

**UF** MARTIN

# Graduate Studies Orientation Guide



# WELCOME



Congratulations on being accepted to UT Martin Graduate Studies! We look forward to working with you on obtaining your degree. We hope this information will make your journey a bit easier. Should there be a discrepancy between this orientation and the University Catalog, the Catalog prevails.

## Getting Started in myUTMartin Portal

The myUTMartin portal is your access point for just about everything - email, Banner Self-Service, Canvas, and more. You will need to set up your myUTMartin account using the following information:

**Username:** The first three letters of your first name, your middle initial and the first four letters of your last name.

*Example:* John J. Smith

*Example Username:* johjsmit

**Password:** The default password will be the 3-digit character of your birth month (first letter capitalized), #, 4 digits of your birth year, #, and the last 4 digits of your social security number.

*Example:* If your SSN is 133-45-6789 and you were born in June of 1984

*Example Password:* Jun#1984#6789

Once you access your UT Martin portal, the first thing you should do is change your password to something you will remember, and write it down. If you are unable to log in with your default password, please contact the Help Desk at (731) 881-7900.

Canvas is UT Martin's online learning platform. Once you click on the Canvas link in your portal, you can select the Canvas Help button on the bottom left side of your screen for guides, training materials, and chat support links.

You can also find training assistance for all of our online applications in the myUTMartin portal opening page. Click the Help button on the left side of the page to open the UTM Help Desk page. Online support and FAQs area available at [utm.edu/departments/help/](http://utm.edu/departments/help/). Follow the UTM Help Desk on Twitter @UTM\_ITS for updates and tips.

*“Education is not the learning of facts, but the training of the mind.”  
-Albert Einstein*

Your advisor is listed in Banner Self-Service. Click the Students tab and then select Registration. You will see a blue link titled Who is my Advisor?

As you prepare for your online courses, you can also download software for student use at [utm.edu/departments/help/new\\_students.php](http://utm.edu/departments/help/new_students.php), including Microsoft Office 365.



## Mark Your Calendar!

### Academic Calendar

This calendar will show you when advising and classes start, when to add or drop classes, and when your registration time begins. It also shows the deadline for payment of all outstanding fees. Please pay close attention to this calendar throughout the semester. **Important registrar dates can be found at [www.utm.edu/departments/registrar/important\\_dates.php](http://www.utm.edu/departments/registrar/important_dates.php)**

### Student Email

UT Martin's Computer Center will assign you a UT Martin student email account. This is your default email address at UT Martin. The university and Canvas will send email to this address. It is important to regularly check your UT Martin email through your UT Martin portal or with email programs like Eudora, Outlook, Outlook Express, etc., to avoid missing important correspondence. **If you still have questions regarding your email, please contact the Help Desk at (731) 881-7900.**

### University Catalog

The current university catalog and previous catalogs are available online at [www.utm.edu/catalog.php](http://www.utm.edu/catalog.php). The catalog is a great resource for program policies and procedures.



# HOLDS

You may see certain holds appear on your account. Some holds will appear every semester while others may appear only once throughout your college experience. Use the following steps to view holds on your account:

1. Log into myUTMartin portal and click on Banner Self-Service.
2. Click the Students button and then select Student Records.
3. Select View Holds.

## Academically Eligible/Ineligible Hold

This hold will always be on your account. It informs the student and the advisor of the student's academic standing within the university. You will only need to take action when you see that you have an academically ineligible hold on your account. Please contact your advisor immediately to see what actions need to be taken to proceed within your program and have this hold removed from your account.

## Address Verification

This hold will prevent you from registering for classes. To clear the hold, follow these steps:

1. Log into myUTMartin portal and click on Banner Self-Service.
2. Click the Personal button and then select Address Verification.
3. Read the notification and click "I Agree."
4. Follow instructions and make any necessary changes to address information, then hit the Continue button.

**If the hold was not removed by following these steps or if you have any questions, please contact the Office of Academic Records at (731) 881-7050.**

## Advisor Evaluation

1. Log into myUTMartin portal and click on Banner Self-Service
2. Select the Students tab and then click Student Records.
3. Select Advisor Evaluations from the drop-down menu.
4. Select your advisor from the list and click Begin Questionnaire.
5. Select drop-down list of all courses with submitted online evaluations.
6. Answer the questions and select Submit Evaluation once completed.

