



**The University of Tennessee  
Health Science Center**

**CENTERSCOPE**  
**Student Handbook**

**2003-2004**

**THE MISSION OF THE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL  
STUDENT SERVICES • FINANCIAL AID • EMERGENCY PROCEDURES  
ACADEMIC PROCESS • POLICIES & GUIDELINES • RIGHTS & RESPONSIBILITIES  
JUDICIAL SYSTEM • ORGANIZATIONS & OPPORTUNITIES  
INFORMATION FROM THE COLLEGES**



# College of GRADUATE HEALTH SCIENCES

*Richard D. Pepler, Ph.D., Dean*

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## MESSAGE FROM THE DEAN

Welcome to The University of Tennessee Health Science Center College of Graduate Health Sciences (CGHS). Your choice for graduate study places you at the forefront of exciting developments in our dynamic Health Science Center. You are now a part of this environment and are one of over 200 students enrolled in our twelve programs and shortly you will become one of over 1100 graduates from the college. I know you will continue the excellent tradition of being a leader in academia or industry as our graduates are. Staff and faculty alike are ready to provide support and guidance throughout your tenure at UTHSC.

## COLLEGE HISTORY

The College of Graduate Health Sciences at UTHSC was organized as the Graduate School under the leadership of Dr. T. P. Nash, Jr. in 1923. The presentation of a master's thesis by Ben King Harned marked the formal beginning of the Graduate School in 1925 when the Graduate Committee at Knoxville accepted Harned's thesis for the M.S. with a major in Pharmacology. Subsequently, the graduate program leading to the Doctor of Philosophy degree was approved for presentation in the School of Biological Sciences in 1928. Dr. E. Foster Williams was the first to complete the program and was awarded the Doctor of Philosophy degree in Biochemistry in 1932. This was the first doctorate of philosophy awarded at any of the campuses of The University of Tennessee.

Until 1960, the Graduate School in Memphis operated as a division of the Graduate School in Knoxville with Dr. R. H. Alden as Associate Dean of the Graduate School.

The Graduate School of Medical Sciences was then established as a separate entity with its own Graduate Council and bylaws. Dr. Alden was named the first dean. Graduate training was offered in Anatomy, Biochemistry, Microbiology, Pharmacology, Physiology and Biophysics, and Pathology. Later, programs in the Pharmaceutical Sciences were organized and included the academic disciplines of Medicinal Chemistry, Pharmaceutics, and Health Science Administration. Master's and doctorate training in Biomedical Engineering, a master's program in Epidemiology and Dental Sciences, and an academic doctorate in Nursing complete the present day graduate offerings. The Graduate School became the College of Graduate Health Sciences in October 1987.

## ADMINISTRATION

Richard D. Pepler, Ph.D., Dean  
Edward G. Schneider, Ph.D., Associate Dean,  
Recruitment, Admissions and Students  
David L. Armbruster, Ph.D., Associate Dean,  
Academic Affairs  
Rebecca A. Brown, M.S., Executive Assistant

## OVERVIEW OF COURSE OF STUDY

The course of study leading to the Doctor of Philosophy degree is usually completed in a four- or five-year period. The exact sequence will vary from program to program. Generally, the first two years are spent taking various required courses, seminars, and choosing a Research Advisor. Subsequently, other faculty are selected to participate on the student's Faculty Committee.

The student is admitted to candidacy for the degree after successful completion of an oral and/or written examination. The last two or three years are spent in actual research on a specific problem, taking other elective or specialty courses, and writing and defending the dissertation.

## ADMISSION

Graduates of The University of Tennessee and of other accredited institutions are eligible to apply for admission to the College of Graduate Health Sciences. Equal educational opportunity is offered to all persons without regard to race, religion, sex, age, creed, color, national origin, or physical handicap.

Full information regarding applications and admission to the College of Graduate Health Sciences will be found in the UTHSC catalog, Admission Requirements Booklets, and on the UTHSC Home Page (<http://utm.edu>).

## CATEGORIES OF STUDENT ADMISSIONS

Admission requirements for degree and nondegree status are contained in the UTHSC catalog. Admission to the graduate college entitles students to register for graduate courses, but does not mean that they are admitted as candidates for advanced degrees. Candidacy for an advanced degree will be determined after the student has satisfied criteria established by the graduate program in which the student seeks training and the College of Graduate Health Sciences.

