.....	24
10.3 Responsibilities and Expectations for Committee Members.....	25
10.4 Responsibilities and Expectations for the Department.....	25
11. Degree Requirements.....	26
11.1 Master of Science.....	26
11.1.1 University Course Requirements.....	26
11.1.2 Departmental Course Requirements.....	26
11.1.3 Thesis Committee.....	27
11.1.4 Thesis Proposal.....	27
11.1.5 Admission to Candidacy.....	27
11.1.6 Application for Graduation and Scheduling the Defense.....	28
11.1.7 Thesis.....	29
11.1.8 Thesis Defense.....	29
11.1.9 Submission of Thesis to Trace.....	29
11.1.8 Time Limit to Completion.....	30
11.2 Doctor of Philosophy.....	30
11.2.1 University Course Requirements.....	30
11.2.2 Departmental Course Requirements.....	31
11.2.3 Dissertation Committee.....	31
11.2.4 Dissertation Proposal.....	31
11.2.5 Preliminary Examination.....	32
11.2.6 Admission to Candidacy.....	33

11.2.7 Application for Graduation and Scheduling the Defense	34
11.2.8 Dissertation.....	34
11.2.9 Dissertation Defense.....	35
11.1.10 Submission of Dissertation to Trace.....	36
11.2.11 Time Limit to Completion.....	36
11.2.12 Language Requirement.....	36
11.2.13 Concurrent Master's Degree Program.....	36
12. Standards, Problems, and Appeals.....	37
12.1 Rights and Responsibilities, and Grounds for Dismissal.....	37
12.1.1 Failure to Make Satisfactory Progress.....	37
12.1.2 Failure to Meet Minimum GPA of 3.0	38
12.1.3 Failure to Pass Preliminary Exams.....	38
12.1.4 Violations of Academic Honesty.....	38
12.1.5 Violations Related to Behavior.....	39
12.2 Annual Evaluation.....	40
12.3 Grievances and Appeals.....	40
12.4 Short-term and Long-term Absences and Leave of Absence Requests	41
12.5 Readmission after Withdrawal	42
12.6 Change of Degree Program.....	42
12.6.1 M.S. to Ph.D.	42
12.6.2 Ph.D. to M.S.	43
13. Appendices.....	44
13.1 Useful Web Pages	44
13.2 Forms and Other Resources	45
13.3 Annual Graduate Student Evaluation and Checklist.....	45
13.4 Recommended Graduation Timeline	45
13.5 Checklists	45

3. Welcome from the Department Head

On behalf of our faculty, staff and students, I am very pleased to be able to welcome you to the graduate geology program in the Department of Earth and Planetary Sciences at the University of Tennessee (UT). We have nearly a century of geological education and research at UT. Our graduates have successfully pursued careers around the world, in just about every aspect of the earth sciences, including tenure-track faculty positions at top-ranked universities, staff scientists at national research laboratories, research and management positions in hydrocarbon industry, positions in many government agencies, and investigators with environmental consulting firms. I hope that you have an enjoyable and productive stay as a graduate student at UT. I look forward to meeting you, first as a student and later, as one of our alumni.

Regards, Ed Perfect, Head of UT Earth and Planetary Sciences

4. Purpose of the Handbook

The Graduate Handbook describes the process and procedures of graduate education in the Department of Earth and Planetary Sciences. The Handbook content matches established Graduate School policies, outlined in the Graduate Catalog <<https://catalog.utk.edu/index.php>>, the Graduate School's website <<https://gradschool.utk.edu/>>, the *Hilltopics* Student Handbook <<https://hilltopics.utk.edu/>>, and is consistent with the mission and vision of the Graduate School at the University of Tennessee. As you read, remember that the Department's regulations fit within those of the Graduate School. If you need information about graduate student issues, links to relevant websites can be found at <<https://gradschool.utk.edu/graduate-student-life/>>.

This Graduate Handbook is a “living document” and provides specific ways in which policies are carried out in our Department. This manual resides in the Graduate Students section under Current Students on the Department website <<https://eps.utk.edu/graduate/index.php>>. If you find inconsistencies or mistakes in this manual, then please bring them to the attention of the Director of Graduate Studies (DGS). *Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the University.* Under extenuating circumstances, all policies, requirements, and procedures outlined in the Handbook may be petitioned.

Keep this manual close! Set your home page to the Department's home page <<https://eps.utk.edu/>>. We recommend that you check the manual often as you reach each milestone on your journey through our degree program. If you have a question, then look it up on the web or ask your advisor(s). If you can't find a satisfactory answer, then please ask the DGS. The Graduate Admissions and Program Committee (GAPC) is here to help you resolve the unknowns.

5. About the Department and University

The research interests of our faculty are diverse, encompassing many subdisciplines in the Earth, planetary, and environmental science. Recent field work has occurred in locations near Knoxville and the southeastern USA, as well as around the world and even on Mars. We partner with the Oak Ridge National Laboratory, which offers unique research opportunities. The Department offers B.S. degrees in geology and environmental studies, and M.S. and Ph.D. degrees in geology. Our graduates go on to distinguish themselves in academia, industry, and government. We currently have over 100 students in the department, both graduate and undergraduate, and are always looking for more. East Tennessee is beautiful with a low cost of living, making Knoxville a most attractive location to reside.

The governance of the Department of Earth and Planetary Sciences is set forth in the bylaws, which can be found in the About EPS section of the Department website <<https://eps.utk.edu/>>. The Department has a Head and several standing committees to conduct the business of the Department.

5.1 Graduate Admissions and Program Committee (GAPC)

The committee with which you will interact with the most (besides your thesis or dissertation committee) is the Graduate Admissions and Program Committee (GAPC), whose chairperson is the Director of Graduate Studies (DGS). The DGS position rotates among the tenured or tenure-track faculty members, and is usually a three-year term. The DGS serves as a liaison between the Department and the Graduate School on matters related to the

graduate program, coordinates departmental and university orientations for incoming students, ensures graduate students and faculty are aware of, and meet, established deadlines for making satisfactory progress in the Department and for graduation, provides academic leadership in the Department for graduate program curricula, oversees annual progress and evaluation of graduate students, handles the processing of graduate student thesis and dissertation proposals, registers international students for English proficiency testing, and communicates with the GAPC and faculty for admission processes.

The GAPC serves several functions for all graduate students in the Department. Perhaps the most important role of the GAPC is to act as an impartial body with which all graduate students can confidentially discuss all aspects of their program of study, relationships with advisor and committee, and life in the department and university. In many respects, the GAPC represents the interface between the graduate student body and the departmental faculty. Changes in the rules that govern the Graduate Program are presented to the faculty through the GAPC. In this regard, comments about the Graduate Program can be directed to the GAPC for consideration and possible action.

5.2 Contact Information for Graduate Students

- Interim Department Head Professor Ed Perfect (eperfect@utk.edu; 865-974-5499)
- Associate Head Professor Annette Engel (aengel1@utk.edu; 865-974-0402)
- Director of Graduate Studies Professor Chris Fedo (cfedo@utk.edu; 865-974-6002)

Questions, concerns, and other issues should be directed to Dr. Fedo, who holds regular office hours during the year to accommodate graduate program needs. Research proposals are emailed to the DGS, who verifies committee compositions, signs paperwork (e.g., Application to Candidacy), coordinates the review of annual evaluations, and sends letters to you and your advisor to remind of program expectations.

- Teaching Laboratory Coordinator Senior Lecturer Jacob Benner (jbenner@utk.edu; 865-974-6013)

If you teach while at UT, then you will get to know Jake. He is in charge of assigning teaching duties, training the GTAs in effective instruction, structuring the content of the introductory laboratories, and revising and updating curriculum. He is your direct supervisor when it comes to your GTA duties and is responsible for evaluating your performance related to instruction. He is also involved with handling issues regarding poor performance, or other problems, with the GTAs. Any issues you have with students in your classes should be directed to him, along with the primary instructor for the course.

- Department Business Manager Melody Branch (mbranch@utk.edu; 865-974-5498)

You will get to know the office staff. They can help you with important tasks, such as getting keys, getting a mailbox, getting paid, and other things. Just remember that the staff have the job of running the front end of the Department, and each of them have separate responsibilities for the Department. Melody can be found in 602F Strong Hall, and if you have questions about payroll or other financial issues, then please see her. If you have questions about travel, then talk with Angie (see below). Expect them to talk with your advisor, as well, to verify that your concerns are addressed. You are expected to do your own teaching and research tasks (e.g., photocopying) and use your own resources. Office supplies are not for personal use.

- Department Administrative Specialist Angie Staley (astaley@utk.edu; 865-974-2366)

Angie can be found in the main office for the Department (602A&B Strong Hall), and she serves at the interface of student and faculty matters, as well as administrative functioning of the Department. Angie addresses many of the daily general departmental needs, and plays a critical role in assisting with travel, course scheduling, room scheduling, and mail.

- Department Safety Officer (DSO) Dr. Chris Fedo (cfedo@utk.edu; 865-974-6002)

The Department is committed to having everyone work in a safe environment, whether it be in classrooms, research laboratories, or offices. Access to research laboratories occurs through permission of the Principal Investigator (faculty member) and after suitable training for the work to be done via prescribed mechanisms through the Environmental Health and Safety office (EHS), who can be reached on the web at <https://ehs.utk.edu> or by phone at 865-974-5084. Any person that sees a safety issue or has concerns about safety of the work environment in and around Strong Hall should notify the DSO and Department Head immediately. No one should ever be told to do a specific type of work assignment without proper training and personal protective equipment (PPE), if required. Every person has the duty to refuse a specific work assignment if not properly trained and protected. Please contact the DSO immediately if you find yourself in such a situation. Please note, safety in the field environment is also a concern of the Department. Please be certain that you are aware of situations in the field to work as safely as possible. See Section 7.5 (Laboratory Safety Training & Responsible Conduct for Research) for more information.

- Student Success Fund Committee Chair Professor Bradley Thomson (bthom@utk.edu; 865-974-2699)

You will also interact with the Student Success Fund Committee. The chair of the committee changes (every 2 to 3 years). This committee awards in-house financial aid for conference and workshop travel, and considers requests for support for out-of-the-ordinary situations.

5.3 EEO/Title IX/AA/Section 504 Statement

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University.

The University does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, Tennessee 37996, Phone: 865-974-2498, Fax: 865-974-0943, <<https://oed.utk.edu>>. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity (OED), <<https://oed.utk.edu/ada/>>.

The Department of Earth and Planetary Sciences at the University of Tennessee believes in the value of an equitable, diverse geoscience community. We recognize and acknowledge that differences between people are a valued asset to a team. Emphasizing the contributions of the various groups that make up the population of the world respects individuality while fostering respect for others. We seek to train graduate students who can effectively work across differences and are prepared to live and work in a global society, while understanding the importance of people sharing their stories and learning from the stories of others. Our Department is committed to creating a vibrant multicultural, multi-ethnic, and gender-diverse community where diverse students, faculty, and staff are recruited and supported in all aspects of their personal and professional pursuits, and where diversity scholarship is expected to create a richer educational experience.

5.4 Employment Standards and Holidays

Graduate student assistantships should be viewed as a privilege and a full-time job. Graduate students on GTAs and GRAs should work 20 hours per week on their assignments, and the remainder of their time should be spent working on their research projects and coursework. To conduct a research project, the expectation is that students are highly task-oriented. Depending on research demands and other obligations, graduate students commonly find themselves working more than the minimum time, working at night, on weekends, and during holiday periods.

A graduate student should establish working hours with their advisor(s). Although graduate students do not (usually) keep time sheets, ordinarily supervisors will expect students to maintain regular hours in the building, classroom, laboratory, and on campus. This academic year, things will be different because the Department is strongly

encouraging students to be off campus as much as possible. Graduate students should schedule absences with their advisor(s) and/or work supervisor to ensure that their absence will not conflict with research activities. Flexible work hours are both a necessity and a privilege for most graduate students; time flexibility should not be abused. Refusal to be on campus, working and focused on thesis or dissertation projects, after verbal and written warnings, could result in removal from an advisor's research group and potential dismissal from the program. See Section 13 for more information about disciplinary actions.

GTAs and GRAs cannot hold employment outside the Department during the 9-month academic year (i.e., Fall and Spring semesters). GTAs can seek additional support or employment during the summer months, unless being paid summer salary by their advisors to work on their specific research. Your original admission letter to the graduate program provides this specific information regarding summer salary and work expectations.

Holidays are established and annually published by the administration. Student employees may observe the same holidays as other University personnel. As part-time employees, students are not eligible for benefits, such as accrual of annual (vacation) or sick leave. Excused sick and personal absences are a courtesy, but missing important assignments (especially teaching assignments) must be reported **at once** to the advisor, course instructor, and/or GTA coordinator, as appropriate. Failure to do so may result in loss of the appointment and dismissal from the program. If a student will miss several work-days in a row, or multiple classes within a week or semester, then a conversation with the advisor, course instructor, DGS, and possibly the Dean of the Graduate School, may be required. In addition to the absences potentially affecting course grades, a leave of absence may be needed; see Section 13.4.

Our students and faculty also participate in visible outreach efforts, including instruction at the McClung Museum, where volunteer participation is very strongly encouraged, and working at the Knoxville Gem and Mineral Show, for example. Other volunteer opportunities are offered throughout the semester, such as through the GeoClub. Volunteerism is recognized and encouraged by the Department, usually at the end of the academic year on Awards Day.

5.5 Family Education Rights and Privacy Act (FERPA)

Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in *Hilltopics*, at Orientation for new students, in emails, and at <<https://ferpa.utk.edu/>>. FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at UT without the consent of the individual. Consult the website for what information can be released. If you are a GTA, then understanding how to abide by FERPA policy with your students will be important. As a graduate student, you should also be familiar with the kind of academic information that you can share about your students with others, including other GTAs, as well as their family members who may reach out to you with questions or concerns about their children. You should also be aware of the type of academic information about you that can or cannot be shared, without your consent, with others, including between faculty members, among graduate students, or with your family. If you wish to change your FERPA status, you need to fill out a Waiver of Privacy Rights and Authorization to Release Disciplinary Information form (referred to as a FERPA form), available at <<https://studentconduct.utk.edu/wp-content/uploads/sites/53/2019/02/SCCS-Blank-FERPA-Form-2019.pdf>>.

It is also important to know the difference between academic, and therefore FERPA, issues versus issues associated with Title IX and being a mandatory reporter. See Section 5.6 for more information.

5.6 Title IX and Mandatory Reporters

The University of Tennessee is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from Sexual Misconduct, Relationship Violence, Stalking, and Retaliation, which is collectively referred to as "Prohibited Conduct," and which is defined in UT's policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. University employees are "Mandatory Reporters" and are required to report sexual misconduct, relationship violence, stalking, or retaliation to the University.

Are Graduate Teaching and Research Assistants Mandatory Reporters? **If you work for the University of Tennessee, it is very likely that you are a mandatory reporter.** The only university employees not considered to be mandatory reporters are those who hold a valid license in a profession for which Tennessee law recognizes a confidential relationship between them and their clients or patients. See The Office of Title IX website, <<https://titleix.utk.edu/mandatory-reporters/>>, for more information about training for Graduate Assistants.
Actions for Mandatory Reporters

Mandatory Reporters Must:

Provide support.

- Assist students and employees who report prohibited conduct with obtaining medical assistance and other on- and off-campus resources if needed or requested.
- Encourage them to report the incident to law enforcement and assist them in contacting law enforcement if requested.

Report incidents of prohibited conduct to the Office of Title IX within 48 hours.

- File a report with the university by calling 865-974-9600 (865-974-4357 after hours) or by emailing titleix@utk.edu. **If this is an emergency, please contact 911.**
- If the incident involves suspected child abuse or child sexual abuse, report the incident to the Tennessee Department of Children's Services by calling the Central Intake Child Abuse Hotline at 1-877-542-2873 or 1-877-237-0004 (in accordance with University of Tennessee Safety Policy 0575).

Mandatory Reporters Should:

Be upfront and explain their role.

Before a student or employee reveals information that they may wish to keep confidential, it is recommended that you try to ensure they understand the following:

- **Their conversation with you is not confidential.**
Your obligation to report the names of all parties involved in the alleged conduct, as well as other relevant facts regarding the incident, to a Title IX official;
- **Confidential options do exist.**
If they wish to preserve confidentiality, there are on- and off-campus resources available to them such as the Student Counseling Center, Student Health Center, and the Sexual Assault Center of East Tennessee.
- **They can access supportive measures**
That they can choose to speak with Title IX staff to access Supportive Measures and review processes for making to make a formal complaint.
- **The university's policy prohibits retaliation.**
If they seem hesitant to report an incident, it is important that they understand that the university will take steps to prevent retaliation and also take strong responsive action if it occurs.

If a student or employee still chooses to share information about prohibited conduct with you, it is **recommended** that you take the following actions:

- Provide emotional support.
- Encourage them to preserve any evidence (see Appendix A of the Policy for tips).
- Provide them with a copy of the **Guide on Supportive Measures and Reporting Options** (Appendix A of the Policy) as well as a copy of the **You Are Not Alone** guide.
- Remind them that you will be reporting the information to the Office of Title IX and that someone will be reaching out to provide further guidance and assistance.

Mandatory Reporters Must Not:

- Guarantee or imply confidentiality.
- Share information about the incident with anyone who does not have a university-related need to know.
- Share personally identifiable information about the incident with law enforcement (including UTPD) without the consent of the person sharing the information.

- Investigate or otherwise attempt to resolve reports of prohibited conduct (other than taking an action required or recommended for mandatory reporters).

As a student at the University, please know there are a number of resources and options available for you. The Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135) are both confidential resources.

