2019-2020
Math Graduate
Student Handbook

Conrad Plaut, Head
Alexandre Freire, Director
Graduate Studies Program
### CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>I. General Information</td>
<td>2</td>
</tr>
<tr>
<td>II. Doctor of Philosophy Programs (Ph.D.)</td>
<td>4</td>
</tr>
<tr>
<td>III. Master's Degree Programs</td>
<td></td>
</tr>
<tr>
<td>Master of Science Degree (M.S.)</td>
<td>7</td>
</tr>
<tr>
<td>Master of Mathematics Degree (M.M.)</td>
<td>10</td>
</tr>
<tr>
<td>IV. Intercollegiate Graduate Minors</td>
<td>11</td>
</tr>
<tr>
<td>V. University Retention Standards</td>
<td>11</td>
</tr>
<tr>
<td>VI. Graduate Student Assistantships</td>
<td></td>
</tr>
<tr>
<td>Types of Assistantships</td>
<td>13</td>
</tr>
<tr>
<td>Requirements for Teaching Assistants</td>
<td>13</td>
</tr>
<tr>
<td>VII. Miscellaneous Information</td>
<td>14</td>
</tr>
<tr>
<td>VIII. Distribution of Previously-Published Material</td>
<td>16</td>
</tr>
<tr>
<td>IX. Sexual Harassment</td>
<td>17</td>
</tr>
<tr>
<td>X. Policy on Consensual Romantic or Sexual Relationships</td>
<td>17</td>
</tr>
<tr>
<td>XI. Computer Ethics</td>
<td>18</td>
</tr>
<tr>
<td>XII. Emergency Situations</td>
<td>18</td>
</tr>
<tr>
<td>XIII. Important Resources</td>
<td>19</td>
</tr>
</tbody>
</table>
Welcome to the UT Math Department. We offer a wide range of topics, ranging from algebra, analysis, topology, differential equations, and probability, to applied and computational specializations, including mathematical biology and materials science. All of these areas have a profound richness and depth. We hope your time with us will be personally, intellectually, and professionally rewarding.

- Conrad Plaut, Department Head

INTRODUCTION

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided to all graduate students.

Based on “Best Practices” offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Mathematics Department Graduate Student handbook does not deviate from established Graduate School Policies http://catalog.utk.edu/ noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

The purpose of this handbook is to provide information to mathematics graduate students at the University of Tennessee, Knoxville. It does not supersede any material found in the Graduate Catalog. The Mathematics Department (227 Ayres Hall), the Office of Graduate Records (111 Student Services Bldg.), and Hilltopics are good sources for additional information. Information on appeals procedure and the Graduate Assistant Handbook are available on the Graduate School website at https://gradschool.utk.edu/faculty-staff/graduate-council/appeals-committee/.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the University.

Graduate Program Director: Dr. Alex Freire, 325 Ayres Hall, 865-974-2464, afreire@utk.edu
Graduate Program Coordinator: Ms. Pam Armentrout, 225A Ayres Hall, 865-974-2464, pama@utk.edu

Mathematics Department Graduate Policies are determined by the Mathematics Department Graduate Committee and, when necessary, a vote by the Departmental Faculty. Graduate School Admissions and Assistantships are determined by the Mathematics Department Admissions and Assistantships Committee.

GENERAL INFORMATION

To obtain a graduate degree, a student must fulfill requirements of both The Graduate School and the Mathematics Department. The requirements of the Graduate School for advanced degrees may be found in the Graduate Catalog (now available online only). Departmental requirements are described in subsequent sections of this handbook.

A Graduate Student Advising Committee will advise most entering mathematics graduate students for the first two semesters of their programs. No later than the end of the sixth semester of the student’s program, the committee will consult with the student and faculty involved to recommend an appropriate supervisory committee to be appointed by the Director of Graduate Studies.

Until a supervisory committee is formed, a student must promptly inform the Graduate Student Advising Committee Chair of any changes in the student’s program, including all drops, adds, and changes of hours or type of credit; and requests for registration changes must be communicated to the Director of Graduate Studies.

After a student's supervisory committee is formed, the Director of Graduate Studies must be informed promptly by the student of any changes in the student’s program. In each case, the Supervisory Committee’s approval must be obtained first.
In the following material describing the various degrees available, we shall use the terms "preliminary examination" and "comprehensive examination" according to the following definitions. The comprehensive examination is the complete examination required for admission to Ph.D. candidacy. In mathematics, the comprehensive examination consists of written examinations and an oral specialty examination. Preliminary examination refers to any of the written examinations required in the comprehensive examination. Section III describes other requirements which must be met before the comprehensive examination may be completed.

ADMISSION REQUIREMENTS AND APPLICATION PROCEDURE

The Graduate and International Admissions Office handles all graduate admissions submitted to the University of Tennessee. Their online admission application may be found at [http://graduateadmissions.utk.edu/](http://graduateadmissions.utk.edu/). International students should pay particular attention to deadline dates since this may impact your admission into our program. For admission to the University of Tennessee Mathematics Department, a potential student should complete the admissions application, pay the admission fee, and submit official transcripts. Detailed information is available on the Admissions web site at [http://graduateadmissions.utk.edu/](http://graduateadmissions.utk.edu/).

Generally, any student who meets the Graduate School requirements and has a strong mathematics background or the equivalent of an undergraduate degree in mathematics, will be admitted to our program. Admission into the program does not include financial support (see Financial Support).

The University of Tennessee has special admission categories such as non-degree, conditional, probationary, etc.; for more information about these categories, contact the Graduate Admissions Office or refer to the Graduate Catalog.

HOURS AND REGISTRATION

The Mathematics Department adheres to the policies of the Graduate School governing full and part-time status for graduate students and graduate assistants. Specifically, if a student has a 50% time assistantship and carries at least 6 hours of graduate credit during any academic year semester, that student is considered full-time. Graduate students on their own funding are not required to carry any specific number of hours. International students should check with the Center for International Education for hour requirements due to visa status. Generally, international students are required to carry from 6-9 hours each fall and spring semester, but may not be required to carry hours during the summer. Math 502 (Use of Facilities) may be used by students who require use of facilities (Department resources, Library, etc.) during any semester or by international students who have completed all required hours, but need to register for a minimum of 9 hours.