## AUDITORS

Individuals who wish to attend certain classes regularly, without taking examinations, receiving grades, or obtaining credit, may do so by registering as auditors and paying appropriate fees. Approval is provided on a space-available basis and requires permission of the instructor and/or program chair.

## REGISTRATION

Registration must be accomplished no later than the first day of classes each semester. The academic calendar indicating these dates is on our web site. Each student should consult with the program chair or director to devise a course schedule for each semester. Each student must ascertain that his/her status is correct and is correctly noted on the registration card; amounts for tuition and fees will be determined at the Cashier's Office using this information.

## CONTINUOUS REGISTRATION

All graduate students, except those on active military duty, will enroll each semester. Students who need to leave the University during an academic semester should obtain approval for a leave of absence or withdraw. Noncompliance will result in nonpassing grades in all courses for which enrolled. In order to re-enter the University after withdrawal, students must formally reapply.

## CHANGES IN REGISTRATION

At the discretion of, and with the permission of the student's Research Advisor, courses may be dropped, added, or changed from credit to audit (or vice versa) within fifteen calendar days after the beginning of the course. The course instructor's permission is not required. After this time, course changes require approval of the student's Research Advisor, the course director, and the program chair. Such course changes will be approved only under extreme circumstances and only through the end of August in the Fall Semester (September for courses beginning in August) and end of February in the Spring Semester. After that time, no changes will be approved.

## GRADUATE STUDENT FINANCIAL AID

General information on financial aid may be found in the UTHSC Catalog and in the Student Handbook. Specifically, several sources of funds are available to graduate students. Most commonly, students are

appointed as Graduate Teaching Assistants. Currently this carries a stipend plus waiver of tuition, and requires that the holder work a minimum of six hours per week for two semesters per year, providing educational assistance in teaching and research programs. These awards are competitive, supported by university funds, and must be applied for in each program.

In addition, a limited number of fellowships and scholarships are awarded to outstanding students. The Alma and Hal Reagan Fellowship in cancer research provides a stipend and tuition waiver. This highly competitive fellowship is granted on the basis of outstanding achievement and promise. Inquire at the college office.

## OUTSIDE EMPLOYMENT

Under some circumstances, full-time graduate students are permitted to supplement the stipend by employment within or outside the university. It is a conflict of interest for a student to work for a member of the student's committee. It is the responsibility of the program chair and the student's Faculty Committee to determine whether such outside employment interferes with the expectations of that program regarding the student's acceptable progress in course and research work and in the amount of time the student is expected to spend in research and service. If the program chair determines that outside employment would interfere or would be a conflict of interest with the student's progress, the chair may limit such employment.

## COMBINED DEGREE PROGRAMS

(D.D.S./Ph.D.; M.D./Ph.D.; Pharm.D./Ph.D.)

These programs prepare exceptionally well qualified students for careers in the academic and research aspects of dentistry, medicine, pharmacy, and the biomedical sciences, utilizing an integrated format which allows the attainment of both the professional degree and the Ph.D.

Combined degree programs are available in the Colleges of Dentistry (D.D.S./Ph.D. degree), Medicine (M.D./Ph.D.), and Pharmacy (Pharm. D./Ph.D. degree). Students interested in any of these combined degree programs should consult the Dean's offices in the professional college and in the College of Graduate Health Sciences.

## PROGRAM COURSES

The UTHSC Catalog contains descriptions for each program's courses, including course numbers and credit hours. A schedule which lists times and places where all courses will be taught during the year is available on the College's Website.

Generally, each program presents a number of courses to fulfill degree requirements (see the Catalog for more details). Courses with 800 numbers are acceptable for the Master's degree; in addition, 900-level courses are required for completion of the Doctor of Philosophy degree.

## COURSE STRUCTURE

Each program has its own specific requirements regarding course work. Courses are generally "team taught", that is, a topic contained within a course will be taught by a faculty member specializing in that subject. The size of graduate course classes is variable. Testing on material contained in graduate courses takes on a variety of forms, but generally requires the student to solve problems or provide reports. Additional work may be required in the form of oral presentations or written reports.