5.7 Relationships (*mostly inappropriate ones*) between Faculty/Staff and Students

The University has two policies that deal with relationships between faculty and students. The Faculty Handbook <<https://facultyhandbook.utk.edu/>> outlines the Prohibited Relationships Policy, as well as the University Policy on Sexual Misconduct, Relationship Violence, Stalking, and Retaliation. If a student is concerned about a relationship between a faculty member and a student, there are a few options to consider:

- (1) Talking confidentially. The University's confidential resources include the Student Counseling Center (865-974-2196) and the Student Health Center (865-974-3135). Members of those offices are trained to assist you in evaluating concerns, educating you on available options, and assisting you to report if you so choose. You can always talk with individuals outside of the University, such as a family member, friend, therapist, etc.
- (2) Talk with a faculty advisor, DGS, Department Head, Associate Dean or Dean for Graduate Studies, or other administrator. Talking with a University administrator or faculty member ensures that the University is able to address concerns. It is not your responsibility as a student to interpret policy or manage behaviors of faculty and/or staff. The role of the faculty/administration is to assist with your concern and then share those concerns (keeping them as private as possible) with the appropriate administrators. Depending on the situation, this may require a "mandatory report" to the Office of Title IX (see Section 5.6 for information) or other resources on campus.
- (3) Talk with the Office of Title IX or Office of Equity & Diversity. Talking with Title IX (865-974-9600) or the Office of Equity and Diversity (OED) (865-974-2498) does not require you to first report to your department. These resources exist to provide support to individual students, faculty, and staff, as well as departments. Title IX and OED can discuss resources, support, and reporting.

5.8 Concealed Carry on Campus

In 2016, the State of Tennessee passed a law to allow full-time UT employees with valid handgun permits to carry a concealed handgun on UT property. *This law does not extend the right to students to carry a concealed handgun on campus*, which includes graduate students. Also, full-time employees enrolled in a class at UT are not allowed to carry a concealed handgun on UT property. Questions or concerns about unusual or unauthorized handgun use should be immediately directed to UT Police Department (865-974-3114), with courtesy notification to the Department Head.

5.9 Drug-Free Campus and Workplace

In 1990, the UT Board of Trustees approved the Drug-Free Schools and Communities Act of 1989. This policy maintains a safe and healthful environment for all students and employees. The University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances") and alcohol on UT property or during University activities. Violation of this policy is grounds for disciplinary action, up to and including immediate dismissal for a student. Federal and state laws provide additional penalties, and local ordinances also provide various penalties for drug- or alcohol-related offenses. More information is available in the Graduate Catalog, and also see Section 13 about possible disciplinary actions.

Students needing treatment information should contact the Student Affairs Office, Student Health Center (865-974-3135), or Counseling Center (865-974-2196).

5.10 Student Wellness

Your time in graduate school will be engaging and exciting but sometimes stressful and exhausting. As a graduate student, you will need to manage your graduate studies, your GTA/GRA duties, research, and your personal life. Being stressed is natural, and the right kind of stress can give you extra energy and motivation. But, too much stress

can be debilitating, and managing stressful situations throughout a semester can be difficult. The Department wants you to know that there are different resources on campus to help you maintain healthy stress levels, such as learning how to budget your time, attention, and money, as well as realizing what the warning signs are for stress overload. Talking with other graduate students will help, and don't forget about talking to your advisor(s) and/or committee members. Remember, they have been through graduate school before and may have tricks to help you manage your stress. The Student Counseling Center (865-974-2196) can be a resource, or you can stop by between 10 AM and 3 PM, Monday through Friday. Other useful resources on campus can also help you find programs to enhance your life, such as at RecSports, the Office of Multicultural Student Life, or community outreach and volunteer programs like those offered with the Jones Center for Leadership and Service <<https://leadserve.utk.edu/>> or the Student Success Center <<https://studentsuccess.utk.edu/>>.

Lastly, you will have the opportunity to work closely with undergraduate students either as a GTA or within your research group. It may be helpful to know the warning signs of a distressed student, sometimes caused by stress but sometimes times caused by other health issues. More information is at <<https://wellness.utk.edu/facultystaff/>>. If you are concerned for a student, or even yourself, please call 865-974-HELP.

5.11. Guidance for COVID-19 Pandemic While at UT

The health and safety of everyone in EPS, including our students, faculty, staff, and guests, is our top priority. Your academic year will be impacted by SARS-CoV-2 and the COVID-19 pandemic. From spring 2020, UT implemented a three-phase plan for campus, based on guidance from the Centers for Disease Control and Prevention (CDC) and state, local, and university health professionals, <<https://www.utk.edu/coronavirus/guides/return-to-work>>. This plan includes guidelines for working, teaching, learning, innovating, and doing research while also social distancing, teleworking, practicing good hygiene, providing health self-screening, requiring use of face coverings, and making accommodations for vulnerable populations within our UT and Knoxville community. UT has a team of trained health professionals on the Emergency Operations Committee (EOC) who monitor and evaluate the daily health screenings for individuals on campus, who consider whether exposure to COVID-19 has occurred, and who determine the next steps to minimize the spread of the virus on campus and within the community. Actions may include recommendations for self-isolation and quarantining, contact tracing, closure of campus spaces, and deep-cleaning and disinfection of locations where an infected person may have been on campus.

What all this means to you is that your classroom and research experiences will look and feel different. As a student, you will have a range of instructional modalities while on campus starting Fall 2020, including face-to-face (F2F) interactions, most similar to what we did prior to COVID-19, or completely online instruction, or a mix (i.e., hybrid) opportunities with some F2F and some online components. As a potential GTA, you will be faced with making decisions about your own comfort levels regarding what you can provide as an instructor, and how best to prepare yourself and your students for effective and engaging instruction, whether F2F or entirely online. As a researcher and scientist working towards your M.S. or Ph.D. degree, you may be asked to restrict or change your field or conference travel plans, which may ultimately affect your overall research goals, and to adjust your on-campus research activities to satisfy laboratory health safety plans (HSPs), such as reporting daily to your advisor or laboratory manager when you are working alone on campus, wearing a face mask and specific PPE, considering and planning for the limited number of people in a lab space where you plan to work, conducting specific disinfection protocols for instrumentation before and after use, submitting applications for experiments or field work that may exceed current university recommendations, and then adjusting your experiment durations or travel schedules to meet university guidance. You will also have to become accustomed to meeting with your advisor and committee members online, perhaps more frequently than you have in the past.

UT will provide frequent information and guidance about what the entire university is doing to handle the COVID-19 pandemic on campus. EPS will add specific department-related guidance. We recommend you frequently check your university email to receive this information, that you limit your intake of news to only reputable resources, and avoid social media or "news" outlets that tend to spread sensationalized (mis)information.

To come to campus EACH DAY, you will be required to do the following:

- 1) Submit a self-screen before coming to campus, <<https://selfscreen.utk.edu/>>.

This self-assessment is required and consistent with guidance from the Knox County Health Department. This assessment is provided by UT Human Resources (HR). You will be asked if you have been told to quarantine or isolate, whether you have been in close contact with someone that has or may have COVID-19 in the last 14 days, whether you are experiencing any health problems like coughing or shortness-of-breath, whether you have any other symptoms for COVID-19 in the past 48 hours, and whether your temperature exceeds 100.4 °F. Answers are not stored, to protect your privacy, and your supervisor only receives the final determination whether you are “cleared” to come to campus. Self-assessments like these are not considered protected health information and not subject to HIPAA protections.

- 2) Wear a face covering, such as a cloth mask, according to the latest guidance, in all public places, including classrooms, elevators, on public transportation, and outdoors and indoors where social distancing is not possible. All students, faculty, staff, and guests must wear face coverings anywhere on campus, <<https://www.utk.edu/coronavirus/guides/requirement-to-wear-face-coverings>>. Masks will be provided by UTK and are available to anyone who requests them.

Many scientific studies have shown that use of face masks, in combination with social distancing, limit the spread of COVID-19, <<https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear-masks.html>>. You may see faculty or staff not wearing a mask while in their own private offices, but if you want to talk with them, both of you should wear a mask in their office space.

Cloth face masks should have several layers of fabric and be cleaned regularly (i.e., daily). Refer to the CDC guidance about how to select a mask, <<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>>, and how to wear, wash, and care for your masks, <<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>>. Non-medical disposable masks should not be reused once worn. Face shields may also be provided or required, depending on your tasks while on campus.

Accommodations to the face covering requirement due to a medical condition or being unable to wear or remove a mask without assistance need to be provided through the Student Disability Services <<https://sds.utk.edu/>> or the Office of Equity and Diversity <<https://oed.utk.edu/>>.

- 3) Wash your hands frequently, and clean and disinfect surfaces you touch frequently.

Everyone plays a role in keeping their areas clean. We ask that everyone keeps their workspaces, offices and research areas, uncluttered so that any space is easy to clean. Shared items should be eliminated (e.g., coffee pots, microwave, fridges, but also cups, pens, magazines, etc.). Depending on which laboratory you work within, there may be specific disinfection protocols outlined in their HSPs, and you should coordinate with your advisor and/or laboratory manager to learn what and how to clean your areas and equipment. For information about how UT Facilities Services will maintain building cleanliness, please see the following website, <<https://www.utk.edu/coronavirus/guides/cleaning-and-disinfecting>>.

If you test positive for COVID-19, and feel that you contracted while on campus, then you should report this positive test to your supervisor (department head, advisor), and to the CorVel’s 24/7 call line, 865-245-8588. This is consistent with OSHA guidelines, and you should review UT’s workers’ compensation policy, <<https://riskmanagement.tennessee.edu/workers-compensation/>>.

The following websites provide additional UT guidance, if you need more information, <<https://www.utk.edu/coronavirus/>>, and all updates are posted here, <<https://www.utk.edu/coronavirus/updates/>>.

6. Admission Requirements and Application Procedure

The University of Tennessee operates on a three-semester academic year (Fall, Spring, and Summer), and admission to the graduate program is permitted in any semester. For admission, a single on-line application form is now used that includes information for both the Graduate School and the Department of Earth & Planetary Sciences Department. Details are provided at <<https://eps.utk.edu/graduate/gradapply.php>>. The application must be completed online at <<https://www.applyweb.com/utg/index.ftl>>. Important note: The Department and Graduate

School use an entirely online system for receiving graduate application forms, supporting documents, and letters of recommendation. Hardcopy materials sent through the mail are not accepted.

An applicant must provide the following information and files:

- 1) Names of two potential advisors. It is strongly recommended that students contact potential advisors about research projects *before applying* because these individuals will serve as your advocates during the admission process. EPS does not admit new students without an identified advisor. Therefore, if you do not contact anyone about your interest in their research, then there are very slim chances that you would be admitted into the program. If you cannot find a faculty member who is interested in bringing you into their research group, then EPS may not be your best choice for graduate school.
- 2) PDF files (optically scanned or "printed" to PDF files) of: a) Unofficial college/university transcripts (PDF file size of 5 MB or less); b) A C.V. or resume (PDF file size of 2 MB or less); and c) A statement of interests, typically related to your research experience and what you would like to do at UT (PDF file size of 2 MB or less). Note that official transcripts will be required if you are admitted to the program and accept an offer.
- 3) The GPA from all colleges/universities previously attended.
- 4) Names and email addresses of 3 people who will serve as your references.
- 5) For international students who are not native English speakers, a score for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) is needed. International students applications also require more time – see the websites [<https://gradschool.utk.edu/admissions/deadlines/>](https://gradschool.utk.edu/admissions/deadlines/) or [<https://gradschool.utk.edu/admissions/applying-to-graduate-school/admissions-for-international-students/>](https://gradschool.utk.edu/admissions/applying-to-graduate-school/admissions-for-international-students/).
- 6) Optional, general GRE exam scores. In 2019, EPS faculty eliminated GRE scores from admission requirements and departmental decisions. However, if you took the exam, then you can provide scores as part of your application. These scores will only be used if you are also eligible for some UT competitive fellowships, or by some prospective advisors in EPS for their programmatic needs.

During the application process, there may be occasional opportunities for EPS to waive the graduate student application fee for select MS and PhD applicants experiencing financial need. To be eligible, applicants must meet the minimum application requirements established by the department and UT Graduate School. To receive a fee waiver, students must have already started their applications and need to fill out a waiver request form, provided on the EPS website, < <https://eps.utk.edu/graduate/waiver.php>>. The waiver request may take several days to process.

EPS and the Graduate School have different admission deadlines. Students applying for Fall admission are encouraged to complete applications by January 1st for full consideration by the Department (the Graduate School deadline is usually February 1). Students interested in applying for Spring admission should do so by October 15, which is the same as the Graduate School application due date. Applications received after these dates will be considered on a rolling basis if additional positions are available. The Graduate School can take from four to six weeks to process application materials before they are sent to the Department for evaluation. Therefore, students are encouraged to apply at least one month, and preferably two months, ahead of the Graduate School deadline to be considered for an assistantship.

GTAs are offered to exceptionally qualified students on a first-come, first-served basis. GRAs are typically funded by research grants to specific faculty, which usually is a student's advisor. Consequently, GRAs are offered by the prospective advisors to students who have demonstrated the necessary skills and a high-level of potential for a targeted research project.

Students are not normally admitted under non-degree status. Prerequisite for either graduate degree is a bachelor's degree in the geosciences or other field typically, but not exclusively, from the physical, natural, or life sciences or engineering. The Graduate School <<https://gradschool.utk.edu>> requires a minimum grade point average of 2.7 out of a possible 4.0, or a 3.0 during the senior year of undergraduate study. Applicants with previous graduate work must have a grade point average of 3.0 on a 4.0 point scale or equivalent on all graduate work.

Any person whose native language is not English must submit a TOEFL or IELTS score. Passing marks for admission consideration are 550, 213, 80, and 6.5 for paper-based, computer-based, internet-based (iBT) TOEFL, and IELTS, respectively. Official scores must be received directly from the appropriate testing service. The

University of Tennessee's score reporting code for TOEFL is 1843. The score must not be older than two years. Applicants who have received a degree from an accredited US institution in the past two years are exempt from the TOEFL or IELTS requirement.

Questions about research programs in specific areas, application delays, or financial aid should be addressed to the Chair of the Graduate Admissions Committee in the Department of Earth and Planetary Sciences. The Department's telephone number is 865-974-2366. The email address is eps@utk.edu.

7. Graduate Student Matriculation

7.1 What Happens After Acceptance?

Once an incoming graduate student receives a letter of acceptance, the student should arrange to meet (in person, by email, or by phone) with their intended major advisor to discuss academic preparation for graduate studies and to select courses, including any remedial courses, for the first semester. An advisor may seek the guidance of potential Thesis/Dissertation committee members, or other faculty closely aligned with the student's intended research area.

At least two months before Fall classes begin in mid-August, or about a month before Spring classes begin in early-January, a welcome and orientation letter is sent from the DGS to incoming students. The letter includes information about payroll <<https://payroll.tennessee.edu/forms.htm>>, general departmental and University paperwork, and University policies. For Fall admissions, to get on payroll, incoming students need to file the required paperwork with the Department's Business Manager *before* August 1. The University is required by Federal law to have all newly-hired employees complete an I-9 form (including U.S. citizens). This Department of Homeland Security, U.S. Citizenship and Immigration Services, form is used in the E-verify system in Tennessee <<https://www.tn.gov/workforce/employers/staffing-redirect/hiring-regulations/employment-verification.html>>. A copy of an I-9 form with instructions is available at: <<https://www.uscis.gov/i-9>>.

The Graduate School also has a website that answers many common questions incoming students have. All incoming graduate students should review this information before the start of classes. For more information, see <<http://gradschool.utk.edu/admissions/after-admission/>>. Another important link that provides a list of resources for incoming graduate students can be found at <<http://gradschool.utk.edu/graduate-student-life/>>. Answers to questions about Health Insurance can be found at <<https://www.studenthealthprograms.com/faq/>>.

7.2 What Happens Before Classes Start? Orientations

All incoming graduate students are required to participate in University orientations and departmental workshops that prepare the student for the upcoming semester. All orientations take place *before* the start of class in mid-August, which is why the Department recommends that all incoming students move to Knoxville no later than August 1, the date payroll begins for incoming students. If you are admitted in the Spring semester, then orientation dates will vary. Dates for orientations and workshops are provided in advance to guarantee attendance. Some of the orientations, particularly for students appointed as Graduate Teaching Assistants (GTAs), require that the department pre-register students, and attendance is reported back to the department. In some instances, if a student is admitted on a Graduate Research Assistantship (GRA), but will transfer to a GTA in the future, then the student will be notified by the DGS to attend relevant GTA orientations and workshops prior to the beginning of the first semester as a GTA. Incoming students meet as a group with the Department Head and DGS prior to the start of classes to discuss overall departmental matters and expectations of students.

International students should already be familiar with the Center for International Education (CIE) <<https://cie.utk.edu/>> and other resources for your transition to UT <<https://gradschool.utk.edu/graduate-student-life/international-graduate-students/>>. Many questions related to immigration and international student orientations can be directed to the CIE. Upon arrival at the University, international students need to check in with the International Student and Scholar Services (ISSS) through CIE. If an international student does not check in with CIE or ISSS, then your employment and graduate program at UT will be terminated. There are separate, mandatory CIE orientations for international students, as well. Students for whom English is a non-native language are required to take the International Teaching Assistants (ITA) test offered by the University. All prospective GTAs whose native language is not English are required to pass the ITA Test before they can assume their teaching

responsibilities. The DGS registers new international students for the exam. For more information, see <https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>.

7.2.1 NetID & VolCard

To get University email and register for classes, you will need a Network Identification or NetID. Your NetID can be set up by visiting the After Admission Resources website <http://gradschool.utk.edu/admissions/after-admission/>. This website also contains important information on completing admission requirements, paying fees, and getting oriented. Your NetID is used to access MyUTK <https://myutk.utk.edu/>, which is where you will register for classes and get access to other online systems at UT.

The VolCard is issued to new students after admission. The VolCard is used in nearly all aspects of campus life, including access to graduate student offices and Strong Hall when the building is locked. These cards are non-transferable and may not be duplicated. You should carry them at all times on campus. VolCards can be obtained from the VolCard Office, Room 408, Student Services Building. If lost or stolen, go to <https://volcard.utk.edu/> and select “Report Lost Card.” There is a minimum charge of \$30 for a replacement card.