Use of Math 500 (masters thesis hours) and Math 600 (Ph.D. dissertation hours) is restricted to students enrolled in those programs. Students must also have permission from their advisor to enroll in either Math 500 or 600. Once you register for Math 600, you must continually register until you graduate, this includes the summer semesters. You also must have a total of 24 hours of Math 600 as a requirement of the Graduate School to earn your Ph.D.

Course requirements for GTAs: In any academic year semester in which they are supported by a GTA position in the Math Department, graduate students are required to enroll in a minimum number of regular courses (in Mathematics or a related discipline, numbered 400 or higher, not including seminars) as follows: (1) before passing two preliminary exams: three regular courses per semester, or two prelim courses; (2) after passing two preliminary exams and before passing the Oral Specialty Exam: two regular courses per semester; (3) after passing the Oral Specialty Exam: one regular course per semester. Students must also follow university requirements concerning minimum course loads, GPA requirements, and required courses such as Math 600 (dissertation).

PETITION POLICY

Occasionally, a need may arise for an exception to departmental graduate program requirements. As a first step, the student shall meet with the Director of Graduate Studies, who will inform the student of their options and discuss how to proceed. Requests for exceptions are made in the form of a petition to the DGS, who forwards it to the Graduate Committee for discussion and vote. Petitions must describe the circumstances that justify an exception, and should be accompanied by supporting documents and, whenever possible, a letter of support from a faculty member.
Any accommodation for a disability that interferes with the student’s ability to pursue their degree will be referred to, and arranged by, UT Student Disability Services - sds.utk.edu.

Only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels, a student may choose to pursue an appeal with the Graduate School. Policies governing this process may be viewed at http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf.

DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMS

THE DOCTORAL PROGRAM

Candidates have eight calendar years from the time of enrollment in The Graduate School to complete the Ph.D. degree. For the Ph.D. program in Mathematics, the student must meet the following five requirements in addition to those of the Graduate School:

1. Demonstrate competency in undergraduate-level Analysis (Advanced Calculus) and Linear Algebra by satisfactory performance on a Diagnostic Examination, by August of the student’s second year in the graduate program. For GTAs this is a condition for continuation of financial support beyond the second year. The exams will be offered twice a year, in May (after finals) and in August (during orientation). More information regarding the Diagnostic Exam (list of topics, bibliography and old exams) is available at www.math.utk.edu/diagnostic/.

2. Satisfy either the standard program or the interdisciplinary mathematical ecology/biology concentration. A student intending to work in mathematical ecology/biology may complete either, but is encouraged to complete the interdisciplinary mathematical ecology/biology concentration.

3. Pass an oral examination in the field of specialization after two written preliminary examinations have been passed. This examination will be given by a committee appointed by the department head. A student may take this oral specialty examination at most twice.

4. Pass a one-year, 600-level sequence in mathematics outside the student’s area of specialization. The sequence selected to fulfill this requirement must be approved by the Director of Graduate Studies and the student’s doctoral committee. Such approval may occur after completion of the course.

5. Take at least two different one-semester research seminars and Math 599. To maintain satisfactory academic progress toward their degrees, graduate students who have completed their written examinations are expected to register for and regularly attend one or more departmental research seminars each fall and spring semester until graduation. Exceptions due to scheduling or other conflicts may be requested through the Director of Graduate Studies.

6. Course requirements for GTAs: In any academic year semester in which they are supported by a GTA position in the Math Department, graduate students are required to enroll in a minimum number of regular courses (in Mathematics or a related discipline, numbered 400 or higher, not including seminars) as follows: (1) before passing two preliminary exams: three regular courses per semester, or two prelim courses; (2) after passing two preliminary exams and before passing the Oral Specialty Exam: two regular courses per semester; (3) after passing the Oral Specialty Exam: one regular course per semester. Students must also follow university requirements concerning minimum course loads, GPA requirements, and required courses such as Math 600 (dissertation).

Requirements 1 - 5 must be completed no later than the start of the student’s seventh year (as a mathematics graduate student at UT).
Standard Program

1. A student must pass written examinations on two of the following year-long sequences: algebra (551-52), analysis (545-46), computational and applied mathematics (571-72), differential equations (535-36), stochastics (523-24), and topology-geometry (561-62).

A student must pass one examination by January of his/her third year and both examinations by January of his/her fourth year. A student may not take any examinations after four failures.

2. In addition to the two year-long sequences chosen for the written examinations, a student must take six other one-semester 500-level courses. At least five of these courses must be chosen from the following list grouped by examination area: algebra (551-52, 555-56), analysis (545-46, 545-47), computational and applied mathematics (571-72, 574, 577, 578), differential equations (513-14, 515-16, 531-32, 535-36, 537-38, 581-82, 585), stochastics (521-22, 523-24, 525-26), and topology-geometry (561-62, 567-68). The sixth course may be either a 500-level course listed above or a 600-level mathematics course not used to satisfy bullet #4. These six courses must contain a year-long sequence in an area different from the two written examinations and at least two courses in areas different from the two written examinations. A grade of B or better is required in each of the six courses.

Mathematical Ecology/Biology Concentration

1. A student must pass written examinations on mathematical ecology (581-82) and one of the following year-long sequences: analysis (545-46), computational and applied mathematics (571-72), differential equations (535-36), and stochastics (523-24). A student must pass one examination by January of his/her third year and both examinations by January of his/her fourth year. A student cannot take any examinations after four failures.

2. In addition to the two year-long sequences chosen for the written examinations, a student must take six other one-semester 500-600-level courses. At least five of these courses must be chosen from the following list grouped by examination area: analysis (545-46, 545-47), computational and applied mathematics (571-72, 574, 577, 578), differential equations (513-14, 515-16, 531-32, 535-36, 537-38, 585), stochastics (521-22, 523-24, 525-26, 527), and mathematical ecology/evolution (583, EEB 509, 511). The sixth course may be either a 500-level course listed above or a 600-level mathematics course not used to satisfy bullet #5. These six courses must contain a year-long sequence in an area different from the two written examinations and at least two courses in areas different from the two written examinations. A grade of B or better is required in each of the six courses.

Rewarding Rapid Progress

It is the Department’s policy to reward any GTA who passes certain PhD program milestones sooner than required with a one-year Academic Performance Assistantship or Fellowship (APA/APF). An APA/APF includes a one-year fellowship, or a one-year salary increase of $1000 for each milestone completed early, renewable if progress through milestones sooner than required continues. Awards will be made for: (1) Passing both Diagnostic Exams in August at the beginning of the first year in the program. (2) Each Preliminary Exam passed by January of the second year, or the second exam passed, if passed in August at the beginning of the third year; and (3) Passing the Oral Specialty Exam by May 31st in the third year.