**Please contact the Educational Outreach office at (731) 881-7080 for any questions.**

## Advisor & Scheduling Hold

This hold will appear every semester after the last day to register for the upcoming semester and will prevent you from being able to register or drop classes. Your advisor is responsible for helping you determine which classes to take and for removing your holds each semester. Contact him/her as soon as you can to discuss your upcoming semester schedule and to remove the holds.

## Course Evaluation

1. Log into myUTMartin portal and select Banner Self-Service.
2. Select the Students tab and then click Student Records.
3. Select How to complete an online class evaluation link for detailed instructions on how to remove this hold.

**Please contact the Educational Outreach office at (731) 881-7080 for any questions.**

# HOLDS

## Delinquent Charges Hold

This hold will appear on your account if you have an outstanding balance with the university. This hold will prevent you from registering for any future classes. **Please contact the Bursar's Office at (731) 881-7810 to discuss your account and have the hold removed.**

## Diploma Application Hold

This hold will prevent registration. To clear the hold, follow the steps listed below:

1. In Banner Self-Service, go to the Student menu, then click Student Records.
2. Click View Holds.
3. Click the blue link labeled Diploma Application Hold in the informational box and follow the online prompts.

**If you have any questions, you can contact the Office of Academic Records at (731) 881-7050.**

## EVEA Documentation Hold

This hold appears when you need to supply additional documentation to verify you are a U.S. citizen or a lawfully present alien in the United States. To remove this hold, please complete EVEA form (can be found on: <http://www.utm.edu/departments/edgrad/forms.php>) and supporting documentation to the Graduate Studies office at [graduatestudies@utm.edu](mailto:graduatestudies@utm.edu) or 227 Administration Building, Martin, TN 38238. **Contact the Graduate Studies office at (731) 881-7012 for more information on how to remove this hold.**

## Graduation Date Verification Hold

This will prevent you from registering. To clear the hold, login to Banner and follow the steps listed below:

1. In Banner Self-Service, select Student Records and then click View Holds.
2. Click the blue link labeled Graduation Date Verification Hold.
3. Select your degree from the drop down menu and then select the term you plan to graduate.
4. Click the Submit Request button.

**If you have any problems, please contact the Office of Academic Records at (731) 881-7050.**

## Graduate Orientation Hold

This will prevent you from registering. To clear the hold, login to Banner and follow the steps listed below:

1. Go to the Student menu in Banner Self-Service and select Student Records.
2. Click Education Graduate Program Online Orientation.
3. Review the attached Orientation Booklet and select the "I have read and understand the orientation information" button.

**If you have any problems, please contact the CEHBS Graduate Office at (731) 881-7128.**

## Graduate Studies Hold

This hold may appear on your account for numerous reasons. **If you have this hold on your account, contact the Graduate Studies office at (731) 881-7012 or [graduatestudies@utm.edu](mailto:graduatestudies@utm.edu) for more information on how to remove this hold.**



### Immunization Holds

As a new student, you automatically have an immunization hold. If you are an online only student, contact the UT Online Office at (731) 881-7764 to remove hold. If you will be attending on-campus courses, you will need to submit a copy of your immunization record to the Office of Student Health via email at [shcs@utm.edu](mailto:shcs@utm.edu) or via fax to (731) 881-7752. You can obtain your immunization records from a variety of sources including primary care provider, local health department, high school or previously attended colleges/universities. **For questions, contact the Office of Student Health at (731) 881-7721.**

### Intended Date of Graduation Hold

To remove this hold, follow these steps:

1. In Banner Self-Service, select the Student tab and then click Student Records.
2. Click View Holds.
3. Click the blue link Intended Date of Graduation Hold.
4. Enter your phone number and email address in the designated areas.
5. Select "Yes, I am seeking a degree."
6. Select the catalog year under which you plan to graduate. Your catalog year can be found at the top of your personalized check sheet. If you are still not sure, please contact your advisor.
7. Select the term you plan to graduate from the drop down box and hit Continue.
8. Select the program from which you are graduating and select Continue.
9. Double check all information for accuracy.