7.2.2 Office Space & Keys

Please note, for the 2020-2021 academic year, office assignments, office access, and access to different classrooms, labs, and office spaces will be governed by UT coronavirus protocols. Details will be sent to all students as they are known. All UT faculty, staff, and students can find up-to-date information here: <https://www.utk.edu/coronavirus/>

After arriving on campus, students are assigned office desk space in the Department. Any special needs should be requested through your advisor. Office and desk space priority is as follows: (i) full-time Ph.D. students; (ii) full-time M.S. students; and (iii) part-time graduate students. To accommodate social distancing requirements for COVID-19, all graduate student offices have been decluttered, and every other desk space is empty and should not be used, or even temporarily occupied with stuff, and use of the desk space assigned to you is important for contact tracing. All graduate student office doors have keypads, and each office has a separate combination that is only known to the students in that space. Contact officemates once you are assigned a space to obtain the code. Your University-issued VolCard is used to gain access to the building after hours. This access is verified by UT Access Management.

You will be issued keys to your advisor’s research laboratory space, shared department facilities (i.e., Rock Room, Computer Room), and teaching classrooms and preparation spaces. Some of the classrooms have keypads, but keys also permit entry.

Keys may not be shared with any other graduate or undergraduate student under any circumstance because of lab safety requirements. If you need access to a room that you do not have a key for, then see your major advisor. If you have not been assigned a key to a lab space, then you may not go in, except under emergency conditions. If someone asks to be let into a space they are not approved to, please notify your major advisor, the Department Safety Officer, and Department Head.

Requests for keys for other rooms or laboratories are made through your advisor and/or the faculty member responsible for a particular facility. Keys are picked up by the student at Lock and Key Services, Room G15 in Greve Hall (865-976-7777). Keys have to be returned to Lock and Key Services prior leaving UT; see Section 8.10 for Checkout details.

7.3 The First Semester – Student-Advisor Communication and Committee Member Selection

The first semester of Graduate School can be a busy and daunting time, with orientations, learning new systems and expectations, meeting new people, preparing to teach—perhaps for the first time—and finding where to buy groceries in Knoxville! As a graduate student, there are two key milestones that need to be accomplished in the first semester.

First, it is important to establish excellent lines of communication with your advisor(s) right away. EPS does not admit new graduate students who have not identified an advisor before entering the Department, and some students may have two official advisors (co-advisors). Your advisor is your advocate from the beginning, and you need open, honest, and continuous communication with them. See additional roles and responsibilities of advisors and students in Section 10. New students should talk with their advisor(s) before registering for courses in the first semester. See Section 8 about general course requirements and specific course requirements for M.S. or Ph.D. programs.

Second, in your first semester and once you begin to develop your research plans, you and your advisor(s) also should discuss the best possible individuals to form a committee that will be best suited for supporting you. Selection of individuals for this committee is important. One of the roles of the Thesis/Dissertation committee is to work with the student to develop the best curriculum to help a student establish the necessary depth and breadth to master their intended research direction(s). See Section 10.3 for more information about committee roles. For a Master's Degree candidate, this committee needs to have 3 faculty members; for the Doctor of Philosophy Degree, this committee should have 4 faculty members, including one from outside the department. You should meet with each faculty member *in person* to discuss whether they can, and should, be a member of your committee; sending an email is an inappropriate way of introducing yourself and asking someone to be on your committee.

There are specific guidelines for committee membership, and your advisor(s) should make the necessary steps to ensure all members of your committee will be approved by the Department and Graduate School. This may require obtaining a C.V. from a prospective external committee member or getting a person appointed as an Adjunct faculty member, which requires a vote from the faculty and can take a semester worth of time. For Ph.D. students, approval of your committee composition is needed *before* you take the preliminary exams, which means that all appropriate actions should have been taken already, usually at the proposal submission step (which proceeds the exams). See specific sections about committee composition requirements for M.S. and Ph.D. students (see Section 11).

Your advisor and your committee may recommend relevant coursework at the undergraduate level, which is fairly common, particularly if you come with a B.S. from outside the geosciences or are changing a direction of study within the geosciences. Undergraduate course credits are taken above the required 9 graduate credits needed each Fall and Spring semester. The DGS may also communicate to your advisor if a “field experience,” typically an undergraduate geology field camp, has not been met prior to beginning your graduate program, in which case you, your advisor, and your committee will need to evaluate possible “field experience” courses or options. See Sections 11.1.2 or 11.2.2 for details.

7.4 Residency

Your residency classification can affect the amount of tuition and fees you are expected to pay after admission. Your initial residency is determined by the information you provided on your admission application to the Graduate School. If you believe that your initial residency classification is incorrect, then you can appeal this classification. For more information, please see <<https://gradschool.utk.edu/admissions/applying-to-graduate-school/residency-classification/>> for more information.

7.5 Laboratory Safety Training & Responsible Conduct for Research

You will have the opportunity to work with some of the Department's analytical facilities. Each of the laboratories in the Department or in other academic units across campus is administered by at least one faculty member, and may be maintained and operated by a professional research staff person. The University requires mandatory safety and/or compliance training of faculty, staff, and students who use chemicals in the workplace, who use radiation, or who work with biological materials. Nearly all of the analytical laboratories in the Department contain chemicals, which are inventoried every year. Some laboratories in EPS and Strong Hall require special permits for people to be in them, so entering these spaces should be avoided without the proper training; similarly, showing people around these spaces on informal tours should not be done. When in doubt, ask the faculty member or staff, or senior graduate students, about a lab space.

The University Office of Environmental Health and Safety (EHS) provides numerous training events for chemical and physical workplace safety, and documentation is available online, including the Occupational Health and Safety Administration (OSHA) “Right to Know” act <<https://ehs.utk.edu/>>. In addition to chemical safety, some of the

laboratory facilities require Radiation Safety or Biological Safety training to use any instrumentation. Your advisor(s) will alert you to specific training requirements that you will need to conduct your research. Training is typically accomplished in your first semester, but refresher training occurs annually or on an as-needed basis, and it is possible that supplemental safety, chemical, etc. training will be required of you throughout your time at UT. You will need to provide the training and certification documentation, showing that you passed the courses or modules, to your advisor and you should maintain a record of your training, as well.

Under no circumstances should a student enter a laboratory without the permission of the faculty member responsible for that facility. Students should consult with the faculty member responsible for a specific instrument *prior* to wanting to use an instrument or the laboratory space. After suitable training and safety awareness, proficient graduate students can have direct access to research facilities. However, some of the instrumentation requires extensive training and analyzing samples is usually done under the supervision of a professional staff or faculty member. Graduate students may obtain the help of a staff person for consultation on the research, but as a general rule, research staff will not perform actual Thesis or Dissertation lab work; this is the student's responsibility. Also, use of departmental resources is not free, even if you are trained to use an instrument. Financial obligations to analyze samples and run instrumentation should be arranged (usually with or by your faculty advisor) prior to beginning any research project. University research equipment cannot be used for personal gain.

All graduate students are encouraged to take and pass an approved course in "Responsible Conduct of Research." The official University-approved online course covering research responsibilities can be found here: <https://research.utk.edu/training-workshops/citi/>

7.6 Use of Equipment Off-Campus

Nearly all of the research and computer equipment in the Department has an UT property or inventory tag and is inventoried with all other major and minor equipment. The Department maintains this inventory and the location of every item annually. If an item is missing from its location, and it cannot be located after inquires, then additional paperwork must be filed, including a Police Report. To avoid complications regarding the location of research and computer equipment, do not take UT property home or in the field without proper documentation.

8. Financial Support and other Financial Information

8.1 Definitions

At the University of Tennessee, graduate assistantships are the primary source of funding for graduate students. Assistantships are offered by academic departments and administrative offices. An assistantship is a financial award to a graduate student for part-time work in teaching, research, or administration while pursuing an advanced degree. As such, a graduate assistant is both a student and an employee. The student receives financial support for graduate study and work experience, under the supervision of a faculty mentor or group of faculty mentors, and contributes to the teaching and/or research mission of the Department and the University. As students, graduate assistants have rights and responsibilities, which are defined in the *Faculty Handbook* section on Student Rights and Responsibilities and the Student Rights and Responsibilities section of *Hilltopics*.

Appointments are normally on a 25% to 50% full-time equivalent (FTE) basis, usually requiring 10 or 20 hours of service per week, respectively. International students are strictly limited to the total employment that they can have, depending on their visa status, so they should be aware of these policies if they have interests in accepting other appointments across campus that may put a student over the 50% FTE level. Annual stipends are generally for nine month appointments, payable in 12 monthly installments.

The Department makes every effort to provide financial support for graduate students in the form of GTAs, GRAs, fellowships, and supplemental support. Assistantship offers are made to incoming students in accordance with our expectations for timely degree completion, which is 2 years for students pursuing a Master's degree and 4 years for students pursuing a Doctoral degree, regardless of whether a student has a prior Master's degree. Under exceptional circumstances, students may formally request extensions to departmental assistantship funding limits. See Sections 11.1.8 or 11.2.11 for details, respectively. But, according to the Graduate School, for students on a 25% FTE or more assistantship, they can only be supported for a maximum of 3 years as a Master's student, 5 years as a Doctoral

student, or 8 years in a doctoral program if a student entered with a Baccalaureate degree only. This assistantship support time limit is shorter than the maximum amount of time given for M.S. or Ph.D. candidates by the University to complete their degrees—six years for a master's program and eight years for a doctoral program—regardless of support levels. Requests for an extension beyond the maximum terms must be made in writing by the academic unit to the Dean of the Graduate School.

A 25% or 50% FTE graduate assistant, in each of the categories of assistantships below, normally should enroll for 9 to 12 credit hours of course work per semester. Exceptions to the above must have prior approval of the Head of the Department. A student on a 50% FTE assistantship who takes at least 6 semester credit hours is considered full-time by the University, although the Department recommends a minimum of 9 credit hours per Fall and Spring semester for financial aid considerations and to avoid incurring additional health care costs to the student. See Section 8.6 for details about Graduate Student Health Insurance.

University policy on the administration of graduate assistantships can be found in the Graduate Catalog, <https://catalog.utk.edu/content.php?catoid=15&navoid=1473#poli_admi_grad_assi>.

8.2 Graduate Teaching Assistantships (GTA)

A 50% FTE GTA undertakes up to 20-hours per week of teaching or lecturing responsibilities, typically in laboratory classes for introductory and upper-level geology courses, and grading in lecture courses. GTAs should expect that upper-division courses may require more effort than introductory courses, and that weekly workloads may vary, sometimes requiring more than 20-hours per week, because of differences in the number of students per section, grading expectations, pre-lecture preparations, or assignment needs for different courses. Required training sessions are held by the University and the Department to prepare and familiarize GTAs with the requirements and responsibilities of these positions. The immediate supervisor of GTAs, the Senior Lecturer or course instructor, is in charge of making GTA course assignments, coordinating schedules overseeing teaching expectations, and conducting training sessions. Continuation of GTA support is dependent on satisfactory performance. Details about what happens for unsatisfactory performance are given in Section 13.

All prospective GTAs whose native language is not English are required to pass the ITA Test before they can assume teaching responsibilities. The DGS registers new international students for the exam. See the following website <<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>>.

Departmental GTAs receive a basic 9-month stipend (paid over 12 months), a waiver of maintenance fees and out-of-state tuition, and health insurance benefits. Students are responsible for mandatory University fee charges, and fees levied for student activities, technology, and transportation charges (see Section 8.5 for details about Mandatory Student Fees).

Student GTA stipends may be supplemented during the summer by research funds. Students with GTA appointments are not permitted to hold jobs outside the department during the Fall and Spring semesters, or if they are paid during the summer from research funds, typically provided by their advisor.

8.3 Graduate Research Assistantships (GRA)

GRAs are research appointments funded from external sources controlled by a member of the faculty. GRAs usually enable students to engage in original research related to their degree goals, and the project director or principal investigator (usually also the student's advisor) determines the duration of GRA appointments and awards. A GRA's immediate supervisor is the person who funds the appointment, such as a faculty advisor or the Head of the Department. Support can be made to any applicant admitted to a degree program, irrespective of any commitment of departmental support. GRA stipends can vary, depending on the source of funding or grant amount, but generally base GRA stipends are the same as GTA stipends. The total number of GRA appointments in the Department are primarily governed by the availability of external research grants. Appointments can be for any specified amount of time, such as a month, a semester, a full year, or for the duration of time a graduate student is actively pursuing their program of study (usually 4 semesters as a M.S. student and 8 semesters as a Ph.D. student). Students whose native language is not English, and are supported on a GRA, are not required to pass the ITA Test. Continuation of GRA support is contingent upon satisfactory performance. Details about unsatisfactory performance are in Section 13.

Students on GRAs associated with research grants have a waiver of maintenance fees and out-of-state tuition and health insurance benefits covered by the grant. Students are responsible for mandatory University fee charges and fees levied for student activities, technology, and transportation charges (see Section 8.5 for details about Mandatory Student Fees).

8.4 Fellowships

A number of graduate fellowship opportunities are offered both within and outside of the University. Students are encouraged to look these over to see if they qualify to apply. External fellowships can be extremely competitive, but receipt of one is considered an honor and can be an important way to establish your career. Examples of such fellowship programs include, but are not limited to:

- National Science Foundation Graduate Research Fellowships, <https://www.nsf.gov/>
- National Academies misc. fellowships, <http://sites.nationalacademies.org/pga/fellowships/>
- NASA Graduate Research Fellowships, <https://www.nasa.gov/stem/fellowships-scholarships/index.html>

Graduate fellowships offered through the University are listed at: <<https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>>. Many of the UT fellowships require nominations by advisors, the DGS, or the Department Head. GTAs and GRAs can receive fellowships for a semester, for a year, or even in the middle of a semester, depending on the availability of funds. Students receiving fellowships are supervised by their academic thesis/dissertation advisors.

There is a relationship between fellowships and financial aid that students should be aware of. Federal regulations govern how fellowships are administered, and UT administers fellowships through the Office of Scholarships and Financial Aid <<https://onestop.utk.edu/financial-aid/>>. As such, accepting a fellowship may impact financial aid limits, and will be reported on a student's IRS-1098. This means that the amount of a fellowship may result in potential tax responsibility when filing federal tax returns. Please visit <<https://www.irs.gov/>> for more details. Fellowships may be combined with other financial aid (federal or private) that a student receives. If the fellowship exceeds UT's estimated costs of attendance, then the amount of other financial aid may be reduced because of the fellowship. Questions about how accepting a fellowship could impact financial aid should be directed to One Stop <<https://onestop.utk.edu/>>. If a student has any unpaid charges at the time of fellowship fund disbursement, then the fellowship will be applied to those charges, after which excess funds will be distributed.

8.5 Mandatory Student Fees

All graduate students are assessed fees not covered by the University, *for each semester* of enrollment. The fee waiver, associated with being employed as a GTA or GRA, covers only the Maintenance Fee and Tuition Fee each semester of enrollment. Payment of the fees not covered by the tuition waiver is the responsibility of each student and are summarized below. All fees are subject to change. Please refer to the Graduate Catalog and the University of Tennessee's "Schedule of Maintenance, Tuition, and Fees" for full details. Fees are subject to change without notice. An up-to-date, detailed summary of the fees can be found at One Stop <<https://onestop.utk.edu/tuition-detail/>>. Note that fees vary depending on credit hours taken and/or residency status.

Registering for fewer than 9 credits can lower the amount of fees per semester, but this also has consequences. If enrollment is for 6 to 8 credit hours in a single semester, then some privileges are reduced and a student has two options: (i) students may elect to pay the \$101 Health portion of the P&S Fee, to gain access to the Student Health Center (this will be in addition to their "per credit hour" assessed fee for the Primary portion of the P&S Fee), or (ii) students may elect to pay the total, maximum, combined P&S fee of the \$519, which will allow the student to visit the Student Health Center, as well as purchase Student Athletic Tickets.

If enrollment is 3 to 8 credit hours in a single semester, then the student is not automatically charged the Health portion of the P&S fee, but may elect to pay this portion of the fee, at any time, in order to gain access to the Student Health Center. This situation is relevant to being enrolled for 3 credit hours in the summer.

8.6 Graduate Student Health Insurance

All graduate assistants (GTAs, GRAs) with at least 25% FTE (10 hours/week) and enrolled in at least 3 credit hours (with at least 1 credit being on campus) are automatically enrolled in the Graduate Student Employee Health Insurance Program and 100% of the premiums, only, are paid by the University or Department. Moreover, all international students must have health insurance, and international students receiving GTA or GRA assistantships are also automatically enrolled. All students can elect to add a spouse and/or dependent coverage at their own expense. If a student already has insurance coverage through another carrier, then this policy functions as additional coverage. But, the student will need to contact both insurance companies prior to use to determine which one will be primary.

The UT campus Student Health Center (865-974-3135) <<https://studenthealth.utk.edu/>> is the first point of health services provided through student health insurance and the center manages the health insurance program <<https://studenthealth.utk.edu/health-insurance-records-requests/student-health-insurance/>>.

Full policy details are at <<https://www.studenthealthprograms.com/plan-summary>>. The effective date of enrollment into Student Health Insurance is the first day of the month in which you became employed. If you have a medical emergency before enrollment is complete (which can take 4–6 weeks), please contact the Student Health Center. The termination date will be the last day of the month in which your position is terminated. If you lose your GTA or GRA appointment in the middle of a semester, then it is possible to purchase insurance for the remaining months not covered. But, if you are no longer a student, then you will need to purchase health insurance from another provider. See <<https://www.healthcare.gov>> for details. For questions about enrollment, contact Student Health, not the insurance provider.