Policy on Outside Supervisor

Any mathematics student wishing to write a dissertation under the direction of someone who is not a regular member of the Department of Mathematics at the rank of assistant professor or above must first obtain approval from the Graduate Committee and Graduate School. The student must have successfully completed the written preliminary examination requirements before requesting approval. To support the request for approval, the student must provide to the Graduate Committee a written statement describing the proposed dissertation area and the reason(s) for (i) working with someone from outside the department and (ii) not working with a member of the department. The proposed dissertation director’s curriculum vitae must also be provided. The Graduate Committee may request additional information or actions to assist its consideration of the matter. If the request is approved, then to assure appropriate and substantial mathematical content in the student’s dissertation, the student’s Ph.D. committee must include at least two Department of Mathematics faculty, at least one of whom is approved to direct doctoral dissertations.
The Graduate School policy on direction of student’s dissertation research and chairs of the dissertation committee may be found in the Graduate Catalog under the heading “Academic Policies and Requirements for Graduate Students”.

General Comments

1. The written examinations are scheduled in early January and immediately before the fall semester every year. To help the student prepare for the written examinations, the faculty has compiled lists of topics and references which the student may obtain from the departmental office. Copies of previous examinations may also be obtained in the departmental office.

2. Each written examination is created, administered, and scored by an Examination Committee of faculty appropriate to the topic. At the end of the examination cycle, the various Examination Committees present their recommendations at the departmental Preliminary Examination Meeting where the final decisions are reached. Only then are results communicated to the student. Each written examination results in a "pass" or "fail".

3. Upon passing the written examinations, the student selects a field of specialization (i.e., a field in which to do his/her doctoral research) and must then pass an intensive oral examination in that field of specialization. This examination will be given by a committee appointed by the Department Head. The oral specialty examination may be taken at most twice.

4. If a graduate student changes the major area of study after completing his/her comprehensive examination, that student must satisfy the new doctoral committee as to level of competency in the new area.

5. The dissertation is a written presentation of original and significant research completed by the student. The student’s dissertation director, a faculty member who works closely with the student in this project, also serves as chair of the student’s Doctoral Committee. The student's Doctoral Committee, consisting of at least four faculty members (including one from outside the math department), reads the dissertation and administers the defense of dissertation. In this oral examination, the student usually describes the work in the dissertation and answers any questions the committee may ask.

6. The department requires that a student take a one-year 600-level graduate sequence in mathematics outside his/her area of concentration. The course selected must be approved by the student’s Doctoral Committee and by the Director of Graduate Studies. Such approval may occur after completion of the course.

Procedures for Fulfilling Requirements

1. Begin course work.

2. Pass two preliminary examinations.

3. Establish a doctoral committee.

4. Pass intensive oral examination in field of specialization.

5. Pass a one-year 600-level course outside the area of specialization.

6. Take at least 2 different one-semester research seminars and 599.

7. Write dissertation (while registered continuously for Math 600- dissertation hours).

8. Submit Doctoral Committee Form (this form must be submitted prior to or along with the Admission to Candidacy form).

9. Apply for admission to candidacy (at least one semester prior to graduation--consult Graduate Schools web site at http://gradschool.utk.edu/forms-central/ for all forms and deadlines). Forms should be completed online, printed, and require original signatures of at least 4 committee members, then submit to the Graduate School, 111 Student Services Bldg.

10. Place name on graduation list through MyUTK.

11. Apply for diploma.
12. Schedule defense of dissertation with us and Graduate School (111 Student Services Building), at least 2 weeks prior to defense.

13. Submit dissertation to doctoral committee (at least 2 weeks prior to defense).


15. Obtain approval from the Graduate School of final copy of dissertation (after dissertation defense and at least 2 weeks prior to commencement).

*Dates for fulfilling these requirements are posted outside 225A Ayres Hall as well as on the Graduate School web site.

MASTER'S DEGREE PROGRAMS

A. Master of Science Degree (M.S.)

Candidates have six calendar years from the time of enrollment in The Graduate School to complete the Master's degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by The Graduate School. In any event, courses used toward the degree must have been taken within six years of graduation.

1. Departmental Requirements.


      i. A total of 30-credit hours in courses numbered above 400, including at least 6 credit hours of thesis (Math 500) and 15 hours in mathematics courses numbered above 500. Of the 24 nonthesis credit hours, 6 may be earned in courses approved by the Supervisory Committee in fields other than mathematics. (More than 6 hours of Math 500 may be taken, but only 6 hours will count toward the degree.)

      ii. Sequence Requirement (see d.).

      iii. Thesis and Oral Examination.

   b. Nonthesis Option.

      i. Approval of this option by the Supervisory Committee after one semester of graduate study.

      ii. A total of 30 credit-hours in courses numbered above 400, including 21 credit hours (with at least 15 in mathematics) numbered above 500. A student must take the reading course, Math 598, in which a term paper or project is required. The instructor and student must agree that the term paper or project will be the student's nonthesis Master's project, and the student must make an oral presentation of the results of the project to the director and the reader of the project. Of the 30 credit hours, 9 may be earned in courses approved by the Supervisory Committee in fields other than mathematics.

      iii. Sequence Requirement (see d.).

      iv. A written final examination. The Ph.D. preliminary examinations in mathematics may be taken as an option instead of the Master's final examination. The successful completion of one Ph.D. preliminary examination in mathematics will constitute successful completion of a portion of the written Master's final examination. The successful completion of three Ph.D. written preliminary examinations in mathematics will constitute successful completion of the entire Master's final examination. In the case of a substitution of a passed preliminary examination in mathematics for a portion of the Master's final examination, the preliminary examination must be passed before the Master's comprehensive examination period and a faculty representative from the preliminary examination subject must participate in the determination of whether the student passes the comprehensive examination.

   c. Course-work Option

      (i.) A total of 30-credit hours in courses numbered above 400, including 21 credit hours (with at least 15 in mathematics) numbered above 500. Of the 30 credit hours, 9 may be earned in courses approved by the Supervisory
Committee in fields other than mathematics.

(ii) Sequence requirement. (see d.)

(iii) The student must pass two PhD preliminary examinations in mathematics with a PhD level score as required in the PhD program.

d. Sequence Requirements.