**If you have any questions, please contact the Office of Academic Records at (731) 881-7050.**

Please contact your graduate coordinator for assistance if you are a non-degree seeking student with this hold on your account.



# CLASS INFORMATION

## Registering for Classes

1. Ensure all holds have been removed from your account. View Holds section for more information on removing holds.
2. Log into your myUTMartin portal and select Banner Self-Service
3. Select Students tab and then click the Registration box.
4. Look up classes to add. Use the Search by term.
5. Click Advanced Search to select the subject(s) of interest and click on Section Search.
6. Online courses are listed as section OL1, OL2, OL3 or sometimes HO. **\*\*\*Always check the date column to see when the class is scheduled to begin and end to avoid any potential scheduling issues.**
7. Select the small box to the left of the course and click “register.”
  - If a course is closed or full, there will be a “C” to the left of the course.
  - Prerequisite and Test Score Errors: Check the section of the class you selected. Sections PE, PW , PX, JS and AA are courses at our extended campuses. Ensure you meet all prerequisites for the class.

## Dropping a Class

1. Log into myUTMartin portal and select Banner Self Service
2. Select the Student tab and then click the Registration box.
3. Click on Add/Drop Classes and then click on Register for Classes
4. You will see a section labeled “Current Schedule” with a listing of the classes for which you are registered. In the action box , select Drop/Delete.
5. Click Submit Changes. There is a \$25 charge to drop a class after the last day to add a course.
6. Please note that you cannot drop your last class. If you are changing your last class, add the correct class first and then drop the incorrect class. If you have decided not to attend UTM for the semester, you will need initiate the withdrawal process by completing the withdrawal form available through Banner Self-Service. For questions regarding withdrawing from the university, contact the Registrar’s Office at (731) 881-7578.
7. Courses may not be dropped after the first 8 weeks of a semester unless it can be clearly demonstrated that one of the following has occurred: 1. serious illness/injury verified by health service or physician, 2. serious personal or family problems verified by minister, physician, or appropriate professional, or 3. a necessary change in work schedule which conflicts with the class verified by student’s employer on company letterhead.

## Finalizing Registration

You must confirm your classes at the beginning of each semester to avoid being dropped from your courses.

1. In Banner Self-Service, select the Students tab and click on Student Records.
2. Choose Finalize Registration and select the appropriate term. Follow the online prompts. Tuition payments must be made by a specific date each semester. **For more information, visit <https://www.utm.edu/departments/bursar/howtopayfees.php> or contact the Bursar’s Office at (731) 881-7810.**

## Course Loads

A full load is nine semester hours. Four hours is considered a half-time load and six hours is considered a three-quarter load. Undergraduate hours taken to meet degree requirements are included with graduate hours to determine course load. The maximum load for a graduate student is 15 semester hours during fall and spring semesters, three semester hours during Maymester, and six semester hours per summer session. Approval from the appropriate graduate coordinator or designee is required for exceeding maximum load.



Students employed full-time must secure permission from the appropriate Graduate Coordinator/designee to enroll for more than six hours of coursework. Graduate assistants and others with part-time duties with the university may enroll only for an appropriate fraction of the maximum load as listed under the section titled “Graduate Assistantships/Graduate Teaching Assistantships.”

### Ordering Textbooks

You can access your textbook list in Banner Self-Service by clicking Student Services, then selecting Registration and Order Textbooks Online. You can also order textbooks directly through the UT Martin Bookstore by calling 1-800-829-8861, ext. 7760, or visiting [utm.bncollege.com](http://utm.bncollege.com). If you wish to order textbooks through another source, we cannot guarantee you will receive the correct textbook.