Once enrolled in the Student Health Insurance, you will receive an email from them to confirm enrollment and create an online account to access your insurance card and explanation of benefits, and to correspond about claims or in-network providers. The Student Health Insurance covers nearly all services on the UT campus by the Student Health Center at 100%, with a few exceptions, such as Rabies shots, HPV shots, foam rolls, among other items. Referrals from the staff medical providers (for the best benefits) are needed to see providers off campus (within a 50-mile radius), but note that medical care, co-pays, deductibles, and co-insurance rates may apply. Referrals expire July 31 each year. Discounts are available for dental and vision services, as both are not included in the current student health insurance plan. Only UT students can use the Student Health Center; spouses and/or dependents on your account will need to utilize in-network providers.

Students enrolled in 9+ credit hours in any given semester retain health insurance benefits, but continuing coverage MUST be maintained by electing to pay a separate Student Health Fee via One Stop if enrollment drops below 9 credit hours. This is particularly relevant in the summer semester when only 3 credit hours are taken. The Student Health Fee (see Section 8.5 for fee details) provides the student with access to the Student Health Center clinic, and the student will receive the UT Hospital discounts in case of an emergency. However, if a student decides not to pay this fee in a semester, but then goes to the Student Health Clinic, the student will have to pay the Student Health Fee to receive services. If the student does not pay the fee, and is in an accident and has to go to the hospital, then the student will not receive the insurance discounts and may have substantial out-of-pocket expenses.

8.7 Loans

Students in need of loans can find information about loan options at: <<https://onestop.utk.edu/loans/>>.

8.8 Travel Authorization and Reimbursements

Written authorization for all travel must be requested before a trip is taken.

A request for out-of-state travel is done with the help of the front office staff for conferences, workshops, for field or laboratory research, or while receiving academic credit or non-credit but sponsored by the Department or another academic unit, regardless of whether University funds are being used to pay for the travel. An example of University business travel without the use of University funds would be to give a talk at a conference when all the expenses are paid for by the host. Students traveling with their advisors can utilize a faculty member's travel authorization request for out-of-state travel; travel within the state of Tennessee does not need prior approval. Anyone traveling on University-related business in a private vehicle must also have travel authorization approval from the Department

Head. These travel policies apply to all faculty, staff, undergraduate, and graduate students.

Travel for field work, workshops, or conferences can be supported by a number of ways. Advisors may support students to go to conferences on research grants or other funds; note that if grants are being used, particularly for international travel, then the grant budget and budget justification need to include details about the international travel. It is possible to have travel and registration costs for conferences *paid before a trip*, only if the proper documentation and forms are filed. This means that a student does not have to pay for expenses out-of-pocket prior to a trip, and then wait for reimbursements. It is also possible to receive cash-advances prior to travel, again if the proper channels are followed well ahead of anticipated travel, like months in advance. See the office staff for assistance on this.

Students making presentations at conferences may be eligible for support through the Department's Student Success Funds Committee and through the Graduate Student Senate (GSS) and the Dean of the Graduate School, information about which can be found at <<https://gss.utk.edu/travel-awards/>>. The GSS application process is online and the conference abstract must be uploaded, as well as proof of attendance (e.g., plane ticket, agenda, registration confirmation, travel receipts). GSS awards are made on the basis of merit, not need, and allow for partial transportation, lodging, and registration reimbursement. The GSS has annual application deadlines, and awards are made three times a year. Questions about the GSS Travel Awards Application can be directed to gsstravel@utk.edu.

All international travel on University business, regardless of whether University funds are used, requires online registration of the international travel before commencing the trip. This should be done well in advance of the anticipated travel (i.e., months). Students traveling with a faculty member, on the faculty member's travel authorization request, must also register with online with the Center for International Education (CIE), <<http://cie.utk.edu/travel/>>. Once all boxes are checked off from the CIE checklist form, the International Travel Registration is complete and the form will be reviewed. You will be notified of any further information required. Faculty, staff, and students traveling internationally are also required to purchase travel insurance (health, evacuation/repatriation) through the provider CISI. There will be a link available on the International Travel Registration website and through the registration portal where UT faculty, staff, and students may purchase coverage. It is reimbursable.

8.9 Graduation Application and Fee

Graduate students apply for graduation at MyUTK <<https://myutk.utk.edu/>>, and a fee of \$30 for M.S. degree candidates, and \$75 for Ph.D. degree candidates, is charged for each degree to be awarded in that semester. The graduation fee is a one-time, non-refundable fee. There are no additional charges for the diploma. If a student does not graduate in the intended semester by the first or second deadline, then the student must reapply to graduate in the next semester, and must pay another graduation fee. Students, advisors, and Thesis/Dissertation committees should discuss when a student should apply to graduate to avoid paying for graduation multiple times.

8.10 Financial Implications to Withdrawing, Employment Termination, and the Checkout Process

8.10.1 Withdrawing

If you wish to leave UT before the end of a term, and you need to drop all of your classes, then this is "withdrawing" and you must fulfill UT requirements. Be aware that withdrawing from UT is likely to affect you financially and academically. Please see the Graduate Catalog for information about early termination/withdrawal at: <<https://catalog.utk.edu/index.php?catoid=30>> and at One Stop Student Services website under Registration and Degree Planning <<https://onestop.utk.edu/withdraw/>>.

You should also contact your major advisor, DGS, and/or Department Head, and alert them immediately to your intentions, as your withdrawal may affect GTA positions within the Department, financial obligations for grants if on a GRA, and research obligations for funding agencies. Please consult with a One Stop Student Services advisor regarding impact on financial aid. If possible, providing two-week notice would be the minimum customary amount of time to alert someone that you plan to leave UT. Also, all of your research products to date need to be handed over to your advisor(s) because of data and research archival requirements imposed by funding agencies.

After the first day of classes, graduate students who need to drop all of their courses may totally withdraw by the deadline posted to the One Stop Student Services website, under Dates and Deadlines <<https://registrar.utk.edu/calendar/>>. The word "withdrawn" will be posted on the transcript for the semester. A student who stops participating in classes, or fails to attend class, without officially withdrawing will be assigned the grade of F in each course.

Graduate students who withdraw from a program prior to the end of the semester, and/or leave the university before a semester is finished, are liable for tuition and fee payment; the amount is determined by the date during the semester the student is terminated or drops courses or withdraws from the University. Termination/withdrawal from the University may impact repayment of some forms of financial aid. Withdrawal does not cancel fees and charges already incurred. Failure to comply with UT withdrawal policy and procedures could result in a larger fee assessment.

The effective date of the withdrawal is the date the withdrawal office is notified by completion of the official withdrawal request form (either online or using an official Withdrawal Request Form).

Students who officially withdraw must apply for readmission in advance of their next term of anticipated enrollment, except for withdrawal from summer term. See Section 13.5 for details about readmission.

8.10.2 Early Termination

If a student is terminated because of unsatisfactory work performance, lack of satisfactory progress toward the degree, or for violation of the Standards of Conduct, then the student's stipend and fee waiver will be reduced *pro rata* from the effective date of the termination or withdrawal.

8.10.3 The Checkout Process

Human Resources requires a checkout process for all regular employees and graduate students prior to leaving their employment with UT and before receiving their final paycheck, as described at <<https://hr.utk.edu/2018/02/15/new-checkout-process/>>. EPS initiates the process online by entering the student's ID number and the last day the student will be physically on campus. EPS also collects any University equipment and other items, including their VolCard. All of the relevant University departments will be notified of the impending departure, in which case outstanding debts or issues (e.g., keys, library books, parking tickets) will need to be resolved prior to approval. The process can take as little as 2 days with minimal disruption. After approval, EPS and the student will be notified by email and can continue finishing the form, if needed. Debts can be paid by having Payroll deduct the money from the final paycheck before release via direct deposit. Lost University items, building keys, your VolCard, etc. will require extra paperwork to be filed, such as a Police Report.

If you leave UT without checking out, then your final paycheck will be withheld.

9. Registration and Overview of Courses

Registration for courses is done via the web at MyUTK <<https://myutk.utk.edu/>>.

Graduate students are required to maintain active status in their programs through continuous enrollment from the time of initial enrollment until graduation. To be considered full-time in our Department, you need to register for 9 credit hours of graduate coursework every Fall and Spring semester and 3 credit hours in the Summer semester.

The University officially recognizes full-time status with 6 credits for each Fall and Spring semester, but taking only 6 instead of 9 credits in a semester will potentially affect your financial aid considerations and visa status, will result in additional health care costs to you, and place you in a position to not graduate in an acceptable time frame. Registering for fewer than 9 credits can lower the mandatory student fees associated with Graduate School (see Section 8.5), but this may also reduce some of your privileges for student activities on campus. Therefore, if you are a GTA or GRA, the Department recommends that you enroll in 9 hours per Fall and Spring semester, and 3 credits in the summer. If you do not maintain full-time status, then this will complicate how your tuition and student health insurance and benefits are paid each semester.

If your advisor(s) and committee think that you need to make up core-level (300-level) undergraduate coursework, which is fairly common, particularly if you come with a B.S. from outside the geosciences, then these undergraduate course credits are taken above the 9 graduate credits and cannot count towards a graduate degree.

Typical course loads per semester are 9 to 12 hours. Taking more than 12 credits in a semester is unusual, however, so plan accordingly. The maximum course load for a graduate student is 15 credits, and this requires approval from the Department Head.

The Department offers lecture courses (typically 500-level) and seminar-oriented courses (typically 600-level) that are commonly 3 credit hours each. Graduate classes with lectures and laboratory components may be 3 or 4 credit hours each. Upper-level undergraduate classes (400-level) may be cross-listed for graduate credit, and can fill in knowledge gaps to aid graduate work. Be aware that not all 400-level courses can be taken for graduate credit, in which case this will be noted or there is a 500-level course offered by the same title that should be taken. At least two-thirds of the minimum required hours in a M.S. or Ph.D. degree program must be with courses numbered at or above the 500-level. As some classes have a cap on the number of students that can be enrolled, it is strongly recommended that you register for your classes as early as possible. Current course offerings are listed under Current Students at <<https://eps.utk.edu/>>.

Returning students should have approval from their advisor(s) *and* committee, and adhere to the planned program of study, before registering in subsequent semesters. Questions about coursework should be directed to the major advisor(s) or any member of the GAPC. It is important to plan ahead for registration and do so before courses begin.

Courses GEOL 500 and GEOL 600 are reserved for thesis and dissertation research, respectively. Once a Ph.D. student enrolls in GEOL 600, they must have continued enrollment, including in the summer, with a minimum of 3 credit hours per semester, until the student graduates. Students must be enrolled in either GEOL 500 or GEOL 600 in the semester of defense and submission of the thesis or dissertation for graduation. Enrolling for 3 credits reduces the amount of fees that students have to pay, but changes health insurance coverage, as described in Section 8.6 regarding Graduate Student Health Insurance.

In the summer, graduate students must enroll for at least 3 hours if a student plans to use the building, any departmental or University facilities, or faculty time. Students typically enroll in the summer in GEOL 500 (M.S. thesis research), GEOL 600 (Ph.D. dissertation research), or another option decided upon by the student, advisor, and committee. The only exceptions to summer enrollment accepted by the Graduate School are that a student is either completing an off-campus internship or is on an official leave of absence (see Section 13.4). But, even if off-campus, a student should register for 3 credits of GEOL 592 (Off-Campus Study). A student may register for GEOL 502, if they are not registered for any other courses, but will be using facilities and/or faculty time. Please consult the Graduate Catalog for details.

The weekly departmental seminar series (GEOL 595) occurs in the Fall and Spring semesters. Graduate students are required to register in GEOL 595 every semester (except during the one term in which they take GEOL 596) and must attend all seminars that their schedule permits. No classes or lab sections are scheduled at this time. If you have a potential conflict that keeps you from attending GEOL 595 seminars, then you and your advisor need to contact the DGS and the seminar coordinator *before* the start of the semester. Seminars are every Thursday afternoon at 3:40 p.m. and are held in Strong Hall B01. *During the 2020-2021 academic year, seminars will occur via a digital streaming platform.* The purpose of the seminar series is to enrich all of our academic and educational experiences. The seminar series is endowed, which allows us to bring in speakers from all over the country and from across all disciplines. You are encouraged to make speaker recommendations.

International students are encouraged to communicate frequently with the Center for International Education (CIE) to make sure that they are meeting enrollment requirements to maintain their student visa status. Typically, an international student on a student visa can maintain their status if a student is employed as a GTA or GRA for 50% FTE only (20-hours per week), and enrolls in a typical course load (e.g., 9 credit hours) each Fall and Spring semester and 3 credits in the summer. International students can work full-time in the summer, if they are enrolled and will be enrolled in the Fall semester, and can work full-time during official school breaks. Students interested in learning about exceptions to these minimum enrollments should discuss the options with CIE.

If a student plans to defend their thesis or doctoral dissertation early in a semester, then a waiver for mandatory courses *may* be given. Such a waiver does not preclude any requirements for hours to be completed within the Department or the Graduate School. To obtain a waiver, the student must meet with the DGS *prior* to the beginning of the semester, and the petition needs to include an established date of defense, the title of their thesis/doctoral dissertation, a statement from their advisor(s) that the student will be defending that semester, and a statement that the student has completed sufficient hours to graduate. Final approval will come from the Graduate School.

10. Roles, Responsibilities, and Expectations

In a productive, inclusive Department, everyone shares responsibilities to foster a scholarly environment with rigor, respect, and integrity. As a graduate student, you play a vital role in this mission for the Department, but also the College, and University. All faculty in our Department contribute to building a vibrant research and teaching environment through course instruction and active, commonly externally funded, research that involves dissemination through publications and conference presentations. The Department, and specifically the GAPC in accordance with the Graduate School policies, also shares responsibility in making sure that the Graduate Program runs smoothly. Below are some responsibilities for students, faculty advisors, committee members, and the Department, which have been compiled and modified from various online and university sources, including the comprehensive “*Best Practices: Core Expectations for Graduate Education*” at Duke University, <<https://gradschool.duke.edu/academics/academic-policies-and-forms/standards-conduct/best-practices-and-core-expectations>>.

10.1 Responsibilities and Expectations for Graduate Students

Graduate students serve an important role at the University, as scholars and employees, because they contribute to the teaching and/or research mission of the organization. The following are some, but not limited to, key responsibilities that graduate students have to their advisor(s) and committee, as well as to the Department, and in some cases, to their own students if appointed as a GTA:

- Communicate regularly with their faculty advisor(s) and mentors, as well as with their M.S. or Ph.D. committee members, especially in matters relating to research and progress within their degree program. This may mean planning to meet regularly with their advisor(s) (e.g., weekly), and occasionally with their committee (e.g., once a semester). Meetings should be planned ahead of time, and communication and content should be professional, on topic, and relevant. Similarly, respond to emails from faculty promptly.
- Understand that faculty advisor(s) and committee members have a number of responsibilities outside of advising graduate student research. Advisors may also have more than one graduate student advisee and may also supervise undergraduate students, postdoctoral researchers, or even technical and administrative staff. Respect the faculty’s time and be patient, within reason, for delays in their response to inquiries.
- Adhere to University policies outlined in the Student Code of Conduct, *Hilltopics* <<https://hilltopics.utk.edu/student-code-of-conduct/>>.
- Understand, develop, and adhere to appropriate timelines, guidelines, and expectations for departmental and University milestones for timely degree completion, which may involve putting effort into both course-related and research tasks that would require more than 40-hours a week.
- Take responsibility for staying informed of regulations and policies governing their specific graduate studies and to complete all required paperwork and other degree obligations in a timely fashion. Reading this Handbook will go a long way to meeting this expectation.
- Understand where money comes from that pays for student stipends and tuition, and how extra costs, such as attending conferences, are covered by an advisor or the Department. When money is tight, consider writing grant proposals to organizations or societies, like the Geological Society of America, Sigma Xi, or others, that could help to alleviate some of the expenses associated with student research.
- Discover and pursue a unique topic of research that will contribute to new knowledge in the chosen field, but also learn research methods and historical knowledge basis of a discipline, as well as trans/interdisciplinary avenues, that will distinguish the original research apart from past efforts.
- Work responsibly and exercise the highest integrity in all aspects of research and course work, especially in tasks related to collecting, analyzing, and presenting research data; Responsible Conduct in Research training is encouraged (see Section 7.5).
- Learn appropriate ways to communicate science, both orally and in writing, and that conforms to disciplinary

- conventions, as well as can communicate science to non-scientists. This may involve repetitive training.
- Be receptive to, and learn from, feedback on work related to research and coursework products, even if not positive. Similarly, be receptive to feedback for teaching performance, from faculty instructors and students.
 - Devote time to prepare for teaching duties, and perform seriously and respectfully to the level expected by their own instructors.
 - Participate and contribute to scholarly activities, such as conferences, workshops, collaborative projects, grant writing, report writing, and publications.
 - Volunteer in outreach activities. These could become some of the most relevant and rewarding experiences of a graduate student's tenure at UT.
 - Develop a network of professional relations by carefully and respectfully seeking out mentors who may help prepare them with professional skills or job market opportunities. Don't rely on advisors to make this happen.
 - Be selfish with time and do not accept activities or assignments requested by advisors or faculty members that may not meet academic or professional roles or that may impede timely degree completion.
 - Understand that it may not be possible for an advisor or Department to provide funding or reimbursement for costs incurred for all research or scholarly activities, such as attending conferences. Evaluate the costs of these activities seriously, and if they are essential to achieving academic or professional goals, then accept that some personal financing may be required.

