A. Graduate School

   a. Academic Policies and Requirements for Graduate Students
      i. Master's Degree: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters_degree)
      ii. Doctoral Degree: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree)
         ● Concurrent Master’s Degree: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#concurrent_masters_deg_prog](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#concurrent_masters_deg_prog)
      iii. Credits Earned through Transfer: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#credits_earned_thr_transfer_corres_audits](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#credits_earned_thr_transfer_corres_audits)
   b. Course Descriptions: [https://catalog.utk.edu/content.php?catoid=33&navoid=4471](https://catalog.utk.edu/content.php?catoid=33&navoid=4471)
   c. Mechanical, Aerospace, and Biomedical Engineering Degrees: [https://catalog.utk.edu/preview_entity.php?catoid=33&ent_oid=3552&returnto=4465](https://catalog.utk.edu/preview_entity.php?catoid=33&ent_oid=3552&returnto=4465)

2. **Steps to Graduation**: [https://gradschool.utk.edu/graduation/steps-to-graduation/](https://gradschool.utk.edu/graduation/steps-to-graduation/)
   a. *Form Your Committee → Get Admitted to Candidacy → Submit Graduation Application → Defend Thesis/Dissertation or Complete Exam*

3. **Forms Central**: [https://gradschool.utk.edu/forms-central/](https://gradschool.utk.edu/forms-central/)
   a. Master’s Degree
      i. Admission to Candidacy - Master’s: [https://gradschool.utk.edu/forms-central/admission-to-candidacy-masters-or-specialist-degree/](https://gradschool.utk.edu/forms-central/admission-to-candidacy-masters-or-specialist-degree/)
   b. Doctoral Degree
      i. Concurrent Master’s Degree
         ● Request for Concurrent Master’s Degree: [https://gradschool.utk.edu/forms-central/request-for-concurrent-masters-degree/](https://gradschool.utk.edu/forms-central/request-for-concurrent-masters-degree/)
         ● 3.a.i and 3.a.ii forms above for Master’s Degree
      ii. PhD Committee Form: [https://gradschool.utk.edu/forms-central/phd-committee-form/](https://gradschool.utk.edu/forms-central/phd-committee-form/)
      iii. Admission to Candidacy - Doctoral: [https://gradschool.utk.edu/documents/2016/02/admission-to-candidacy-doctoral-degree.pdf](https://gradschool.utk.edu/documents/2016/02/admission-to-candidacy-doctoral-degree.pdf/)

4. **Graduation Deadlines**: [https://gradschool.utk.edu/graduation/graduation-deadlines/](https://gradschool.utk.edu/graduation/graduation-deadlines/)
B. Department

1. **Graduate Student Handbooks**: [https://mabe.utk.edu/academics/graduate-programs/graduate-student-handbooks/](https://mabe.utk.edu/academics/graduate-programs/graduate-student-handbooks/)

2. **Steps to Graduation**: [https://gradschool.utk.edu/graduation/steps-to-graduation/](https://gradschool.utk.edu/graduation/steps-to-graduation/)
   a. **Master’s Degree**
      i. Select *academic advisor* and *thesis/non-thesis option*
      ii. Plan *program of study* to fulfill degree’s course requirements
      iii. Select research (thesis) or problem (non-thesis II) topic
      iv. Choose your *committee* and submit *MS admission to candidacy* to Graduate School
      v. Perform research (thesis) or develop project (non-thesis II)
      vi. Present research (thesis) or project (non-thesis II) *proposal*
      vii. *Defend thesis, take final examination (non-thesis I), or present project (non-thesis II)* and submit *report* to Graduate School
      viii. *Submit thesis* to Graduate School
      ix. Submit *graduation application at MyUTK*, pay fees, clear holds/issues, and attend commencement
   b. **Doctoral Degree**
      i. Select *academic advisor*
      ii. Plan *program of study* to fulfill degree’s course requirements
      iii. Take department *qualifying examination* (AE/BME/ME 601) and submit to Graduate School:
         - Request for *concurrent master’s degree*
         - *MS admission to candidacy*
         - *Final examination (non-thesis I) report*
         - Submit *graduation application at MyUTK*
      iv. Select research topic and designate your *committee* to Graduate School
      v. Present *dissertation proposal* and perform research
      vi. Submit *PhD admission to candidacy* to Graduate School
      vii. Complete research and write dissertation
      viii. Defend *dissertation* and submit *report* to Graduate School
      ix. Submit *dissertation* to Graduate School
      x. Submit *graduation application at MyUTK*, pay fees, clear holds/issues, and attend commencement

3. **Graduate Program Forms**: [https://mabe.utk.edu/academics/graduate-programs/forms/](https://mabe.utk.edu/academics/graduate-programs/forms/)

C. People

- **Kivanc Ekici**
  Interim Department Head
  414 Dougherty Engineering
  (865) 974-6016
  ekici@utk.edu

- **Jeff Reinbolt**
  Interim Graduate Program Director
  207 Dougherty Engineering
  (865) 974-5308
  reinbolt@utk.edu

- **Julie Knoefel**
  Graduate Program Assistant
  442 Dougherty Engineering
  (865)-974-8465
  jknoefel@utk.edu