A student completing the requirements of the concentration in applied mathematics must pass at least one 500-level sequence. Eligible sequences are those which (1) appear as sequences in the Graduate Catalog and (2) have at least the first semester of the sequence listed in either requirement iii or one of the program specializations of the concentration in applied mathematics.

All other M.S. degree candidates must pass three year-long sequences. Any pair of graduate-level mathematics courses appearing as a sequence in the Graduate Catalog is acceptable. One of the three sequences may be at the 400-level and may have been taken at UT or elsewhere for undergraduate or graduate credit. All pairs of 400-level mathematics courses appearing as sequences in the Graduate Catalog (available online) are acceptable and so are the following pairs of courses: 423-424, 423-425, 431-435, any two of 460-462-467, 471-472. A graduate sequence from a field other than mathematics may be used with approval of the student’s supervisory committee.

e. Concentration in Applied Mathematics

For this concentration, available under all three options, the student must complete the following:

i. Required prerequisite courses:
   a. Numerical Algorithms 371 or Numerical Analysis 471 or Numerical Algebra 472,
   b. Methods in Applied Mathematics 512 or both Differential Equations II 431 and Partial Differential Equations 435,
   c. Honors Advanced Calculus I, II 447-48 or Advanced Calculus I, II 445-46, and
   d. Matrix Algebra II 453.

ii. One hour in Seminar in Applied Mathematics 519 or Seminar in Mathematical Ecology 589.

iii. One course from each of the following five areas:
   e. Statistics - Statistics 525, Stochastic Modeling 527, Statistical Methods 571 (Department of Statistics), Biometry 560 (Department of Ecology and Evolutionary Biology).

A student who successfully completes the requirements of the concentration in applied mathematics will receive a departmental certificate signifying that fact.

For the student who is well-prepared and able to take optional coursework, there are three possible program specializations representing strengths of the department in Applied Mathematics. The courses listed here are additional to the courses in i, ii, and iii above. These lists represent the faculty consensus about which courses are appropriate choices for various student interests; a Master’s degree student normally does not have time to take all the courses in a list.


2. General Comments

a. The purpose of the thesis option is to give students an opportunity to study an area of mathematics under the supervision of a faculty member and to organize and present their findings in writing. The Master's Committee for the thesis option consists of the major professor and two other faculty members. The Committee reads the thesis and administers the oral examination in which the student usually summarizes the thesis and answers any questions the Committee may ask.

b. The purpose of the nonthesis option is to give the qualified student an opportunity to take additional course work in mathematics or related areas. The written final examination consists of three two-hour tests in mathematics of which at least two are at the 500 level. Each semester the department will offer the non-thesis Master's examinations in a period consisting of the ten (10) days of classes on or before the day of The Graduate School deadline. A non-thesis Master's student must take all three of his/her examinations during the specified ten days.

After consultation with the student, the Graduate Committee specifies the three areas from which the test questions will be taken. At least two of the three areas must cover material from at least two semesters of study. The third area must cover material from at least one semester of study. The three parts of the examination are graded as a unit and, in case of failure, must be repeated as a unit. A candidate who fails the examination may not repeat the examination until the following semester. The examination may be repeated only once. In borderline cases, the Examination Committee may give a follow-up oral examination. The Department will not report the results of the written Master's Final Examination to The Graduate School until the Master's project is completed with approval indicated in writing to the Mathematics Department by the project director and the second reader. This regulation will have the effect of making the project due each semester two weeks before nonthesis examination results are due in the Graduate School.

c. The purpose of the course-work option is to give PhD students a convenient way to obtain an MS degree along the way to their PhD.

d. The concentration in applied mathematics is intended to prepare students for careers primarily in industry or government. The goal is to develop students' abilities to think mathematically, formulate and analyze mathematical models, and function as a member of a multidisciplinary team.

Toward this goal, a student should understand a wide range of mathematics and have practical experience applying analytical and computational methods to realistic problems.

Each course in this program should provide a wide background in its area and provide practical experience with applications. The emphasis should be on analytic concepts, methods, modeling, hands-on computation, data analysis, and communication.

The required prerequisite courses represent knowledge that the faculty believe every applied mathematics Master's degree student must have. The required prerequisite courses are to be taken as early as possible in one's program, but one may proceed with other courses in the program for which one has the necessary background. If a student has passed one or more of the required prerequisite courses (or their equivalents) as an undergraduate or as a graduate student elsewhere, then those courses do not have to be repeated as a graduate student at UT. However, neither undergraduate credits nor graduate credits used for a previous degree may be counted toward a Master's degree; consult the Graduate Catalog for details.

Procedures for Fulfilling Requirements (See check sheet #1 at the end of this booklet, or click here for the pdf version)

a. Begin course work.

b. Obtain a thesis advisor and Master's Committee, or obtain written approval of Supervisory Committee for nonthesis option (obtain appropriate form in 225A Ayres).

c. Apply for admission to candidacy (at least one semester prior to graduation—consult Graduate Schools web site at http://gradschool.utk.edu/forms-central/ for all forms and deadlines). Forms should be completed online, printed, and require original signatures of 3 committee members.
d. Complete course work and write thesis, if necessary.

e. Place name on graduation list via MyUTK.

f. Apply for diploma.

g. Schedule oral examination (not later than three weeks before thesis deadline), or, for non-thesis option, schedule written final examination (obtain form for departmental approval of examination plans in 225A Ayres Hall).

h. Pass oral examination or written final examination.

i. Submit project report approved by project supervisor and reader, if in non-thesis program.

j. Remove all incompletes (not later than one week before commencement).

k. Obtain approval by the Graduate School of final copy of thesis if thesis option has been elected (after oral examination and no later than two weeks before commencement).

B. Master of Mathematics Degree (M.M.)

This degree is intended primarily for teachers of high school, 2-year college, or introductory university mathematics. Before admission to this program, the applicant must have either (a) certification for teaching secondary mathematics in at least one state, or (b) three years of teaching experience. In exceptional circumstances, part of admission requirement might be satisfied concurrently with course work. Applicants for admission to this program must have successfully completed one year of calculus (141-42 or equivalent) and a course in matrix algebra (251 or equivalent).

1. Departmental Requirements

   a. A total of 30 credit hours, of which 21 must be at the 500 level and include core courses Math 504 (Discrete Mathematics for Teachers), 505 (Analysis for Teachers), 506 (Algebra for Teachers), 507 (Probability and Statistics for Teachers), and 6 hours in 509 (Seminar for Teachers). At most, 6 hours may be taken outside the Department of Mathematics and must be selected in consultation with the advisor.

   b. Pass a final portfolio examination.