10.2 Responsibilities and Expectations for Faculty Advisors

As UT teachers, researchers, and scholars, faculty serve critical roles as advisors and mentors for graduate students. The following are some, but not limited to, key responsibilities that faculty advisors have to their advisees:

- Communicate with and be available for their advisees by providing regular times (e.g., weekly) to meet with them or by making time, sometimes extra time, for them when needed. Provide equitable time to all advisees, within reason. Communication and meeting content should be professional, on topic, and relevant. Similarly, respond to emails from students promptly. One of the biggest complaints by students about advisors is that an advisor never has time for them, or gives all their time to one particular (a 'favorite') student.
- Be fair, professional, and impartial in dealing with their advisees, and act with the highest integrity, in accordance with University policies outlined in the Faculty Handbook <<https://facultyhandbook.utk.edu/>>.
- Understand that advisees have a number of responsibilities that may take them away from their research 24/7, such as coursework or teaching duties, or even personal situations; exercise patience with a student, and make sure that there are clear expectations and timelines for research that fit into a total of a 50% FTE appointment, or 20-hours per week (i.e., students have either a 50% GTA or GRA or a 25% GTA + 25% GRA).
- Develop and adhere to appropriate timelines, guidelines, and expectations for departmental and university milestones for an advisee's timely degree completion, as well as for a student's specific project. Reading this Handbook will go a long way to meeting this expectation.
- Provide intellectual guidance, and historical and modern disciplinary knowledge, to help advisees in their research projects and to develop a unique project that advances scientific knowledge.
- Foster an attitude of inclusivity and collegiality so that scholarship and learning take place within a community of mutual scholars, which may include discussing lab group or project-specific authorship and acknowledgement policies, that can avoid situations that may put advisees in positions of conflicts of interest.
- Provide appropriate research resources for their advisees, such as analytical instrumentation and computers, and provide training and orientations to those resources for safe and responsible work; if resources are not immediately available (e.g., in Strong Hall), then make arrangements to help students complete their work in a timely and productive manner.
- Develop their advisees' abilities to communicate as scientists, both orally and in writing, and that conforms to disciplinary conventions, but that also ensures they can communicate their science to non-scientists.
- Provide advisees with timely, sound, and constructive feedback on their work, from research proposals to conference abstracts to scientific publications, and everything in between. If the quality of work does not meet expectations, or there are unexpected problems or weaknesses (e.g., in advisee's writing, research-related skills, or personal life), then refer the advisee to appropriate resources on campus.
- Provide professional annual performance evaluations for their advisees for expressed personal, project-orientated, departmental, and University expectations. The annual performance evaluation is not the appropriate place to inform an advisee that their performance, for the entire year, was unsatisfactory or had not meet expectations; an advisee who is struggling to meet an advisor's expectations should know of their

inadequate performance all of the time, not just once a year.

- Encourage advisee participation in scholarly activities, such as conferences, workshops, publications, grant writing, volunteering, and networking. This may cause an advisor to invest more time with an advisee to develop the skills necessary to perform well at these activities.
- Assist advisees in the pursuit and achievement of their research, educational, and career goals and respect their advisees' interests and goals, which may be different than their own.
- Help advisees obtain professional skills to prepare for the job market; if an advisor cannot provide professional assistance for their advisee, then the advisor should attempt to find mentors or contacts.
- Present a realistic view of the job market and accepted norms of the field, be that from within or outside academia, but be cognizant that students are becoming scholars *within the same field*. What is said may get repeated, in which case negative opinions that lack constructive context about a particular potential employer, or groups of researchers or an individual and potential collaborator, may impact an advisee's job prospects.
- Avoid giving activities or assignments outside of their advisee's immediate academic or professional role or that may be harmful to timely completion of a degree, such as having their advisees serve as surrogate advisors for undergraduate students in the research group or giving having their advisees give an excessive number of course lectures during a semester (e.g., more than a week).
- Whenever possible, provide financial support for conference, workshop, or field work travel, or arrange for alternative opportunities for advisees to obtain reimbursement for travel or reasonable professional activities.

10.3 Responsibilities and Expectations for Committee Members

Thesis and dissertation committee members serve an important role at UT. Both M.S. and Ph.D. degrees are approved by committee. This means that a student cannot receive a degree from only an advisor's input. The work must be passed by a committee. Therefore, committee members should have some level of expertise on a student's research topic that make them capable of understanding the work. A committee member should also be interested in serving on the committee because this should not be a passive activity. Committee service typically involves meeting with a student, providing technical and methodological advice, and, in some cases, augmenting the intellectual guidance provided by the advisor and becoming a collaborator on the work. Different committee members may have different levels of involvement, based on expertise and interest. All committee members are responsible for ongoing evaluation of our graduate students' performances in academic and research activities. Evaluation for important milestones (e.g., proposal discussion, preliminary exams, thesis/dissertation documents and final defense) is done so as part of the Department's SACS requirements for learning outcomes. Committee members should respond promptly to a student's request to meet or to get feedback from written material. For committee members who fail to participate, even if given a reasonable timeline and notification, then replacement of that member may be required. Severe problems should be reported to the advisor(s) and/or DGS.

10.4 Responsibilities and Expectations for the Department

The Department has a number of responsibilities to ensure that graduate students, faculty advisors, and committee members have the necessary guidance and resources to maintain our productive Graduate Program and timely degree completion of our students. The Department upholds the highest standards of academic quality in all aspects of the Graduate Program, from admissions to successful degree fulfillment. As such, the following are some of, but not limited to, the responsibilities of the Department and/or the GAPC for graduate students and faculty:

- Inform responsible parties (students and faculty) of their roles, responsibilities, and expectations, and provide feedback on satisfactory and unsatisfactory performances.
- Provide all students and faculty with a thorough description of the requirements and qualifications necessary for academic employment, training, and financial support at the University.
- Attempt to provide all students and faculty with accurate and up-to-date information about the costs of graduate study and realistic assessments of future prospects for financial support.
- Attempt to provide excellent and relevant teaching and research assistantship opportunities for diverse possible career prospects, and coordinate appropriate training and guidance for assistantships.
- Attempt to offer an appropriate range of relevant and advanced graduate courses across all subdisciplines, and for required courses, like GEOL 595, have diverse speakers who are representative of departmental subdisciplines.
- Provide guidance for degree regulations and procedures, including those pertaining to required coursework,

as well as qualifying or preliminary examinations, and thesis/dissertation guidelines (within this Handbook), but can also be clarified by the DGS or members of the GAPC.

- Make every attempt to provide all students with professional development opportunities.
- Strive to have a collegial, inclusive, and scholarly learning and work environment in which faculty and students pursue their academic and professional goals together in mutual respect and collaboration.
- Provide a mechanism for appeal, voiced concern, or complaints in situations where any of these expectations fall short or standards slip. Graduate students can reach out to the DGS or Department Head, and participate in Town Hall meetings at least once a semester.

11. Degree Requirements

The Department of Earth & Planetary Sciences offers research-based Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Geology. Both degrees require original research presented in the form of a thesis or dissertation that must be found acceptable by a committee of faculty.

We expect all graduate students to familiarize themselves with the extensive information about the University of Tennessee and graduate studies <<https://www.utk.edu>>. Additional details pertaining to the Graduate Program, including financial aid, scholarships, and fellowships, can be found in the list of web pages identified below:

UT Graduate School: <https://gradschool.utk.edu/>

Graduate Catalog: <https://catalog.utk.edu/index.php>

Graduation deadlines: <https://gradschool.utk.edu/graduation/graduation-deadlines/>

Theses & Dissertations: <https://gradschool.utk.edu/thesesdissertations/>

Forms: <https://gradschool.utk.edu/forms-central/>

The Department recognizes that all possible circumstances cannot be accounted for in this document and that exceptions to specific rules may be needed occasionally, which can be done by petition to the GAPC. Petitions typically describe why a rule needs to be modified, and describes the desired solution for the student. The petition should be accompanied by a supporting letter from the student's major advisor(s), and it helps to have committee support, as well.

11.1 Master of Science

All students enrolled in the M.S. program in Earth & Planetary Sciences are required to become familiar with University policies and regulations, as explained in the Graduate Catalog. Some parts of these policies are excerpted here for convenience.

11.1.1 University Course Requirements

A candidate for a Master's degree must complete a minimum of 30 hours of graduate credit in courses approved by the student's master's committee. Courses numbered between GEOL 400 and GEOL 500 can be taken for graduate credit, but not all 400-level courses count for graduate credit. At least two-thirds of the minimum required hours in a Master's degree program must be taken in courses numbered at or above the GEOL 500 level. In our program, 6 semester hours of credit in the major must be earned in course GEOL 500 (thesis) while the student is conducting research and preparing the thesis. Only 6 thesis hours (GEOL 500) may be counted toward meeting the 30 hours requirement. Hours applied to the Master's degree may be entirely from one major subject or may be distributed to include one or two minor areas.

For coursework taken at other institutions, refer to section in the University Graduate Catalog on Transfer Credits.

11.1.2 Departmental Course Requirements

In addition to the University requirements, students pursuing a M.S. degree must enroll in GEOL 595 every semester they are in residence unless they are enrolled in GEOL 596 or course, internship, research or teaching conflicts preclude them from being present. Each student must enroll in course GEOL 596 one time during their

residency, preferably in their 2nd or 3rd semesters. A student may apply a maximum of 2 credits of GEOL 595 and 1 credit of 596 towards graduation.

To graduate, each student is required to have had a committee-approved “field experience,” where a student has demonstrated proficiency in field-based Earth Sciences. In many cases, this represents an undergraduate field camp course, although there are many acceptable alternatives.

11.1.3 Thesis Committee

A committee is composed of a major advisor(s) and at least two other professors holding the minimum rank of Assistant Professor or other approved faculty, including lecturers or Adjunct faculty. In ordinary circumstances, the committee will be formed in the student’s first semester (see Section 7.3), but no later than the time of proposal submission to the DGS by the end of the student’s 2nd semester in residence.

It is the student's responsibility to schedule the required meetings of his/ her committee. Students are encouraged to meet with their committees frequently, such as once a semester. In addition, the members of the committee may also independently request meetings at any time. In this way, the student's academic standing and progress toward the thesis will be under direct and frequent supervision. Students must meet formally with the committee at least annually, and are strongly encouraged to meet individually with committee members to help execute the proposed research.

The committee members to which the student will defend their thesis must be the same as the committee listed on the *Admission to Candidacy* form. If there is a change to the committee composition, then a revised form must be submitted. See Graduate School forms: <<https://gradschool.utk.edu/forms-central/>>.

11.1.4 Thesis Proposal

All students pursuing the M.S. degree must do independent original research leading to a thesis to graduate. To be sure that a student is prepared for the intended research project, a proposal that outlines the project, must be submitted and accepted by the entire thesis committee, recommended to be by the *end of week 13 of a student's second semester*. Because the proposal writing process can take considerable time with revisions, students should plan to get working with their advisor(s) early to meet this deadline. Failure to meet this deadline may result in the student receiving a warning or disciplinary action, including dismissal, from the GAPC. Faculty members are strongly encouraged to make sure committee meetings occur, at least annually, and that the thesis committee keeps the student on an acceptable time frame for completion of degree.

The proposal should be no longer than 10 pages of single-spaced, 12-point font size, text (including figures, but not references or additional materials). Course work taken (with semesters and grades) and planned should be included. Proposal style and content can differ depending on sub-discipline, so students must work closely with their major advisor(s) and committee to avert problems in getting the proposal passed. Working with their advisor(s), it is common for students to need several drafts of the proposal before it goes to the committee. Once the advisor approves the proposal, then it should be circulated to committee members (either electronically or in print) at least 10 days to 2 weeks before the planned committee meeting during which time the proposal and ongoing research should be discussed.

Upon successful completion and acceptance of the proposal by the thesis committee, the major advisor should submit the approved proposal package to the DGS, who then forwards the proposal to the GAPC. The GAPC evaluates committee composition in relation to the proposed research project. The student and advisor will receive an email from the DGS with the approval status and if there are any questions or comments. GAPC accepts proposals year-round. There are no official proposal submission deadlines, but recommended dates for planning purposes for the Fall semester is December 1, or May 1 for the Spring semester, which would extend to the next business day if those dates occur on a weekend or a University holiday. There are no forms to fill out for this milestone.

11.1.5 Admission to Candidacy

Admission to Candidacy indicates agreement that the student has demonstrated ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study has been approved.

The application for the Master's degree is made as soon as possible after the student has completed any prerequisite courses and 9 hours of graduate coursework with a grade point average (GPA) 3.00 or higher in all graduate work. The *Admission to Candidacy* form <<https://gradschool.utk.edu/forms-central/>> must be signed by the student's committee and the Director of Graduate Studies; all courses to be used for the degree must be listed, including transfer coursework. The committee signatures on the form must match the signatures that will be on the final defense forms. If the committee composition changes between filing the Admission to Candidacy forms and the final defense, then an addendum to the candidacy paperwork must be submitted to the Graduate School before the defense.

The student must submit the *Admission to Candidacy* form to the Graduate School no later than the last day of classes one full semester prior to the date the degree is to be conferred. For Master's students, this is the last day of classes in the 3rd semester. The Graduate School checks to make sure all requirements are satisfied.

11.1.6 Application for Graduation and Scheduling the Defense

Students must seek approval from their advisor(s) and committee prior to scheduling a defense. This discussion can be done by scheduling a committee meeting in the semester prior to the one you plan to defend (i.e., in your 3rd semester). Be sure you have an open, frank discussion with your advisor first. Guidelines to Graduation can be found at <<https://gradschool.utk.edu/graduation/steps-to-graduation/>>. A recommended timeline is also located at the end of this handbook in the Appendix.

Defenses can be at any time of the semester. Graduate School deadlines are posted in advance of any intended graduation, <<https://gradschool.utk.edu/graduation/graduation-deadlines/>>. If you want to graduate in a specific semester, then the deadline to defend is typically *about a month before the end of that semester*. The Graduate School deadline to submit a thesis is also *before the end of a semester*, usually by about two weeks. Therefore, to allow sufficient time to complete all of the requirements by the prescribed deadlines, including revisions required by your committee after the defense, the Department recommends that a defense be at least one month prior to the Graduate School deadline to submit a thesis.

To schedule your defense with your committee, you may want to use scheduling software (e.g., Doodle) to identify at least a couple of 3-hour blocks of time that could work for your committee. Ideally, the defense should be in Strong Hall. Moreover, to the extent possible, the defense should not overlap with class meeting times or on the same day as another defense. For specific details about the defense, see Section 11.1.8. Allow 20-30 minutes for the public defense, and 2 hours for the private defense. These two parts do not need to be in the same room. Students are responsible for scheduling and finding sufficient space for all of the defense. The room for the public defense should accommodate at least 20 people, and the private defense needs to accommodate the committee only. During the 2020–2021 academic year, defenses may also be presented using a digital streaming platform. Please consult carefully with your major advisor. Guidance from the Graduate School about remote defenses is also available, <<https://gradschool.utk.edu/covid-19/graduation/#defense>>.

Notification of the defense should be done by sending a flyer through email and/or posting announcements, no later than one week prior to the defense. The flyer should include your name, title of the thesis, and location and time of the defense. Advertising the defense is a requirement, and insufficient notification of the defense may result in postponing the defense.

Once a defense date is scheduled, graduate students must apply for graduation at MyUTK <<https://myutk.utk.edu/>>, See Section 8.9 for details about the financial obligations for Master's degree candidates. The graduation fee is a one-time, non-refundable fee. If a student does not graduate in the intended semester by the first or second deadline, then the student must reapply to graduate in the next semester, and must pay another graduation fee. This is why it is so important that students, advisors, and thesis committees discuss whether a student is ready to defend their thesis, which will keep a student from paying for graduation multiple times.

11.1.7 Thesis

A student must present a written thesis documenting independent original research that must also be defended and approved by the thesis committee before a student can graduate. The specific form of the thesis is coordinated by the major advisor and thesis committee. Students are expected to work closely with their advisor(s) during the evolution of the research and during the preparation of the thesis itself. Thesis documents are routinely screened for plagiarism. It is expected that research for the M.S. degree also lead to a peer-refereed publication.

There are University formatting guidelines and Graduate School deadlines related to the thesis that all students are required to follow. Students are also strongly encouraged to follow University guidelines for formatting their thesis text, figures, tables, references, appendices, etc., or to use one of the Graduate School's templates <<https://gradschool.utk.edu/thesesdissertations/formatting/>>. Students should also submit a draft of their thesis to the Thesis Consultant to keep from having to redo formatting unnecessarily (email thesis@utk.edu for submission instructions).

11.1.8 Thesis Defense

Once the major advisor and committee determine that sufficient written progress on the thesis has occurred, the student may schedule an oral defense of their research. The defense is an official university academic activity. Providing refreshments at defenses is neither expected nor required; if provided, then the Department strongly encourages this activity to occur outside the defense room. The defense has two main parts: (1) a public presentation, approximately 20-30 minutes long, with accompanying question-and-answer session, followed by (2) a private defense with the thesis committee, in which the results of pass or fail are determined.

The written thesis should be given to your committee (either electronically or in print) at least 2 weeks prior to the scheduled defense. The thesis must be scanned with university-approved plagiarism detection software prior to the thesis defense. Your major advisor must also confirm, at the time the thesis is submitted to the Graduate School (see Section 11.1.9), that the thesis has been analyzed using the university-approved plagiarism detection software. For details, see <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>. Your major advisor should circulate an electronic copy of the thesis to the faculty, along with an announcement of the defense, at least one week before the defense date. If deadlines and advertising the defense are not met, then the committee may elect to postpone the defense.

Forms that must be signed by the committee at the defense can be located at <<https://gradschool.utk.edu/forms-central/>>. You and/or your advisor(s) will need to bring the oral examination pass/fail form (this is emailed to the advisor and student at least one week prior to the defense). Make back-up copies. You and/or your advisor(s) will also need to bring the thesis approval form (obtained from the Graduate School by the student); please note that there is a section for you to make the embargo request on the form. Advisor(s) should also bring the defense SACS form, enough for all faculty in attendance, to be filled out during/after the defense.

The committee signatures on the final defense and thesis approval forms must match the signatures filed on the *Admission to Candidacy* form. Note that the committee members have the prerogative to accept or reject a thesis prior to its submission to the Graduate School, even if the student passed the final oral examination. Rejection may result in withholding final signatures on the thesis approval form until necessary revisions to the thesis are made and approved by some or all of the committee members and the thesis advisor(s).

If you applied to graduate, but miss the regular or second deadlines in any given semester, including the summer, by not defending your thesis or not submitting the final thesis document to Trace, then another application for graduation should be submitted through MyUTK for the next semester. Missing the second deadline will also result in you needing to register for thesis credit for the following semester.