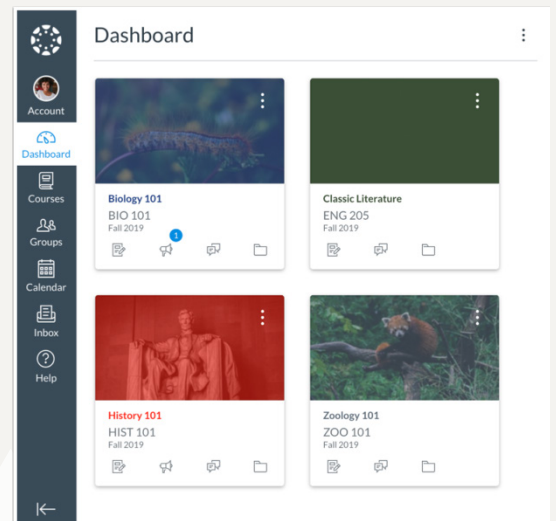
### Online Classes

To view a complete listing of all online courses, visit the UT Online department webpage at [www.utm.edu/onlinestudies/courses.php](http://www.utm.edu/onlinestudies/courses.php).



All coursework will be conducted in Canvas, UT Martin's online learning platform. You will access Canvas through myUTMartin portal. Professors must load each student into Canvas courses and occasionally you will not see a course on the first day of class. If by day two your classes are still not showing up, contact UT Martin Online at (731) 881-7764.

For more information or assistance with myUTMartin portal, Canvas, or other online applications, please visit our online tutor at [www.utm.edu/departments/help/](http://www.utm.edu/departments/help/). Please review and familiarize yourself with all of these programs - they will be vital in your educational success. **If you are still having problems after using the online tutor, please contact the Help desk at (731) 881-7900.**





## Communication

Your UT Martin student email account is the official method of communication for all correspondence related to your degree program.

# GRADES

## GPA Requirement

Graduate students are required to maintain an overall minimum cumulative grade point average of 3.00 in courses taken for graduate credit. The cumulative GPA for graduate students is based on graduate coursework taken at UT Martin. Graduate credit is allowed only for courses completed with grades A, B, C and P (Pass or Progress). Grades of D or F are counted in computing the scholastic average but carry no credit toward graduation. The grade of P (Progress) or N (Insufficient Progress) will be assigned to students registered for thesis, internships, or final project courses. Only the subsequent grade in any course which is approved for repeat (See Repeating courses section below) will be used to calculate the grade point average. Transferred coursework will not be computed in the GPA calculation.

Only 2 grades of “C” will be allowed in courses required for graduation. If a third “C” is earned in a course required for graduation, the student must seek written approval from their advisor, the College of Education, Health, and Behavioral Sciences Graduate Committee, and the dean of Graduate Studies for permission to repeat one of the “C” grades. Repeated courses must be taken at UT Martin.

## Repeating Courses

A graduate student will not be allowed to repeat a course (or a designated “same as” course) for the purpose of raising a grade without prior approval from their advisor, Graduate Committee and Graduate Studies. Students in the Education Graduate Program earning more than two grades of C in courses required for graduation can petition and, if approved in advance of registration, replace only one C (see Grades and Grade Appeals sections). Approval must be granted by both the Graduate Committee and Graduate Studies before retaking a C. Violation of these regulations will result in the deletion of the grade and credit for the invalid repeat from the official university records. A student’s enrollment in UT Martin’s equivalent of any non-transferable course does not constitute a repeat. To request to repeat a course, the student must submit a letter to their advisor stating their request, the reasons why the poor grade was received and the actions that the student will take in the future to correct the errors previously made.

## Incomplete Grades

The work of a student who is passing a course satisfactorily but cannot complete all the requirements due to illness, accident or unavoidable circumstances may be reported as Incomplete Grade (I). It is expected that the student will remove the Incomplete during the semester after it is received. The student granted an Incomplete by his/her instructor may have the next full semester to complete the work necessary to erase the Incomplete before it is computed as an F. Thereafter, it shall be computed as an F until changed by student or automatic action within one calendar year of receiving the I. The student need not be enrolled to remove the Incomplete.

## Grade Appeals

When a graduate student wishes to appeal a grade, the appeal process must be initiated within the first three weeks of the next semester. The aggrieved student shall first discuss the matter with the faculty member involved to see if there is some error or misunderstanding which can be resolved between them. Failing this, the student may take the matter to the department chair. If the teacher is the department chair, the student shall go to the dean. If the teacher in the case is a dean, the student shall go to the Vice Chancellor for Academic Affairs. If the problem is not resolved, the student may request a hearing before the University Council. If the council decides in favor of the instructor, the grade which has been given to the student will stand and there will be no further appeal. If the council finds in favor of the student, the matter will be remanded to the instructor for reconsideration. The final decision of the professor stands affirmed and cannot be challenged regardless of the recommendation of the board.