## GRADING SYSTEM

The grading system is:

A	=	4.00	C+	=	2.33
A-	=	3.67	C	=	2.0
B+	=	3.33	C-	=	1.67
B	=	3.00	D	=	1
B-	=	2.67	F	=	0

Graduate students are expected to maintain at least a "B" average. "D" grades are not counted toward the degree. Some courses are graded on a pass/fail basis. In courses 800 and 900 Research, the grade will either be "P" (making progress) or "N" (no progress) depending upon whether or not the Research Advisor believes satisfactory progress is being made. Courses may not be repeated to improve the grade. Generally, a student must maintain a grade point average of 3.0 or above in graduate studies. Refer to the UTHSC Catalog for detailed requirements for satisfactory progress.

## APPEAL OF GRADES

A student may appeal his/her grade if he/she feels that the grade was assigned inappropriately and not in accord with the course statement of policy distributed at the beginning of the course. The appeal is directed to the course director; and then to the program chair. If resolution of the issue is not made at the program level then

the appeal is made in writing to the Dean's Office. The Dean or his/her designee may appoint an Ad Hoc Committee of faculty to review the appeal and make a recommendation to the Dean for his/her decision.

## PROGRAM DIRECTOR

Each program has appointed a faculty member (Director) whose responsibility is to direct course registration for graduate students in that program, to see that the student is meeting requirements for his/her particular degree program, and to make the student aware of courses available from other programs.

## RESEARCH ADVISOR

Choosing a Research Advisor to serve as the primary mentor is the single most important decision a graduate student has to make. The Research Advisor is usually chosen after laboratory rotations are arranged by the director for each program.

## STUDENT'S FACULTY COMMITTEE

Once a Research Advisor and an appropriate research project have been selected, four additional graduate faculty members are chosen to participate on the Faculty Committee (two if seeking a master's degree). The Faculty Committee for the doctoral degree is composed of at least five members, including the Research Advisor. At least one member must come from outside the program. One outside member may be from another institution. For the masters's degree, the committee must be made up of at least three members from the Graduate Faculty, one of whom must be from a program other than the student's major program. In most instances, the chair of the committee is the student's Research Advisor. The members of the Faculty Committee are chosen by mutual agreement and should be chosen with the intent that they will be familiar with the type of research project being conducted. The purpose of the Faculty Committee is to assist the student. One or more of the members of a student's Faculty Committee may request that additional courses be taken.

The student keeps the Faculty Committee up to date on the progress of the research by written reports and/or oral presentations. These mechanisms allow the Faculty Committee to provide suggestions that might improve or help solve the re-

search problem. In most programs, the Faculty Committee has the responsibility for administering the oral and written comprehensive examination. These are graded on a pass/fail system. Comprehensive examinations are given to all Ph.D. students. Once the student has successfully completed the examination, an application is filed by the student in the Dean's office, which officially admits the student to candidacy for the degree. Comprehensive examinations may be failed one time. A second failure may mean dismissal from the college or a suggestion to pursue the master's degree only. Students pursuing the master's degree may not be required to take comprehensive examinations.

## ADMISSION TO CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

Each student is responsible for filing an application for admission to candidacy (which must be signed by the chair of the program and members of the Faculty Committee) after the conditions indicated below have been met. Application forms may be obtained in the program or college office. The student will be notified when admission has been approved.

Admission to candidacy for the Ph.D. degree must be granted at least two semesters prior to the date on which the dissertation is to be submitted to the college. Admission to candidacy for the degree is dependent upon the student (1) passing the required preliminary examination, (2) demonstrating research potential and accomplishment at least equivalent to that for completion of the master's thesis, (3) certification by the student's Faculty Committee and the chair of the program, and (4) approval by the Dean.