11.1.9 Submission of Thesis to Trace

Once all revisions have been made and approved by the thesis advisor(s) and committee members, then the student

should submit their thesis to Trace <<https://trace.utk.edu/>>, an open repository for published thesis and dissertations, as well as other creative work at UT. Your major advisor must also confirm that the thesis has been analyzed using the university-approved plagiarism detection software, <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>.

Additional information regarding, formatting, deadlines, and university-approved plagiarism detection software can be found on the Theses and Dissertation webpage at: <<https://gradschool.utk.edu/thesesdissertations/>>.

Remember that a thesis deadline is met when the thesis document submitted to Trace is approved, not when the form is submitted. Final approval may take time, so we recommend that you submit your thesis to Trace at least 24 to 48 hours before the deadline.

11.1.8 Time Limit to Completion

A time line of the major events in completion of the M.S. degree is included in the Annual Graduate Student Evaluation and Checklist located at the end of this manual. According to the Graduate School guidelines, students pursuing the M.S. degree have a total of 6 calendar years to complete their degree. **In Earth and Planetary Sciences, students are expected to complete a M.S. degree in 2 calendar years (4 semesters including 2 summers).** Departmental support is guaranteed for up to 4 semesters, assuming acceptable progress. Please note: paperwork in anticipation of graduation begins months in advance of the anticipated graduation date.

Requests for GTA extensions beyond this support window are assessed individually but are not guaranteed, as it is departmental policy to support qualified incoming students over extension requests. See Section 8.1 for more information about appointment time limits. Towards the end of each semester, generally in June and November, the DGS sends out a solicitation to students at the end of their guaranteed support window for extension requests. In response, a student may submit an extension request along with written justification and a letter of support from their advisor. The GAPC prioritizes the extension requests, which are reviewed by the departmental faculty, and notifies students of their status. Extension requests are prioritized according to specific criteria, with Ph.D. students, especially those without a previous M.S. degree, no previous extensions, health-related delays, research-related delays, and/or a participation in an internship receiving higher prioritization.

11.2 Doctor of Philosophy

11.2.1 University Course Requirements

All students enrolled in the Ph.D. program in Earth & Planetary Sciences are required to become familiar with University rules and regulations, as explained in the Graduate Catalog. Some parts of these policies are excerpted here for convenience.

The student's program of study is subject to Graduate Council policies and individual program requirements. The program of study, as listed by the student on the *Admission to Candidacy* form, must be approved by the doctoral committee. Doctoral programs include a major field or area of concentration and, frequently, one or more cognate fields. Cognate fields are defined as a minimum of 6 semester hours of graduate coursework in a given area outside the student's major field.

A Master's degree is usually a prerequisite for entry into the doctoral program, but students can also be admitted directly into the Ph.D. program after completing a Bachelor's degree. Candidates for the Ph.D. must complete a minimum of 24 hours of graduate coursework beyond the Master's degree. If the doctoral candidate does not possess a Master's degree, then the candidate must complete a minimum of 48 hours of graduate coursework beyond the baccalaureate degree. A minimum of 12 of the 24 hours, or 30 of the 48 hours for candidates without a Master's degree, must be graded A-F. Courses numbered between 400 and 500 may be taken for graduate credit, but not all 400-level courses can be counted for graduate credit. At least two-thirds of the minimum required hours in a Ph.D. program must be taken in courses numbered at or above the 500 level. A minimum of six (6) hours of the student's coursework must be taken in University of Tennessee courses at the 600 level (however, for EPS see section 11.2.2 below), exclusive of dissertation. In addition, 24 hours of course GEOL 600 Doctoral Research and Dissertation are required. Once a student has enrolled in GEOL 600, this course must be registered for in each succeeding semester,

including the summer.

For coursework taken at other institutions, refer to section in the University Graduate Catalog on Transfer Credits.

11.2.2 Departmental Course Requirements

In addition to those listed above, the Department has a number of compulsory additional course work requirements for the Ph.D. All students pursuing a Ph.D. degree must enroll in course number GEOL 595 every semester they are in residence unless they are enrolled in GEOL 596 or course, internship, research or teaching conflicts preclude them from being present. Each student must enroll in course GEOL 596 one time during their residency, preferably in their 2nd or 3rd semesters. A student may apply a maximum of 3 credits of GEOL 595 and 1 credit of 596 towards graduation. All Ph.D. students are required to enroll in a minimum of nine (9) hours of 600-level courses, excluding GEOL 600 ([this requirement supersedes the University requirement](#)).

In order to graduate, each student is required to have had a committee-approved “field experience,” where a student has demonstrated proficiency in field-based Earth Sciences. In many cases this represents an undergraduate field camp course, although there are many acceptable alternatives.

11.2.3 Dissertation Committee

A dissertation committee must be composed of at least 4 people, including the major advisor who directs the dissertation research and who is from the student’s department or intercollegiate program. At least 2 committee members must be tenured or tenure-track UT faculty, which means that the individual all hold the minimum rank of Assistant Professor or are classified as other approved faculty, including lecturers or adjunct faculty. At least one member must be from an academic unit other than that of the student’s department; in interdisciplinary programs, one member shall be from outside the program. Committee members outside the student’s home department or program are referred to as external members. Such external members can be drawn from other UT departments or from other institutions. External members from outside of UT must be approved in accordance with the procedures outlined by the Graduate School <<https://gradschool.utk.edu/forms-central/phd-committee-form/>>.

In ordinary circumstances, the committee is formed in the student’s first semester (see Section 7.3) and meets formally with the student at least annually to direct and assess student progress and academic standing. Students are encouraged to meet with their committees frequently to direct and assess student progress and academic standing, such as once a semester. The committee must be formed no later than the end of the second semester of enrollment in the Ph.D. program. A student’s committee must be nominated by the Department Head and approved by the Dean of the Graduate School. If the Associate Vice Chancellor and Dean of the Graduate School approve the membership, then the student and the committee members will be officially notified. Forms for Ph.D. students can be found at the Graduate School website <<https://gradschool.utk.edu/forms-central/>>. The committee members to which the student will defend their dissertation must be the same as the committee listed on the *Admission to Candidacy* form. If there is a change to the committee composition, then a revised form must be submitted. See the Graduate School forms.

It is the student's responsibility to schedule the required meetings of his/ her committee. In addition, the members of the committee may also independently request meetings at any time. In this way, the student's progress toward the dissertation will be under direct and frequent supervision. The dissertation committee works with the student to determine the program of study, including all course work, which is tailored to each student’s research and intellectual endeavors. Another role the committee serves is to track student progress, which it does via an annual meeting with the student. A student should expect to consult frequently with their committee during the course of the research. See Section 10.3 for Committee member responsibilities.

11.2.4 Dissertation Proposal

All students pursuing the Ph.D. degree must do significant, independent, original research leading to a dissertation in order to graduate. To be sure that a student is prepared for the intended research project, a proposal outlining the project must be submitted and accepted by the dissertation committee and the GAPC prior to completing the Preliminary Examination (see Section 11.2.5). Proposals are typically presented to the committee during a student’s

third semester of continuous enrollment if they entered with a M.S. degree, or by the end of the student's fourth semester if they entered with a B.S. degree.

Because the proposal writing process can take considerable time with revisions, students should plan ahead to meet this deadline. Failure to meet this deadline may result in the student receiving warning and/or disciplinary action, including dismissal, from the GAPC. Faculty members are strongly encouraged to make sure that at least annual committee meetings occur, and that dissertation committees keep students on acceptable time frames for completion of their degrees.

The proposal cannot be longer than 15 pages of single-spaced, 12-point font size, text (including figures, but not references or additional materials). This is the length of most professional research proposals. Course work taken (with semesters and grades) and planned should be included. Proposal format can differ depending on sub-discipline, so students must work closely with their major advisor and committee to circumvent problems in getting the proposal passed. Proposals should be circulated to committee members (either electronically or in print) at least 10 days to 2 weeks before the planned committee meeting during which time the proposal and ongoing research will be discussed.

Upon successful completion and acceptance of the proposal by their committee, the major advisor should submit the approved proposal package to the DGS, who then forwards the proposal to the GAPC. The GAPC evaluates committee composition in relation to the proposed research project. The student and advisor will receive an email from the DGS with the approval status and if there are any questions or comments. GAPC accepts proposals year-round. There are no official proposal submission deadlines, but recommended dates for planning purposes for the Fall semester is December 1, or May 1 for the Spring semester, which would extend to the next business day if those dates occur on a weekend or a University holiday. There are no forms to fill out for this milestone.

11.2.5 Preliminary Examination

A Preliminary Exam should be designed to test the student's breadth and depth of knowledge in order to conduct advanced research. The exam should also test the student's ability to reason and think critically, as well as to communicate and defend his/her scientific ideas. The exam has a written and oral component, and the student must pass both. The examination period should occur by no later than the end of a student's 3rd semester if having entered with a M.S. degree, or the 4th semester if having entered with a B.S. degree, just like the dissertation proposal.

In EPS, the preliminary exams are tailored to each student, which means that students should expect that their individual exams will be unlike any other student's exams. The students, advisor(s), and committee members should agree upon a format and duration of time. The student should have reasonable notification to prepare for the written exams, and the student is encouraged to meet with each of the committee members to discuss possible study materials or the types of questions that will be asked.

There is no strict format to the written examination. *In nearly all circumstances, the examination consists of a series of daily written questions submitted by each committee member, commonly administered by the major advisor, for one week, after which time the committee meets for the oral exam at a later date.* Written questions may be open book or closed book; each examiner determines the time constraints for their specific exam, within reason. But, other types of exams are possible. A student may be asked to complete a literature review for a committee member, or write a proposal on a different topic, or develop and write specific sections of a manuscript.

In these examples, the written component of the prelims may take more than one week to complete. The student may want to set aside time (usually a week) to devote to the exams. It may also be possible to schedule specific times with each committee member over a longer period of time. The student's GTA and GRA duties should be accommodated or worked around, to a reasonable extent, when he/she is taking the exams. In general, the advisor(s) should coordinate the exam(s) with committee members so that duplication of subject matter is minimized and that abuse of a student's time does not happen.

The oral examination follows successful completion of the written exam(s). The maximum number of times a student can retake any portion of the preliminary examination (written or oral) is two. If a student does not pass one

or more parts of the written exam, then the committee may recommend that the student retake that portion of the exam. However, this decision really rests upon the student because a second failure would result in dismissal from the program. If the student decides to retake a portion of the written exams, then the committee usually allows a period of time to elapse for the student to study and prepare for the re-exam, which may be 3 to 6 months. If the student passes the retaken exams, then he/she moves on to the oral exam. If the student fails again, then there is no option for revision and no more attempts. The student's program will be terminated by the end of that semester. See the Graduate Catalog for more information. The advisor(s) should notify the DGS of the outcome. More information about termination of the PhD program for a student can be found in Section 13.

The oral examination is generally two to three hours in duration. At the discretion of the committee, the examination is open to all faculty (usually through email notification or an announcement at a faculty meeting), but the student's committee decides whether or not a student passed the exam.

Results of the combined written and oral exams are determined by the committee at the end of the oral exam and results transmitted to the student and DGS. There are three potential outcomes of the Preliminary Exam:

- (1) Pass. A score of pass means the student has satisfactorily completed both parts of the exam and is free to continue in their program of study. The advisor(s) should notify the DGS that the student passed.
- (2) Conditional Pass. A score of conditional pass means that a student has passed one part of the exam and failed the other, or successfully completed most aspects of both exams, but still has minor gaps that need further attention before the student can move forward. The dissertation committee determines what remedies are necessary and places limits on the timing of completing the remedies. These remedies can include taking additional courses, being assigned specific GTA duties, or revising written exam material to the satisfaction of the committee member and/or committee. The advisor(s) should notify the DGS if a conditional pass was issued and describe the details of remedies proposed. Once a student has successfully met the additional requirements, then a score of Pass is registered, and the advisor(s) should notify the DGS that the student passed. If the student does not meet the additional requirements, or has a repeat fail in the same part of the exam, a score of fail is registered for the student and the program is terminated by the end of that semester. The advisor(s) should notify the DGS. See details regarding this outcome in Section 13.1.3.
- (3) Fail. A score of fail means that a student has not met the requirements necessary for advanced research and so is dismissed from the program at the end of the semester the exam is taken. See details regarding this outcome in Section 13.1.3.

If a student is unsatisfied with the action of the examining committee, then the matter should be promptly discussed with the DGS and/or Department Head, but the student should not expect any change in the outcome or decision.

11.2.6 Admission to Candidacy

Admission to Candidacy indicates agreement that the student has demonstrated the ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study have been approved.

A student may be admitted to candidacy for the doctoral degree after: (1) having a committee-approved (and GAPC-approved) proposal; (2) passing the preliminary examination; (3) completing all graded graduate course work requirements; and (4) maintaining at least a B average in all graded graduate course work.

Each student is responsible for filing the Admission to Candidacy form <<https://gradschool.utk.edu/forms-central/>>, which lists all courses to be used for the degree, including courses taken at the University of Tennessee - Knoxville, or at another institution prior to admission to the doctoral program. The form is signed by the doctoral committee and the DGS. The committee signatures on this form must match the signatures on the final defense form. If the committee composition changes between filing the Admission to Candidacy form and the final defense, then an addendum to the candidacy paperwork must be submitted to the Graduate School before the defense.

Admission to Candidacy must be applied for and approved by the Graduate School at least one full semester prior to the date the degree is to be conferred. For Ph.D. students, this should be the last day of classes in the 7th semester. The Graduate School checks to make sure all requirements are satisfied.

11.2.7 Application for Graduation and Scheduling the Defense

Students must have approval from their advisor(s) and committee prior to scheduling a defense. This discussion can be done by scheduling a committee meeting in the semester prior to the one you plan to defend (i.e., in your 7th semester). Be sure you have an open, frank discussion with your advisor first. Guidelines to Graduation can be found at <<https://gradschool.utk.edu/graduation/steps-to-graduation/>>. A recommended timeline is also located at the end of this handbook in the Appendix.

Defenses can be at any time of the semester. Graduate School deadlines are posted in advance of any intended graduation, <<https://gradschool.utk.edu/graduation/graduation-deadlines/>>. If you want to graduate in a specific semester, then the deadline to defend is typically *about a month before the end of that semester*. The Graduate School deadline to submit a dissertation is also *before the end of a semester*, usually by about two weeks. Therefore, to allow sufficient time to complete all of the requirements by the prescribed deadlines, including revisions required by your committee after the defense, the Department recommends that a defense be at least one month prior to the Graduate School deadline to submit a dissertation.

To schedule your defense with your committee, you may want to use scheduling software (e.g., Doodle) to identify at least a couple of 3-hour blocks of time that could work for your committee. Ideally, the defense should be in Strong Hall. Moreover, to the extent possible, the defense should not overlap with class meeting times or on the same day as another defense. For details about the defense, see Section 11.2.9. Allow 30-40 minutes for the public defense, and 2 hours for the private defense. These two parts do not need to be in the same room. Students are responsible for scheduling and finding sufficient space for all of the defense. The room for the public defense should accommodate at least 20 people, and the private defense needs to accommodate the committee only.

Notification of the defense should be done by sending a flyer through email and/or posting announcements. The flyer should include your name, title of the thesis, and location and time of the defense. Advertising the defense is a requirement, and insufficient notification of the defense may result in postponing the defense.

Once a defense date is scheduled, graduate students must apply for graduation at MyUTK <<https://myutk.utk.edu/>>, See Section 8.9 for financial obligations regarding the graduation fee, which is a one-time, non-refundable fee. If a student does not graduate in the intended semester by the first or second deadline, then the student must reapply to graduate in the next semester, and must pay another graduation fee. This is why it is so important that students, advisors, and thesis committees discuss whether a student is ready to defend their thesis, which will keep a student from paying for graduation multiple times.

11.2.8 Dissertation

A written dissertation showing evidence of significant, independent, and original research is required of all Ph.D. students. The exact form of the dissertation is determined by the major advisor working in connection with the student. High value is placed on publication in peer-refereed journals, and it is common to expect a dissertation to lead to several publications.

The publication (“in press” is acceptable) of at least one research paper on the dissertation topic (not previous work) in a peer-refereed journal or equivalent peer-reviewed outlet is required by our department prior to the dissertation defense. The student is expected to be the senior author and have made a major contribution to the development, execution, and writing up of the study; the publication must be acceptable to the major advisor and dissertation committee for inclusion into the dissertation. This requirement provides experience in the timely reporting of scientific results and professional development in considering and responding to intellectual critique.

The University has specific formatting requirements for dissertations, as well as a specific set of deadlines in advance of graduation. Students are also strongly encouraged to follow University guidelines for formatting their dissertation text, figures, tables, references, appendices, etc., or to use one of the Graduate School’s templates <<https://gradschool.utk.edu/thesesdissertations/formatting/>>. Students should also submit a draft of their dissertation to the Dissertation Consultant to keep from having to redo formatting unnecessarily (email thesis@utk.edu for

submission instructions).

The written document must be scanned with university-approved plagiarism detection software prior to the dissertation defense. For details, see <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>. Your major advisor must confirm, at the time the thesis is submitted to the Graduate School, that the dissertation has been analyzed using the university-approved plagiarism detection software.

Additional information regarding, formatting, deadlines, and university-approved plagiarism detection software can be found on the Theses and Dissertation webpage at: <<https://gradschool.utk.edu/thesesdissertations/>>. Forms to be submitted with the dissertation can be located at <<https://gradschool.utk.edu/forms-central/>>.

All UT Dissertations are deposited electronically in TRACE and are available here <https://trace.tennessee.edu/utk_graddiss/>. Doctoral candidates must all complete the Survey of Earned Doctorates prior to fulfilling the requirements of their degree <[https://gradschool.utk.edu/thesesdissertations/submission/survey-of-earned-doctorates/](https://gradschool.utk.edu/thesesdissertations/submission/survey-of-earned-doctorates/submission/survey-of-earned-doctorates/)>.