2. General Comments

The purpose of the M.M. program is to support teachers as mathematicians through rigorous mathematical training in a broad range of topics. The Chair of the M.M. Curriculum Committee, Dr. Anne M. Ho (aho5@utk.edu), may be consulted for information concerning the degree.

Procedures for Fulfilling Requirements

a. Begin coursework.

b. Apply for admission to candidacy (at least one semester prior to graduation--consult Graduate School’s website http://gradschool.utk.edu/forms-central/ for all forms and deadlines). Forms should be completed online and emailed as a PDF to the Graduate Coordinator, Ms. Pam Armentrout (pama@utk.edu), a minimum of 3 weeks before the Report of Final Exam/Defense of Thesis (Pass/Fail) Form is due, so that the requisite original signatures of 3 committee members may be acquired.

c. Sign up to graduate through MyUTK.

e. Remove all incompletes.

f. Compile portfolio consisting of a current resume, statement of teaching philosophy, evidence of breadth and depth of mathematical knowledge, and reflection on professional growth.

INTERCOLLEGIATE GRADUATE MINORS

The Interdisciplinary Graduate Minor in Computational Science (IGMCS) is a formal academic program at the University of Tennessee established to allow students to earn a minor in Computational Science simultaneously with a master's or doctorate in another academic discipline. The program is open to graduate students in all departments, which have an approved minor. The program is administered by a committee composed of representatives, including program faculty, from all colleges that have approved the IGMCS program and which have minor programs.

For more information contact Dr. Terry Moore at tmoore@eecs.utk.edu or visit http://igmcs.utk.edu.

The Intercollegiate Graduate Statistics Program (IGSP) is a formal University of Tennessee, Knoxville, academic program established to enable students to earn either a minor or an MS in statistics simultaneously with a master's or doctoral degree in another department. Approved coursework taken to meet doctoral requirements in the student’s home department may also be credited toward the MS in statistics. Similarly, approved coursework in statistics taken to meet the requirements for a master’s or doctoral degree in another department may also count toward the minor in statistics. The program is open to graduate students in all departments, which have an approved minor, and/or MS joint major curriculum offered through the program. The program is administered by an executive committee, consisting of college representatives from all colleges with approved programs, with advisory input from the program faculty.

For more information contact Dr. James Schmidhammer at jls@utk.edu or http://igsp.bus.utk.edu/.

UNIVERSITY RETENTION STANDARDS

The department has established guidelines for continuation of assistantships, which are given in the next section. In addition, the university has academic retention standards for all graduate students.

Academic Standards: Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluation, such as the cumulative grade-point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgements by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. 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 equivalent, are excluded from this computation.

Academic Probation: Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade-point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

Dismissal: If a student is on academic probation, the degree or non-degree status will be terminated by the Graduate School if the student's semester GPA falls below a 3.0 in a subsequent semester. When the particular circumstances may be deemed to justify continuation and upon recommendation of the appropriate academic unit and approval of the Graduate School, a student on probation whose semester GPA is below a 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In those cases where the department’s requirements for continuation are more stringent than the Graduate School requirements, the Graduate School will evaluate the student’s record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in
a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

**Early Termination/Withdrawal:** If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. The responsibility for paying tuition and fees will apply to all students, including those who have tuition waivers during the semester in which they are terminated/withdraw early. Please see the graduate catalog for additional information about early termination/withdrawal at: http://catalog.utk.edu/content.php?catoid=23&navoid=2827#fees_fina_assi and https://onestop.utk.edu/withdraw/. If you are considering early withdrawal, you should contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

**Academic Honesty:** Each graduate student in the Department of Mathematics is expected to conform to the highest standards of academic honesty in all classwork, homework, examinations, research and writing, and to the highest standards of professional behavior in teaching. Any violation of this policy, such as plagiarism or other forms of academic dishonesty, will result in penalties such as penalty grades, loss of financial support, and/or expulsion from a degree program. Each punitive action taken by the Department or any of its professors against a student must be documented by a letter to the Department describing the violation and the penalty assigned. A copy of the letter must be sent to the affected student. Each punitive action taken may be appealed through the following channels, successively: Graduate Committee, Department Head, Dean of the College, and Dean of the Graduate School. More information regarding Graduate School Grievance and Appeals procedures may be found at http://gradschool.utk.edu/documents/2016/02/student-appeals-procedure.

**Evaluation:** All graduate students will meet with their respective advisor, or the Graduate Student Advising Committee, during the spring semester. During this meeting, the student and advisor will review the student's academic plan for the upcoming year as well as discuss requirements and policies that impact their degree within the Department. This face-to-face meeting will provide feedback regarding academic performance, and plans for fulfilling requirements towards their respective degree.

**Incompletes:** If you have received an incomplete in one of your mathematics courses, you have at most one year to complete the course work or the grade will convert to an “F”. In the unlikely event you need to request an incomplete, contact the course instructor to determine if an incomplete is appropriate. If it is deemed necessary, you will discuss how the incomplete will be finished and the timeline of completion. A departmental form must be completed and signed by both you and the instructor.

**FINANCIAL SUPPORT**

The major source of support for graduate students in mathematics is the teaching assistantship. There are also awards such as Science Alliance Associateships, Dryzer Teaching Fellowship awards, and research assistantships available through the Department to students. Mathematics students may also compete for fellowships which are administered directly by the Graduate School, and which may be combined with a graduate teaching assistantship position. For more information regarding Graduate School Fellowships, please review their site at http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/.

Contracts from DOE, NSF, and Oak Ridge National Laboratories also support several students within our Department.

General assistantships, offered by other departments, may also be viewed at http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/.
GRADUATE STUDENT ASSISTANTSHIPS

This section contains information for those graduate students who have accepted an offer of a graduate assistantship and its associated responsibilities.

A. TYPES OF ASSISTANTSHIPS

The Graduate Catalog describes four categories of assistantships:

Graduate Assistant: Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to administrative functions of the university. Whenever possible Graduate Assistant positions should relate to the student’s academic program and contribute to their education and professional development.

Graduate Research Assistant and Associate: Graduate Research Assistants /Associates perform duties in support of university research, which may or may not relate directly to the students’ thesis/dissertation. A student appointed as a GRA works under the direct supervision of a faculty mentor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the university’s internally sponsored programs. Department heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees. Some departments provide a path for promotion to Graduate Research Associate.