## ACADEMIC DUE PROCESS

If a student is denied admission to candidacy or continuation in a program, the student has a right to a hearing at the program level before the Graduate Studies Committee or any other appeals committee that the program chair deems appropriate. The student must be informed in writing of the reason for termination from the program and of the right to appeal. A written request by the student to the program chair for such a hearing must be filed within five working days after receipt of the written notification of the original action. The hearing should be scheduled by the chair promptly, but should allow sufficient time for the stu-

dent and the program to prepare. At the appeals hearing, both the student and the program should present pertinent written and oral documentation, which may include statements by and examination of witnesses. Confidential records will be kept of all proceedings. The student may bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation. Committee consideration is conducted without the presence of legal counsel. The result of this hearing will be communicated in writing to the student within five working days of the hearing excluding holidays and administrative closings.

If the student is not satisfied with the outcome of this hearing, the student has the right to appeal this recommendation before an ad hoc appeals committee appointed by the Dean of the College of Graduate Health Sciences. A written request for such an appeal must be filed with the Dean of CGHS within five days of the notification of the results of the program hearing. If the student does not file such an appeal within this time, the Dean of the CGHS will inform the student in writing of the dismissal from the program.

The Ad Hoc Appeals Committee will be formed from the graduate faculty of the University and may include a student member. This committee has the right to examine witnesses initially appearing before the Graduate Studies Committee of the program in support of the student or in support of the action taken by the program. The appeals committee will make a recommendation to the Dean of the CGHS or his/her designee who will then make a decision and communicate this decision in writing to the student within 10 working days.

During the period in which appeals are scheduled at the program or college level, the student will continue to receive a stipend. However, if the student is dismissed after decision by the Dean, CGHS or his/her designee, stipend support will cease.

Students not satisfied with the result of this second-level hearing have the right for further appeal to the Chancellor.

## THESIS AND DISSERTATION

The thesis (for the master's degree) or dissertation (for the doctoral degree) is written after completion of experiments or other graduate studies designed to answer the questions posed by the statement of the problem. The format and essential information needed to prepare the thesis or dissertation are contained in the UTHSC *Guide to the Preparation of Theses and Dissertations*.

Any questions that arise should be directed to the Associate Dean for Academic Affairs for clarification.

Shortly after the beginning of each semester, a workshop is offered for students expecting to graduate that semester. At this workshop, the dissertation manual, timetable, and other issues are discussed. Students also have the option, with permission from their faculty advisor, to prepare an electronic thesis or dissertation. Final copies of the dissertation are due in the Dean's office at noon on May 1 (for May graduation) or November 1 (for December graduation).

Students in the community medicine track of the Epidemiology Program or in the Joint Program in Biomedical Engineering may elect to graduate with a master of science through either a thesis or a project option. Curriculum requirements for the project option are described in the University Catalog under each program.

## ORAL DEFENSE

The chair of the student's Faculty Committee, with the approval of the program chair, will establish the date for the oral defense. The oral defense is publicized and invitations extended to program faculty. The student's Faculty Committee will judge the performance of the student after the oral defense.

## ATTENDANCE AT GRADUATION

Students are required to attend since graduation is a way to celebrate educational success and recognize excellence. Those students unable to attend graduation must petition the Dean in writing to receive a degree in absentia.

## GRADUATE STUDENT ASSOCIATION

Nico West

President, GSA, 2003-04

The Graduate Student Association (GSA) represents the students of the College of Graduate Health Sciences. Each program of the College elects student representatives to sit on the GSA for one year. Officers are elected, and the president of the GSA is a member of the Student Government Association Executive Council (SGAEC) along with student presidents from other colleges. The president of GSA nominates or appoints representatives to various University committees: Student Health Committee, Parking Authority, Parking Appeals, Entertainment Commit-

tee, Student/Faculty Disciplinary Appeals Board, Campus Recreation Committee, and Intramural Rules Committee.

The GSA representatives are responsible for disseminating information to the students of their respective programs, and for presenting suggestions from the students to the GSA. The SGAEC determines how a portion of the activities fee is apportioned for student programs and services, such as entertainment and cultural programs. Suggestions for expenditures are welcomed by your representatives.

## **HONOR COUNCIL**

Please refer to the Honor Code Section IV, Addendum C, of the Student Judicial System section of this handbook (page 58), for the special provisions of the UTHSC Honor Code that pertain to the College of Graduate Health Sciences.

## **ACADEMIC CALENDAR**

The academic calendar can be found on the UTHSC website: [www.utmeh.edu](http://www.utmeh.edu)