11.2.9 Dissertation Defense

Once the major advisor and the committee determine that sufficient written progress on the dissertation has occurred, and the department's publication requirement has been met, the student may schedule an oral defense of their research. The defense is an official university academic activity. Providing refreshments at defenses is neither expected nor required; if provided, the Department strongly encourages this activity to occur outside the defense room. The defense has two main parts: (1) a public presentation, approximately 30-40 minutes long, that focused on the main results of the dissertation research, with accompanying question-and-answer session, followed by (2) a private defense with the committee, in which the results of pass or fail are determined.

The written dissertation should be given to your committee (either electronically or in print) at least two weeks prior to the scheduled defense. The dissertation must be scanned with university-approved plagiarism detection software prior to the defense. Your major advisor must also confirm, at the time the dissertation is submitted to the Graduate School (see Section 11.2.10), that the dissertation has been analyzed using the university-approved plagiarism detection software. For details, see <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>. Your major advisor should circulate electronic copies of the dissertation and any published paper(s) to the faculty, along with an announcement of the defense, at least one week before the defense date. If an accepted publication is not yet in print, then circulation of a copy of the submitted manuscript, along with proof of acceptance from journal editorial staff, will fulfill the publication requirement. If deadlines and advertising the defense are not met, then the committee may elect to postpone the defense.

Ph.D. students are required to turn in the Scheduling of Dissertation Defense form no later than one week prior to their defense. No signatures are required for this form, but you should give a copy of the form to your advisor and the department. The form can be submitted in person to the Graduate School or emailed <<https://gradschool.utk.edu/documents/2016/02/schedule-of-dissertation-defense.pdf/>>.

Forms that must be signed by the committee at the defense are located at <<https://gradschool.utk.edu/forms-central/>>. You and/or your advisor(s) will need to bring the oral examination pass/fail form (this is emailed to the advisor and student at least one week prior to the defense). Make back-up copies. You and/or your advisor(s) will also need to bring the dissertation approval form (obtained from the Graduate School by the student); please note that there is a section for you to make the embargo request on the form. Advisor(s) should also bring the defense SACS form, enough for all faculty in attendance, to be filled out during/after the defense. The committee signatures on the final defense form must match the signatures filed on the Admission to Candidacy form.

Note that the committee members have the prerogative to accept or reject a dissertation prior to its submission to the Graduate School, even if the student passed the final oral examination. Rejection may result in withholding final signatures on the dissertation approval form until necessary revisions to the dissertation are made and approved by some or all of the committee members and the thesis advisor(s).

If you applied to graduate, but miss the regular or second deadlines in any given semester, including the summer, by

not defending your dissertation or not submitting the final dissertation to Trace, then another application for graduation should be submitted through MyUTK for the next semester. Missing the second deadline will also result in you needing to register for dissertation credit for the following semester.

11.1.10 Submission of Dissertation to Trace

Once all revisions have been made and approved by the dissertation advisor(s) and committee members, then the student should submit their dissertation to Trace <<https://trace.utk.edu/>>, an open repository for published thesis and dissertations, as well as other creative work at UT. Your major advisor must confirm that the dissertation has been analyzed using plagiarism detection software, <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>. Additional information regarding, formatting, deadlines, and university-approved plagiarism detection software can be found on the Theses and Dissertation webpage at: <<https://gradschool.utk.edu/thesesdissertations/>>.

Remember that a dissertation deadline is met when the thesis document submitted to Trace is approved, not when the form is submitted. Final approval may take time, so we recommend that you submit your dissertation to Trace at least 24 to 48 hours before the deadline.

11.2.11 Time Limit to Completion

A time line of the major events in completion of the Ph.D. degree is included in the Annual Graduate Student Evaluation and Checklist located at the end of this manual. Students pursuing the Ph.D. degree have a total of eight (8) calendar years to complete their degree from the time of first enrollment in the program. We expect that the Preliminary Exam will be taken in a student's third or fourth semester. A Ph.D. student who has not passed the preliminary exam by the end of their fourth semester is subject to dismissal for lack of satisfactory progress. **In Earth and Planetary Sciences, students are expected to complete a Ph.D. degree in 4-to-5 calendar years (8-to-10 semesters, including four summers), depending on entry conditions.** Please note: paperwork in anticipation of graduation begins months in advance of the anticipated graduation date.

Departmental support is guaranteed for up to 8 semesters, assuming acceptable progress. Requests for GTA extensions beyond this support window are assessed individually but are not guaranteed, as it is departmental policy to support qualified incoming students over extension requests. See Section 8.1 for more information. Towards the end of each semester, generally in June and November, the DGS sends out a solicitation to students at the end of their guaranteed support window for extension requests. In response, a student may submit an extension request along with written justification and a letter of support from their advisor. The GAPC prioritizes the extension requests, which are reviewed by the departmental faculty, and notifies students of their status. Extension requests are prioritized according to specific criteria, with Ph.D. students, especially those without a previous M.S. degree, no previous extensions, health-related delays, research-related delays, and/or a participation in an internship receiving higher prioritization.

11.2.12 Language Requirement

The department does not have a foreign language requirement.

11.2.13 Concurrent Master's Degree Program

Currently enrolled Ph.D. students who plan to complete the M.S. degree, while maintaining enrollment in the Ph.D. program, can submit a Request for Concurrent Master's Degree form to the Graduate School graduation office, at least 2 weeks prior to the M.S. degree graduation application submission deadline. This process should be done in consultation with the student's advisor(s) and Dissertation Committee. To be eligible a student should:

- (1) Not have a prior Master's degree in Geology;
- (2) Have successfully completed all University and departmental course requirements for the regular Master's degree;
- (3) Have demonstrated a committee-approved proficiency in field-based Earth Sciences;
- (4) have a Ph.D. dissertation proposal accepted;
- (5) Have passed his/her preliminary exams; and
- (6) Have at least one first author paper submitted for consideration for publication in a peer-reviewed journal.

No fee will be assessed for form submission, but the DGS must sign the form <<https://gradschool.utk.edu/forms-central/request-for-concurrent-masters-degree/>>.

12. Standards, Problems, and Appeals

12.1 Rights and Responsibilities, and Grounds for Dismissal

A graduate student is a person officially admitted to and enrolled in the Graduate School at the University of Tennessee. Programs, policies, and procedures, as well as minimum requirements, are outlined in the Graduate Catalog <<https://catalog.utk.edu/index.php>>. Each student has a responsibility to be familiar with the regulations of the Graduate School and the Department. The Graduate School and the Department are responsible for maintaining current policies. Changes to policies are processed through the Graduate Council. The rights and responsibilities of all students, including policies governing student conduct and academic integrity, are discussed in *Hilltopics* <<https://hilltopics.utk.edu/>>. It is the responsibility of the student to meet the retention standards, as set forth by The Graduate School and the Department. Some parts of the University policies are excerpted here for convenience.

Failure to maintain acceptable academic standards or appropriate professional behavior may result in termination from the graduate program in the Department and/or from the Graduate School. There are three types of academic standing set at the end of every term of enrollment: good standing, academic or financial probation, and academic dismissal. The first priority of all graduate student assistants must be satisfactory progress in their scholastic program, as described in the Graduate Catalog <<https://catalog.utk.edu/index.php>>. Acceptance of an assistantship by a graduate student implies that the student will make satisfactory progress concurrently in work assignments and in their scholastic program. For a graduate student to remain in good academic standing, the student must maintain a cumulative GPA of 3.00 on a 4-point scale. All courses taken for graduate credit count in the computation of GPA. Course grades of I (incomplete) turn into an F, if the course requirements are not met. Students are required to work with the course instructor to complete obligations in a timely fashion.

The following sections describe specific details regarding how a graduate student can be dismissed from the University and their graduate program. Although this section is divided into separate categories, we find that students who are at risk of being dismissed generally have problems in multiple areas. Students should be aware that there are financial consequences to being dismissed, as well. See Section 8.11 for more information. In general, a graduate student can be dismissed from the program if he/she consistently fails to meet deadline dates, does not make satisfactory progress toward the degree or does not meet expectations for their GTA or GRA duties, cannot maintain a GPA of 3.0, fails their preliminary exams, or perpetrates academic dishonesty and other actions detrimental to the University, including, but not limited to, racial, religious, or sexual harassment, theft, or workplace use of alcohol or illegal drugs.

Students have the right to appeal these decisions. Details can be found in Section 13.3 and at <<http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>>.

Academic dismissal of a graduate student from the Department can be initiated by the student's faculty work supervisor (i.e., person responsible for GTA assignments or faculty member sponsoring the GRA) to the DGS and/or Head, and after consultation with the student's Thesis/Dissertation committee. The DGS or Head notifies the student in writing and sends a copy of the letter to the Graduate School. The Dean of the Graduate School will evaluate the student's record in conjunction with the Department's programmatic expectations and violations to determine whether the student is eligible to apply for a change of status and register in another area of study. However, registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

12.1.1 Failure to Make Satisfactory Progress

Graduate assistants (GTAs and GRAs) who perform satisfactorily are normally reappointed, up to the maximum time limit established by the Department (4 semesters for M.S. students and 8 semesters for Ph.D. students). In the event that a GTA or GRA does not meet specific appointment expectations, reasons for not renewing the appointment and the desire to withdraw financial support of a GTA or GRA should be given at least one month prior

to the end of the appointment. Detailed information must be provided in writing, and a reasonable period of time should be given for the student to remediate the situation, if possible, before a final recommendation to dismiss is made to the Graduate School. Examples of unsatisfactory performance could include not being at work for the expected hours in a week, not performing GTA or GRA duties fully, such as delivering lectures, grading, or holding office hours, skipping teaching assignments and not telling anyone about the absence, or not conducting experiments or completing research and writing tasks. Consistent refusal to accomplish work that is focused on thesis or dissertation projects after verbal and written warnings from an advisor is also unacceptable. During this time, a student may be placed on academic or financial support probation, in which case a set period of time is given (within a semester, for example) for the student to achieve satisfactory performance, meet academic expectations, or fulfill work-related duties outlined by the supervisor and Thesis/Dissertation committee approval. Students on work-related assistantships (GTAs and GRAs) may be evaluated in writing (email is fine) by faculty work supervisors (i.e., person responsible for GTA assignments or faculty member sponsoring the GRA) throughout the semester. After a period of remediation passes, and if performance does not improve, then the process of non-renewal and loss of financial support is initiated in writing by the immediate supervisor (e.g., advisor, GTA coordinator, Department Head), after consultation with the student's Thesis/Dissertation committee and/or the DGS. The written material is given to the student and DGS who then notifies the GAPC and Department Head. Consultation between the DGS and Head with the Graduate School and Human Resources may be required, depending on the situation.

Students should know that there are conditions under which a prompt recommendation for dismissal would be made without opportunity for remediation. Examples of when a GTA or GRA will not be renewed include, but are not limited to, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, non-compliance with University policies, or discontinuation of program or grant.

12.1.2 Failure to Meet Minimum GPA of 3.0

The academic records of all graduate students are reviewed at the end of each semester, including the summer term, to determine academic standing. For good standing, graduate students must maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical value, are excluded from this computation. Any student whose GPA falls below 3.00 is placed on academic probation by the University. A student has one semester to raise their cumulative GPA to 3.00 or higher in the following semester (excluding summer). More information about academic standards and GPA can be located in the Graduate Catalog.

If a student on probation has another semester with a GPA below 3.00, then they will be terminated from their program of study by the Dean of the Graduate School. When the particular circumstances are deemed to justify continuation, and upon recommendation of the Department (usually in conjunction with the major advisor), and approval of the Dean of the Graduate School, then a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

12.1.3 Failure to Pass Preliminary Exams

The maximum number of times a Ph.D. student can take a component of their preliminary exams is two. If a Ph.D. student does not pass a portion of their preliminary exams for a second time, be it a component or all of their written examinations or their oral exam, then a score of fail is registered for the student and the program is terminated by the end of that semester. A student's advisor(s) notifies the DGS who then notifies the Graduate School.

12.1.4 Violations of Academic Honesty

The Department takes all matters about academic honesty and integrity very seriously. Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission form, where the applicant's signature acknowledges that adherence is confirmed. The honor statement, as printed in *Hilltopics* <<https://hilltopics.utk.edu/>>, says,

“An essential feature of the University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment

to honor and integrity.”

All graduate students are expected to adhere to the highest of standards. A graduate student can, in turn, expect the same degree of integrity and honesty from all teachers, mentors, and advisors. As such, in *Hilltopics*, there is the statement for the whole University community,

“Faculty members also have responsibilities which are vital to the success of the Honor Statement and the creation of a climate of academic integrity within the University community. Each faculty member is responsible for defining, in specific terms, guidelines for preserving academic integrity in a course. Included in this definition should be a discussion of the Honor Statement...it will be the responsibility of each faculty member, graduate teaching assistant, and staff member to act on any violation of the Honor Statement. It is also incumbent upon faculty to maintain an atmosphere conducive to academic integrity by insuring that each quiz, test, and exam is adequately proctored.”

Details about academic (dis)honesty can be found at “Academic Policies and Requirements for Graduate Students” link in the Graduate Catalog <<https://catalog.utk.edu/index.php>>. In most situations that involve violations of academic honesty, there are multiple layers and navigating the judicial process can be time-consuming, stressful, and challenging. Alleged violations are handled on an individual basis, typically with the course instructor, DGS and/or GAPC, and/or Department Head. The Office of Student Conduct and Community Standards <<https://studentconduct.utk.edu/>>, at 409 Student Services Building (865-974-3171), can help in the process. In cases involving coursework, mostly typically for situations involving cheating or plagiarism (see below), notification is given to the student with an opportunity to respond. If the instructor concludes that the student engages in academic dishonesty, then the instructor can impose an academic penalty and/or propose stricter penalty to the DGS and Department Head. The following penalties are possible, depending on the severity of the situation:

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

Plagiarism is using the intellectual property or product of someone else without giving proper credit (unless such information is recognized as common knowledge), and can result in disciplinary action. This is why student theses and dissertations are analyzed with plagiarism detection software prior to final submission to Trace, <<https://gradschool.utk.edu/thesesdissertations/using-ithenticate/>>. Similarly, falsifying or misrepresenting data can, in some instances, carry criminal charges. To learn more about responsible conduct in research, the official University-approved online course, “Responsible Conduct of Research,” covers research responsibilities <<https://research.utk.edu/training-workshops/citi/>> See Section 7.5 for more information.

Students can appeal an allegation and/or penalty by submitting an appeal in writing to the instructor, DGS, Department Head, Graduate School, and/or Office of Student Conduct and Community Standards within 5 business days of receiving notification from an instructor. A flowchart of the process can be found at <<https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/Academic-Dishonesty-Process-flowchart-2018.pdf>>. See Section 13.3 for more details.

12.1.5 Violations Related to Behavior

In addition to academic dishonesty, as outlined in *Hilltopics* <<https://hilltopics.utk.edu/>>, there are a number of other forms of misconduct related to student behavior that could result in being removed from an advisor’s research group or, depending on the severity of the infraction, being losing a GTA or GRA, or being dismissed from the University. These behavioral violations include, but are not limited to: misuse of information in connection with the University; misconduct related to records or identification; causing harm to others; harassment; sexual misconduct; invasion of privacy; theft or misappropriation of University or private property; hazing; disorderly conduct; lewd, indecent, or obscene conduct; inciting or producing imminent lawless action; violating fire safety; misusing University keys, access cards, or identification; stealing or misusing University technology resources; mishandling weapons; using or giving out alcohol or illegal drugs in the workplace or during University functions; failing to fulfill University bills

or to appear to hearings or upon other requests; obstructing or disrupting learning, studying, research, etc.; retaliating; or attempting to commit a violation of the Standard of Conduct.

Any action taken by an advisor, the Department, College, or University will be independent of consequences that occur through the Office of Student Judicial Affairs and/or civil or criminal proceedings the student is involved with because of said actions.

As a matter of principle, the following details are provided to be clear how the Department defines harassment, sexual harassment, and privacy related issues. Harassment could include actions such as (1) verbal (slander) or written (libel) misrepresentations of a malicious nature, (2) repeatedly making other students, faculty, or staff feel uncomfortable or unwelcome in the laboratory or unable to optimally perform their duties, even after being warned by the faculty, or (3) verbal or physical abuse. Sexual harassment (as interpreted from *Hilltopics*, which has a much more exhaustive definition) includes unwelcomed sexual advances (i.e., physical or verbal or non-verbal communication) that are continued after one party verbally objects. Sexual harassment also includes behavior of students who are engaged in an intimate relationship that is distracting or disturbing to others while at work. Moreover, because students, faculty, and staff have a reasonable expectation of privacy at work, undisclosed cameras and recording devices should not be used to record by audio or video or still images.

12.2 Annual Evaluation

Every graduate student *must have an annual face-to-face meeting with their faculty advisor(s)* that results in a written evaluation by their advisor; a copy is delivered to the student and signed by both advisor(s) and student. The student's signature does not indicate agreement with each point of feedback, but rather indicates that he/she has read the evaluation, understands the feedback received, and has been given an opportunity to ask questions.

If there are problems or concerns voiced by the advisor(s) or the student, then both parties are encouraged to involve the student's committee members in the evaluation process, as well as to come to a consensus on the best path forward for the student.

The written evaluation, signed by both advisor and student, should be forwarded by the student to the DGS who will place a copy in the department's personnel files. The annual evaluation process must be completed by **August 31st** each calendar year.

The Annual Graduate Student Evaluation and Checklist form that must be completed at the face-to-face meeting with your faculty advisor is located at the end of this document (Section 14.3). It can also be downloaded as a Word document or pdf file from the Department's graduate student web page <<https://eps.utk.edu/>>. The form contains detailed instructions for completion and submission. The forms are reviewed and discussed by the GAPC. Notification of both satisfactory and unsatisfactory progress is made by the DGS and GAPC to the students, their advisor(s), and the Department Head.