Graduate Teaching Assistant: Graduate teaching assistants work under the direct supervision of faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the graduate teaching assistant works to gain teaching skills and an increased understanding of the discipline.

Graduate Teaching Associate: Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 18-credit hour guideline for teaching undergraduate courses. See the section Qualifications of Graduate Teaching Associates.

B. REQUIREMENTS FOR TEACHING ASSISTANTS

1. Your selection as a graduate assistant (when written without capitalization, “graduate assistant” refers to all four categories of assistantship) at the University of Tennessee was based on your record and the recommendations of your references. It is our expectation that you can complete a degree program. Continuation of your appointment depends on the Department's evaluation of your performance as student and as assistant. This evaluation involves various matters, such as course grades, performance on special examinations (Master's final exam, prelims, oral specialty exam, etc.), work on a thesis or dissertation, and subjective appraisal by the faculty of your progress and potential. A formal evaluation process is done each spring by the Department’s Graduate Committee. The Department will notify you by April 15 concerning your progress and the renewal of your assistantship.

The Department has established the following guidelines for continuation of assistantships:

   a. Course requirements: In any academic year semester, in which they are supported by a GTA position in the Math Department, graduate students are required to enroll in a minimum number of regular courses (in Mathematics or a related discipline, numbered 400 or higher, not including seminars) as follows: (1) before passing two preliminary exams: three regular courses per semester, or two prelim courses; (2) after passing two preliminary exams and before passing the Oral Specialty Exam: two regular courses per semester; (3) after passing the Oral Specialty Exam: one regular course per semester. Students must also follow university requirements concerning minimum course loads, GPA requirements, and required courses such as Math 600 (dissertation).
b. By the end of a graduate assistant's second year, he/she will have completed successfully (with an average of B or better) at least two semesters of at least one 500- or 600-level sequence in mathematics.

c. For graduate mathematics students whose native language is not English, attaining and maintaining the level of Graduate Teaching Associate is subject to satisfactory performance on the Graduate School's required OPIC test for spoken English proficiency. Each such student must score at least a 45 (AM) by March 1 of their second year in the Mathematics program to have their teaching assistantship renewed for the following year and must maintain a score of at least a 45 (AM) to assume or continue their teaching responsibilities. Resumption of support will be considered after the student scores at least a 45. Students who score at least a 50 (AH) are not required to retake the test, and students who have not scored at least a 50 by the end of their first year are required to take the appropriate English Language Institute course during the summer. Students who score less than a 45 (AM) at any time (even if they have previously scored a 45) will not be allowed to assume primary teaching responsibilities in the classroom and will lose the rank of Graduate Teaching Associate, if it has been attained. The rank of Graduate Teaching Associate can be reinstated once the student scores at least a 45 on a subsequent test. To receive and keep the bonus for passing the Oral Specialty Exam, a student must be a Graduate Teaching Associate.

d. In the unlikely event a GTA/GRA must resign his/her assistantship, a signed letter stating his/her intention and the date effective should be provided to the Director of the Mathematics Graduate Studies Program.

Priority for awarding and renewing graduate assistantships is given to students pursuing a graduate degree in mathematics. Exceptions to the guidelines, particularly for students pursuing interdisciplinary programs, may be made. Prior to the creation of the Supervisory Committee, any exception must be approved in advance by the Graduate Student Advising Coordinator; after creation of the Supervisory Committee, any exception must be approved in advance by the Supervisory Committee and the Director of Graduate Studies (or Head).

2. A graduate assistant teaching two courses or doing equivalent work should have no outside employment.

3. The Graduate School limits the number of years a graduate assistant may be appointed to an assistantship. A Master's student is limited to three years, a doctoral student with a Master's degree is limited to five years, and a doctoral student with only a baccalaureate degree is limited to eight years. The department may request an extension beyond the applicable limit.

The Department of Mathematics limits assistantships to 6 years. Extensions of assistantships beyond the 6th year will be granted only in exceptional cases and will be subject to approval by the Graduate Committee.

4. Graduate teaching assistants and associates are required to participate in the Department's GTA Mentorship Program: https://www.math.utk.edu/info/math-gta-mentorship-program/

5. Graduate teaching assistants and associates are required to familiarize themselves and adhere to all the Department's policies and practices for teaching (which apply to all instructional staff), found here:

Math Department Instructor's Manual:

https://docs.google.com/document/d/1igQcOJrms7mbQdRNkvtFsAEkPYmDyMcJ_zkD6JUjcpI

**MISCELLANEOUS INFORMATION**

A. TELEPHONE

Telephones are provided for local use only, and they may not be used for long distance calls. The office will not give your number to students, but will take messages and put them in your mailbox or email you.

B. MAINTENANCE PROBLEMS

Any maintenance problems that you have (e.g., heating, lighting) should be reported to the office as soon as you are aware of them.
C. COMMON ROOM

The Common Room, 408 Ayres Hall, is available to all faculty and graduate students in the Mathematics Department for relaxation and informal discussion. Many graduate students find the Common Room an ideal place to meet fellow students and faculty. A microwave, refrigerator, and sink are available in the Common Room, and many who bring their own lunches eat there. Coffee is available throughout the day. To maintain the room for the purposes intended, teaching assistants should not consult with their students in the Common Room.

D. COLLOQUIA

The Mathematics Department regards the colloquium lectures as a part of a student’s graduate education, and graduate students are expected to attend these lectures. Speakers at the Mathematics Colloquia include mathematicians from outside the university, our own faculty, and other members of the university community. Most talks are based on the speaker's current research interests, or are expository talks on advanced topics. They are general in nature, with technical details left to special seminars.

E. GRADUATE STUDENT TRAVEL GRANTS

The Graduate Student Senate in cooperation with the Dean of Students and the Dean of the Graduate School awards funding for graduate and professional students to travel, present work, and participate at scholarly conferences and events.

Three travel award announcements are made throughout the year, designed to roughly coinciding with the academic term periods. These awards are based on merit and are given to provide partial reimbursement of certain allowable expenses such as transportation, lodging and registration expenses. Applications are considered by a committee composed of graduate students, faculty members, and university administrators.

Applications must be submitted to and received by the Office of the Dean of Students by specified deadlines which will be posted when available. Only applications submitted on the official form will be considered for awards.