12.3 Grievances and Appeals

Any grievance must be brought to the attention of the student's faculty advisor and/or the DGS and/or GAPC, as appropriate, as soon as possible. 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 (865-974-2498) with a copy to the appropriate academic Department Head.

A graduate student may appeal two types of academic decisions to the Graduate Council through the Graduate Appeals Committee: (1) grievances concerning the interpretation of and adherence to University, College, and Department policies and procedures, and (2) grievances concerning grades. Details can be found at <<https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf/>>.

If these discussions fail to resolve the issue, then a written appeal can be submitted to the Head of the Department no later than 30 days after the incident that occasioned the complaint. If the departmental appeal procedure does not lead to resolution of the complaint, then an appeal can be made at the College level. Information on the College of Arts and Sciences' policies with respect to appeals and grievances can be found in *Hilltopics*

<<https://hilltopics.utk.edu/>>. This appeal must be filed within 30 days of a final decision at the departmental level. Only after an appeal has been duly processed, without resolution, through appropriate procedures at the departmental and college levels, should a complaint be brought to the Graduate School. Information on the Graduate School policy on appeals and grievances is available here: <<https://gradschool.utk.edu/graduate-student-life/>>.

Students with grievances concerning grades should file a formal complaint with the Graduate Council through the Graduate Council Appeals Committee, *but only after* grievances have been duly processed, without resolution, through appropriate appeals procedures at the instructor, Department and College levels. Students may appeal grades only on the basis of one or more of the following allowable grounds:

- (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident);
- (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance);
- (3) Inability of the instructor to deal with course responsibilities; or
- (4) An exam setting which makes concentration extremely difficult. The initial grade appeal must be filed no later than 30 days after the after the final grade has been issued.

12.4 Short-term and Long-term Absences and Leave of Absence Requests

A leave of absence is a temporary cessation of study and may be granted for up to 2 years *for medical reasons or other emergencies*. A leave of absence allows a graduate student in good standing to postpone their studies for a definite period of time, in the event of unavoidable documented circumstances (e.g., medical reasons, military service). Financial hardship is not an approved reason for a leave of absence. The Graduate School policies generally refer to situations where students require leave that totals a semester (or more) in length.

Regardless of the potential absence or leave scenario from the Department and University, the student should immediately consult with their advisor(s), the DGS, GTA Coordinator, Department Head, etc. so accommodations can be made. Forms for leave of absence should be submitted *at least two weeks* before the beginning of the semester for which the leave is requested. A leave of absence will not be granted retroactively. Forms are available at <<https://gradschool.utk.edu/forms-central/>>. A letter of endorsement from the DGS and/or Department Head is needed when submitting the request form. Requests are reviewed and granted on a case-by-case basis. The Department will defer, in all cases, to the policies set forth by the Graduate School regarding leave.

An official leave of absence begins only after the student receives a copy of the request with the Graduate Dean's signature, which confirms approval. The time during which a student is on leave will not be counted towards time to degree, and there is a 2 year limit. The leave of absence stands in lieu of registering for a minimum of 1 credit of GEOL 600 for each semester that leave is granted. During leave, a student may not use UT facilities, resources, or services, receive an assistantship, fellowship, or financial aid in any form, or take UT courses. If a student had previously registered for courses, then the student needs to cancel any registration for the term(s) on an approved leave of absence. Failure to withdraw from courses will result in billing and assigned grade(s) for the term(s).

Students who had an approved leave of absence are eligible for reinstatement to active status and do not have to apply for readmission. However, reinstatement requires application via the Reinstatement Form, applying to the same degree program before the leave of absence, and requesting reinstatement for the term following the end of the absence. An email indicating the decision will be sent to the student after approval by the Graduate School Dean.

For students receiving Federal financial assistance, the U.S. Department of Education regulations require the University to report enrollment status as "WITHDRAWN" when students take a leave of absence for a semester or more. This results in the beginning of the Federal Stafford Loan grace period and/or the starting of repayment of the Federal Supplemental Loan for Students. Additionally, upon returning to UT, new loan applications must be submitted and an in-school deferment form must be filed.

The minimum enrollment for international students may be different, and international students *must* consult with the Center for International Education (CIE) to discuss how a leave affects their immigration status and to determine the minimum enrollment required to maintain satisfactory enrollment requirements attached to their specific visa.

For leaves that would be less than a semester, there are a number of considerations. These include:

- **Short-term medical or family-related leave.** The Department can work with a student to ensure that teaching duties (as well as research responsibilities) are covered (generally by a peer). “Short-term” should be < 4 weeks.
- **Long-term medical or family-related leave** (i.e., serious health condition, pregnancy/childbearing/child-bonding). For this type of leave, the student should consider whether a one semester leave from the graduate program is in their best interest. If a one semester leave is not desirable, then the student will work with the DGS and their advisor(s) to determine the best path forward.
- **Bereavement leave.** State employees are entitled to 3 days of paid bereavement leave following the death of a child, parent, spouse, sibling, grandchild, grandparent, stepchild, stepparent, foster parent, or parent-in-law.
- **Jury Duty leave.** Employees who are called or summoned to jury duty are often entitled to job-protected leave. In Tennessee, employers with 5 or more regular employees must grant leave to eligible employees who serve on a jury. Students should immediately contact their advisor and inform the DGS if they are summoned.
- **Military leave.** Student employees who are called to active military service should consider a short-term withdrawal from the program. Please consult with the DGS about this.
- **Other types of leave.** For students whose research requires them to be absent from the UT campus during an academic (Fall or Spring) semester, it is incumbent on the advisor and student to ensure support for the student is arranged. Students on GTAs should plan to be off-campus for no more than 2 weeks, and it is the student and advisor’s responsibility (working with the instructor of the course and GTA Coordinator) to arrange for a substitute *before* the beginning of a semester. For students whose off-campus work will last longer than 2 weeks, it is anticipated that they will be supported by a GRA from their advisor for the entire semester. For students traveling in a semester for scientific meetings or conferences, they should work with the course instructor(s) and their peers to arrange for a substitute for the classes they will miss. It is anticipated that a student will be absent for this type of travel for no more than 1 week during a semester.

12.5 Readmission after Withdrawal

A graduate student who did not apply for a leave of absence and who has not registered for graduate courses at the University of Tennessee for one term, other than summer, will become inactive, and may not continue in his/her program until readmitted. A readmission application must be submitted to the Office of Graduate Admissions at least two weeks prior to the first day of class of the desired term of reentry. A non-refundable Readmission Fee of \$30.00 must be submitted when applying for readmission. Upon readmission, students will also be responsible for tuition payments for retroactive enrollment for all of the missed terms during which no leave of absence was granted.

A student who has attended another institution since enrollment at the University of Tennessee-Knoxville must submit one official transcript showing all course work and any degrees earned at that institution. The student will be notified when action has been taken by the department/program and the Office of Graduate Admissions. A student who is permitted to enroll and is subsequently denied readmission will receive credit for courses completed successfully. Future registration will not be allowed until readmission is granted.

12.6 Change of Degree Program

12.6.1 M.S. to Ph.D.

A student who wishes to change his/her degree from M.S. to Ph.D. must do so after consultation with the Thesis committee. Notification to the DGS and GAPC should be done by the student’s thesis advisor, and be endorsed by the Thesis committee. A student should be making exemplary progress toward a M.S. degree prior to changing to the Ph.D. program. The transition should typically be made during the first year of M.S. studies. Acceptance into a new degree program is contingent upon review and recommendation to that department by the GAPC. If the student is not accepted into the Ph.D. program, then he/she remains in the M.S. program. At the discretion of the GAPC, the student can be awarded additional GTA support. The results of each request for program change are communicated to the student by email. After notification, that a student is admitted to the Ph.D. program, the student must complete a Graduate School Change of Program Application <<https://gradschool.utk.edu/forms-central/change-of-program/>>.

and may have to pay the small application fee online. The student must then complete all of the necessary requirements to obtain the Ph.D. degree, as outlined in Section 11.2 (above).

13.6.2 Ph.D. to M.S.

At any point during the Ph.D. program, if a student wishes to change their degree program from Ph.D. to M.S., then the student must notify his/her advisor and Dissertation committee. Notification is sent to the DGS and GAPC. A student may also be requested by the advisor and Dissertation committee to change from Ph.D. to M.S. if satisfactory progress toward the Ph.D. degree is not being made. Once admitted into the M.S. program, the student's guaranteed funding on a GTA or GRA (or combination of funding) should be adjusted to 2 years, unless other arrangements are made with the GAC. After the student is notified by the GAPC, the student needs to complete a Graduate School Change of Program Application <<https://gradschool.utk.edu/forms-central/change-of-program/>> and may have to pay a small fee for the online application. To obtain a M.S. degree, the student must also complete the necessary requirements for the M.S. degree, including completing 6 credits of GEOL 500, as outlined in Section 11.1 (above).

13. Appendices

13.1 Useful Web Pages

- ACTFL OPIc Testing Program <https://gradschool.utk.edu/graduate-student-life/ita-testing-program/>
- Best Practices in Teaching <https://gradschool.utk.edu/training-and-mentorship/bpit/>
- Center for International Education <https://international.utk.edu/>
- College of Arts & Sciences <https://artsci.utk.edu/>
- Costs & Funding <https://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>
- Counseling Center <https://counselingcenter.utk.edu/>
- Department of Earth & Planetary Sciences <https://eps.utk.edu/>
- Department of Environmental Health & Safety <https://ehs.utk.edu/>
- Graduate School <https://gradschool.utk.edu>
- Graduate Catalog <https://catalog.utk.edu/index.php>
- Graduate Student Appeals Procedure <https://gradschool.utk.edu/graduate-student-life/>
- Graduate Student Senate <https://gss.utk.edu/>
- Graduate and International Admissions <https://gradschool.utk.edu/admissions/>
- Graduation <https://gradschool.utk.edu/graduation/>
- International House <https://ihouse.utk.edu/>
- Judicial Affairs <https://web.utk.edu/~osja/>
- Library Website for Graduate Students <https://www.lib.utk.edu/info/grad/>
- Mandatory Reporter Training
(Click on link, sign in, then go to “Add a Course” at top right & select “Training” from dropdown)
https://cas.tennessee.edu/cas/login?TARGET=https%3A%2F%2Fcas.tennessee.edu%2Feverfi%2Futk%2F%3Fc_id%3D21
- Office of Equity and Diversity <https://oed.utk.edu>
- Office of Information Technology (OIT) <https://oit.utk.edu/>
- Office of Multicultural Student Life/Frieson Black Cultural Center <https://multicultural.utk.edu/>
- Research Compliance/Research with Human Subjects <https://research.utk.edu/compliance/>
- Thesis/Dissertation Website <https://gradschool.utk.edu/thesesdissertations/>
- Wellness <https://wellness.utk.edu/>

13.2 Forms and Other Resources

Required forms for the topics below are at the Graduate School website: <https://gradschool.utk.edu/forms-central/>

- Graduate Student Deadline Dates
- Admission to Candidacy Application – Master’s Degree
- Doctoral Committee Appointment Form
- Admission to Candidacy Application – Doctoral Degree
- Scheduling Defense of Dissertation Form
- Graduate Student Travel Award Forms

13.3 Annual Graduate Student Evaluation and Checklist

The Annual Graduate Student Evaluation and Checklist form is reproduced below. This document is also available for download as a Word file or pdf file on the Department’s graduate student web page <<http://eps.utk.edu/>>. The form contains detailed instructions for completion and submission. It must be completed and submitted to the Director of Graduate Studies by **August 31st** each calendar year.

13.4 Recommended Graduation Timeline

This table shows a recommended timeline leading up to graduation and describes when applications for candidacy, graduation, and defenses are needed, and suggests the order of operation when it comes to this busy time in the semester.

13.5 Checklists

These checklists are to help guide the timing of important milestones in your M.S. or Ph.D. programs semester-by-semester and year-by-year. Filing out the checklists will also help you develop your annual evaluation form.

Annual Graduate Student Evaluation and Checklist

Department of Earth and Planetary Sciences
University of Tennessee - Knoxville

THIS FORM IS DUE ON OR BEFORE AUGUST 31st

Do the following:

- 1) Complete this form electronically (except sections 2 and 3). Send the form to your advisor.
- 2) Your advisor will fill out Section 2, then send the form back to you, and you write Section 3.
- 3) Once all writing is done, and read, meet with your advisor to discuss the evaluation and any necessary pathway for improvement. Ask questions and respond to each other. The text can be modified, as needed.
- 4) If you have a concern about your meeting with your advisor(s) and your progress, you are encouraged to meet with your committee members to discuss a path forward to correct any problems or deal with conflicts.
- 5) Once you all agree on the evaluation, then everyone signs Section 1 of the printed copy to acknowledge receipt and that you have discussed the evaluation.
- 6) Add your CV and teaching evaluations with the signed form, and obtain the signature of the Director of Graduate Studies (DGS), Dr. Chris Fedo (Strong Hall 711).
- 7) Scan the hard copy and turn in the original to Melody Branch (Strong Hall 602F).
- 8) Keep a copy of the scanned form for your records and e-mail copies to your advisor and the DGS (cfedo@utk.edu). The e-mails should have the subject line: **Annual Evaluation (Name, Year)**

Fill the form out completely to the best of your ability for each question. Referring to an attached CV as an answer is unacceptable. If a category is not applicable, please type 'NA'. Use whatever space is needed to complete this form. Note: only students who have completed at least one semester of coursework are required to complete this form.

1. Student information and signatures

Name of Student E-mail:

Signature of Student: _____ Date Signed _____

Name of Advisor(s):

Signature of Advisor(s): _____ Date Signed _____

_____ Date Signed _____

Signature of DGS: _____ Date Signed _____

2. Advisor Evaluation

Indicate the appropriate line and provide supporting commentary (below) to support the rating: If students had complications with their progress due to COVID-19 use sections 3 and 4.

- The student is excelling in multiple areas; keep up the good work.
- The student is making adequate to excellent progress in most areas.
- The student is making insufficient progress; significant adjustments in one or more areas are required.
- The student is not making adequate progress overall, potentially jeopardizing the completion of their degree.

3. Advisor Comments – *Attach additional pages, if necessary*

Include strengths, weaknesses, suggestions for improvement, etc. to balance the rating (above).

4. Student Response – *Attach additional pages, if necessary*

Address strengths, weaknesses, suggestions for improvement, etc., that are outlined above.

5. Cumulative Record

Check degree program: M.Sc. Ph.D.

Date of enrollment in program (semester/year): _____ / _____

Note any approved leave:

Thesis/Dissertation Committee (to be formed in the first year with meetings at least annually)
 Committee members (3 minimum for M.Sc., 4 minimum for Ph.D.):

Note: Ph.D. students must have at least one committee member from another academic unit

1.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
2.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
3.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
4.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>
5.	Name	<input type="text"/>	Dept./Affiliation	<input type="text"/>

Please consider how the items with an * might be impacted by COVID-19 for Section 7

Dates of annual committee meetings (month/year) *
 List from earliest to most recent:

- 1.
- 2.
- 3.
- 4.

Assistantships received

List by Academic Year, Type (GTA, GRA), Source (Department, other/specify)

Outline your schedule for the following

Provide planned or actual dates (semester/year):

	<u>Planned</u>	<u>Actual</u>
– Completion of relevant training (chem safety, bio, rad, COVID19, etc.)	<input type="text"/>	<input type="text"/>
<i>Provide list of current training here:</i>		
<input style="width: 100%; height: 50px;" type="text"/>		
– Completion of Mandatory Reporter Training, Office of Title IX (Canvas Training; https://titleix.utk.edu/graduate-student-online-training/)	<input type="text"/>	<input type="text"/>
– Committee acceptance of thesis/dissertation proposal * (2 nd semester for M.Sc. students, 3 rd or 4 th semester for Ph.D. students)	<input type="text"/>	<input type="text"/>

Date of acceptance of thesis or dissertation proposal *

- Completion of required coursework
- Completion of preliminary candidacy exams for Ph.D. students *
(3rd semester for students with an M.Sc. degree; otherwise 4th semester)

Date of submission of Admission to Candidacy form *
(after completion of coursework for M.Sc. students; after completion of coursework & Preliminary Exam has been passed for Ph.D. students)

Date of defense scheduled through Graduate School *
(after at least 1 paper has been published for Ph.D. students)

Publications (published, in press, accepted, or submitted; list in order from most recent, including all published in the past year) *

Oral and poster presentations at professional meetings and other forums*
(list in order from most recent)

Academic Awards

6. Coursework:

Mandatory: Attach a photocopy/pdf of your unofficial graduate transcript

Indicate which courses you are currently taking, and any planned for next semester (provide course number, course title, semester/year) *

List all of the 600-level seminar courses you have taken, or are currently taking
(provide course number, course title, semester/year)

Have you taken GEOL 596? (should be taken in your 2nd or 3rd semester; respond with a “YES” or “NO” and provide semester/year when taken or planned)

Have you met the committee-approved “field experience” requirement? *
(if YES, then provide details; if NO, then indicate how and when this requirement will be met)

7. Activities over the past year – Attach additional pages for more space, as needed

Teaching (list all lab sections taught and/or guest lectures given) *

Student evaluations (attach a photocopy/pdf of your teaching evaluations, available from TNVoice (, previously SAIS, <https://oira.utk.edu/tnvoice/>)

Research (list major accomplishments, data collection activity etc.) *

Grant applications, proposals submitted, funding received *
(list the agency, award type, date, duration, amount, status)

Other employment, student activities/representation, etc. *
Add additional page for the following information:

Explain any complications or set-backs to your progress due to COVID-19
Add additional page for the following information:

If you received a 'Student is Not Making Adequate Progress' in your review last year, indicate specifically what you have done to address the issues of concern.

8. Planned activities for the next academic year (including summer)

Describe your plans for teaching, research, publishing, funding, meetings/presentations, including any relevant dates/deadlines. Include the impacts that COVID-19 might have.