Limited travel funds may also be available through the Mathematics Department. Please make an appointment with the Department Head, Dr. Conrad Plaut, 227Ayres Hall, to discuss funding availability.

F. ASSISTANCE WITH HEALTH ISSUES, DISABILITY ACCOMMODATIONS, AND PERSONAL CRISIES

For assistance with health-related issues of any kind, graduate students should not hesitate to use the services of the University's Student Health Center. Contact information is found on the web site:

https://studenthealth.utk.edu/

Registration for accommodations for disabilities may be arranged through Student Disability Services. You can learn more about their office and how to register at https://sds.utk.edu.

Students in need of assistance with personal problems and crises of all kinds are encouraged to contact the Student Counseling Center:

https://counselingcenter.utk.edu/

G. MATHEMATICS GRADUATE STUDENT COUNCIL

All graduate students in the Mathematics Department are invited to participate in student governance of their department. In particular, the Mathematics Graduate Student Council (MGSC) is an elected body composed solely of mathematics graduate students. Its primary purposes include: promoting cohesion and cooperation among mathematics graduate students, lobbying for and/or supporting the interests of mathematics graduate students, and serving as a liaison between mathematics graduate students and the department’s faculty, staff, and administration. All mathematics graduate students are encouraged to run for MGSC office, as well as share with the MGSC any ideas/concerns/suggestions they may have. In addition, the MGSC organizes Town Hall meetings at least once each semester for all graduate students in the Mathematics Department. For more information on the MGSC, visit www.math.utk.edu/grad/mgsc/, where you can find the official by-laws, or email mgsc@math.utk.edu.
H. THE AWM, SACNAS, AND SIAM STUDENT CHAPTERS

_AWM_ - The Association for Women in Mathematics is a professional organization devoted to promoting equal opportunity and the equal treatment of women and girls in the mathematical sciences. The AWM Chapter at the UT aims to encourage and support underrepresented groups with an emphasis on women to be active in the mathematical sciences and to promote a culture that fosters equal opportunity and the equal treatment of all students and faculty through advocacy, mentorship, and community engagement. All interested students and faculty are welcome to attend their events.

_SACNAS_ - Society for Advancement of Chicanos/Hispanics and Native Americans in Science- is an inclusive organization dedicated to fostering the success of Chicanos/Hispanics and Native Americans, in attaining degrees and careers in STEM. The SACNAS Student Chapter at UT started in the Department of Mathematics, but quickly expanded to other departments. This chapter organizes professional development events and social activities and welcome all students and faculty to come to their events.

_SIAM_ - The Society for Industrial and Applied Mathematics (SIAM) is a leading international organization for the promotion of applied mathematics and its many varied disciplines. One way that the society seeks to foster the continued development of applied mathematics is through the information generated by student chapters. UT is one of the first institutions to have organized such a chapter. Most members are graduate students from the Mathematics Department, although other students are welcome. All UT students can have free membership in SIAM. Activities of the chapter include the sponsorship of lectures of particular interest to the membership, participation in national and regional SIAM meetings and, of course, social gatherings. All interested students are invited to attend meetings of the chapter.

I. POLICY ON DEPARTMENTAL PROPERTY

Before leaving the department you will be asked to turn in to the department your grade records, textbooks, office keys, and equipment that has been checked out to you, and in some instances copies of examinations. A GTA’s final paycheck may be withheld until any missing item is supplied. Often the department must handle questions concerning grades—sometimes several years after the grade has been assigned. It is impossible to do so without adequate records. The need to return keys, books, and equipment is obvious. Although the department must pay for all key replacements, our real concern is for loss of security when keys are not adequately controlled. Cooperation of graduate assistants in these matters is appreciated.

J. ASSISTANTSHIP APPLICATIONS

Each completed assistantship application with its related material (such as transcripts and reference letters) is filed in the department. During the selection process, only those faculty involved in deciding who should receive support have access to the file. Files of applicants who do not receive support are maintained by the department in accordance with federal law. The file of each applicant who receives support becomes part of the individual’s departmental employee personnel file.

K. INCLEMENT WEATHER POLICY: The University of Tennessee will remain open except in the most severe weather conditions. The Provost may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, campus and local radio and TV stations will be notified so that appropriate announcements may be made. In the event of inclement weather when the University remains open, all faculty, administrators, and staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at all should notify their immediate supervisors. Students will be responsible for any academic work that they miss due to absences caused by severe weather conditions. It is the individual student’s responsibility to take the initiative to make up any missed class work, and it is the instructor’s responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to such absences.

 DISTRIBUTION OF PREVIOUSLY-PUBLISHED MATERIAL

Do not copy previously published material for distribution to your class. A memo from the College dated March 23, 1993, reminded faculty that "... providing copies of published material to students for class use with or without costs to them and/or without permission of the original publisher is illegal. Copyright laws in general apply to all such material." It also noted that "[f]aculty members who choose to make such copies of published information available
for public use, especially when it involves University owned equipment invite legal action toward themselves and the institution as a whole."

**SEXUAL HARASSMENT**

The following information on sexual harassment is from the publication *Sexual Harassment: A Guide for Faculty, Staff and Students* distributed by the Title IV.

The University of Tennessee, Knoxville is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the University community is a violation of both the law and University policy and will not be tolerated. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue which may affect any member of the University community and will be dealt with promptly by the University administration.

**Definitions of Sexual Harassment**

FOR EMPLOYEES, harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or 3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

FOR STUDENTS, harassment on the basis of sex is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs and activities.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's status in a course, program, or activity; 2. submission to such conduct is used as the basis for academic decisions affecting the individual, including, but not limited to, grades or academic progress; or 3. when the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The basic point to remember is that sexual harassment is unwanted, unsolicited, or undesired attention of a sexual nature. Sexual harassment is a breach of the trusting relationship that normally exists between the employer-employee and/or the professor-student. Boundaries between the professional role and the personal relationship blur because the harasser introduces the personal element into what should be a sex-neutral situation.

Sexual harassment can be exhibited verbally or physically. Examples of sexual harassment include: unwelcome sexual innuendos, suggestive or insulting sounds, whistling in a suggestive manner, or humor and jokes about sex or (wo)men in general, implied or overt threats, and unwelcome patting, pinching, or touching.

**POLICY ON CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS**

UT’s educational mission requires an atmosphere of professional behavior based upon mutual trust and respect between faculty and students. Relationships between students and their teachers, advisors, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest or exploitation. Given the inherent differences in power between faculty and students, all members of the university community should recognize the possibility of intentional or unintentional abuse of that power.

Commonly accepted standards of professional behavior and ethics require that faculty members not hold evaluative power over any student with whom they have a romantic or sexual relationship.

Faculty members who engage in these relationships leave themselves vulnerable to charges of sexual harassment or conflict of interests. Even when both parties initially have consented, such a relationship renders both the faculty
member and the institution vulnerable to possible later allegations of sexual harassment in the light of the significant
differential that exists between faculty and students. Thus, faculty members should not initiate or accept such
a relationship with a student over whom they have an evaluative role.

Should such a relationship develop between a faculty member and a student, the faculty member shall remove
him/herself from the evaluation of the student's work.

Faculty members are therefore obliged to be aware of these problems and of their individual responsibility to protect
themselves, their students, and the institution from harmful effects of such relationships.

COMPUTER ETHICS AND CODE OF COMPUTING PRACTICE

Policies and procedures regarding computer ethics, computing practice, information security, etc., may be found on

EMERGENCY SITUATIONS

REACTING TO AN EMERGENCY SITUATION

The following procedures should be followed in the event of an emergency situation:

1. **Notify other building occupants of the existence of an emergency.** The best way to alert others is
   by [activating the building's emergency alarm system as you leave the building](#). The alarm system
   will sound when the activation handle is pulled out or down.

2. **Notify 911 of the emergency from a safe location.** This may be an office or a room down the hall, your
   own office/room or a nearby building. When the 911 operator answers, describe the type of emergency, its
   exact location and the severity of the problem. Stay on the line, if you can safely do so, until you are sure the
   operator has all the information you can provide.

3. **If it is not safe to use a building telephone, use the nearest "blue light" emergency telephone.** The "blue light"
   telephones are connected directly to the University Police Department dispatcher who will
   relay the request for assistance to the appropriate response agency. Stay on the line until you are sure the
   dispatcher has all the information you can provide.

4. Procedures for evacuation: One of the most important responsibilities of each individual is to evacuate the
   building promptly and safely. In response to the sounding of an emergency alarm (or other notification) leave
   the building immediately. As you leave the area, close the door behind you to retard the spread of flames and
   smoke. Proceed along your previously determined escape route to the building's exit. (If an exit is blocked,
   use an alternate path.) After you have entered a stairwell, be sure that the door closes and latches behind you.
   **DO NOT USE THE ELEVATORS. The elevator may fail as a result of damage or it may move
   to the location of the emergency and the doors may open.**

5. Once outside the building, move away to a safe location. Do not return to the building until instructed to do
   so by authorized personnel (Fire or Police Officer). If there are no authorized personnel on the scene, go to
   a nearby building or to a "blue light" emergency telephone and call for instructions.

If You Realize a Fire Has Occurred While You Are Inside a Room

1. Feel the door to see whether it is hot. If the door is hot, the area on the other side is probably involved in the
   fire. If the door is cool, kneel down and check the air coming into the room from under the door. If the air
   is cool, it should be safe to open the door.

2. Kneel behind the door and open it a crack, being sure to keep your face turned away from the opening. Listen
   and smell for smoke and fire. If the area on the other side of the door is on fire, very hot air and gases may
   rush into the room when you open the door. If this occurs, close the door immediately.

3. If you determine that it is safe to leave the room, close all the windows and then the door as you exit. When
leaving a smoke-filled area, move quickly, crawling on your hands and knees. (Hot air and poisonous gases rise; fresh air will be nearer the floor.)

4. If you must stay in the room and wait rescue, place a wet towel or other material along the bottom of the door to impede the entry of smoke and gases. Check all windows for an escape route. If no unaided safe escape from a window is possible, attempt to open a window slightly and hang something out to show rescuers that you are there. The small opening will also provide fresh air.

**Handicapped Individuals**

Special arrangements must be made for individuals who have a handicap which would hinder their evacuation from the building. The head of a unit in which a handicapped individual is employed is responsible for making arrangements for provision of necessary assistance in the event of an emergency. The person or persons designated to assist the handicapped person should go to the handicapped person when the alarm sounds. The University Police Department should be informed of persons for whom special arrangements have been made.

**IMPORTANT RESOURCES:**

- [Academic Calendar](http://registrar.utk.edu/calendar/academic-calendar/)
- [Best Practices in Teaching](https://gradschool.utk.edu/training-and-mentorship/bpit/)
- [Center for Health Education & Wellness (Distressed Student Protocol)](http://wellness.utk.edu/)
- [Center for International Education](http://cie.utk.edu)
- [Counseling Center](http://counselingcenter.utk.edu/)
- [College of Arts and Sciences](http://www.artsci.utk.edu/)
- [Graduate and Undergraduate Catalogs](http://diglib.lib.utk.edu/dlc/catalog/index.html)
- [Hilltopics Student Handbook](https://hilltopics.utk.edu)
- [Faculty Handbook](https://facultyhandbook.utk.edu)
- [Final Exam Schedule](http://registrar.utk.edu/calendar/)
- [Funding, Fellowships, Assistantships for Graduate Students](http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/)
- [Graduate School](http://gradschool.utk.edu)
- [Graduate Student Appeals Procedure](https://gradschool.utk.edu/faculty-staff/graduate-council/appeals-committee/)
- [Graduate Student Senate](http://gss.utk.edu/)
- [Graduate and International Admissions](http://graduateadmissions.utk.edu/)
- [International House](http://ihouse.utk.edu/)
- [Key dates](http://registrar.tennessee.edu/academic_calendar/)
- [Library Website for Graduate Students](http://libguides.utk.edu/graduate/)
- [Office of Equity and Diversity](http://oed.utk.edu)
• Office of Multicultural Student Life: http://multicultural.utk.edu/
• Office of Information Technology: http://oit.utk.edu/
• OPIc Testing Program: http://gradschool.utk.edu/graduate-student-life/ita-testing-program/
• Student Conduct & Community Standards: http://studentconduct.utk.edu/
• Student Disability Services: sds.utk.edu
• Student Health Center: https://studenthealth.utk.edu/
• Thesis/Dissertation Website: http://http://gradschool.utk.edu/thesesdissertations/

**Forms and Additional Resources (available through** https://gradschool.utk.edu/forms-central/**)

- Graduate Student Deadline Dates (also posted on the board outside Pam's office)
- 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 (specific to department, college, and university (Graduate Student Senate Website))
- Leave of Absence