## Program Dismissal and Reinstatement

### ***Program Dismissal:***

1. Graduate students admitted on a conditional or unclassified basis must maintain a 3.00 cumulative GPA or they will be dismissed.
2. Graduate students who fail to maintain a cumulative 3.00 average will be placed on academic probation. Such students will continue on probation until a 3.00 cumulative average is achieved. Should the student fail to demonstrate satisfactory progress after one or more continuous semesters of probation, he/she will be dismissed from the program.

### ***Reinstatement:***

If a student is dismissed from the program, the student can request to be reinstated. Students may be reinstated to Graduate Studies only one time and should begin the process by consulting with the appropriate graduate coordinator/designee. Reinstatement is not immediate and it requires the approval of the Graduate Committee and the dean of Graduate Studies.

The student must submit a letter to the Graduate Faculty Coordinator requesting reinstatement. The letter should include the request, the reasons for dismissal and the necessary steps/actions that the student will make in the future to correct the errors previously made. The student will be notified of the Graduate Council's decision by the dean of the Graduate Studies.

## Program Withdrawal

If a student no longer wishes to be a graduate student, he/she must complete a "Withdrawal from Graduate Studies" form available through the Graduate Studies Office or online at [www.utm.edu/departments/gradstudies/forms.php](http://www.utm.edu/departments/gradstudies/forms.php). If the student later wishes to be readmitted to Graduate Studies, he/she must complete an application for admission, pay the non-refundable application fee and meet the admission requirements in effect at that time.

All official withdrawals (dropping the student's entire schedule) from the university are processed by the Division of Student Affairs. Withdrawals executed during the first week of the fall and spring semesters will leave no record of the courses in which the student was enrolled. Withdrawals executed after the first week of the semester will result in a grade of W (withdrawal) in all courses in which the student was enrolled. Students should consult the summer term timetable for the appropriate summer deadlines.

# FINANCIAL AID

Financial Aid is available to graduate students. It is the student's responsibility to determine whether or not they meet the requirements for all financial assistance available to them and apply accordingly. The following are some of the financial aid resources that may be available to you:

## Graduate Assistantships/Graduate Teaching Assistantships

A limited number of graduate assistantships are available on campus. Students should direct all inquiries to the Office of Graduate Studies. Graduate Assistant or Graduate Teaching Assistant responsibilities vary according to assignment. Assistantships carry a fixed stipend and provide a waiver of all tuition charges, including out-of-state fees, for GAs with at least 30 percent appointment. International students may not apply for an assistantship until they have completed at least one term of full-time work at UT Martin. Graduate assistants/teaching assistants are expected to enroll in no more than the appropriate fraction of the maximum course load.

Assistants employed 20 hours per week - max. nine (9) semester hours

Assistants employed 15 hours per week - max. 12 semester hours

Assistants employed 12 hours per week - max. 15 semester hours

## Scholarships

Please use UT Martin's Scholarship Aviator to search for the various scholarships that are available to graduate students. Additionally, UT Martin is strongly committed to increasing the enrollment of graduate students from underrepresented groups. The Access & Diversity Scholarship is available to qualified groups. Recipients are selected based upon the nomination by graduate coordinators/designee. For further information, visit [www.utm.edu/departments/gradstudies/A&D\\_scholarships.php](http://www.utm.edu/departments/gradstudies/A&D_scholarships.php).

## Federal Direct Loan Program

The Department of Education offers Unsubsidized Stafford loans and Graduate Plus loans to students to help pay educational expenses. To be eligible, a student must complete the FAFSA, be admitted to a graduate program, be enrolled in at least 6 hours, and be in good standing. The aggregate amounts of guaranteed student loans shall not exceed \$138,500, including graduate loans. Students will be notified of eligibility. **For more information on student loans, contact the Financial Aid office at (731) 881-7040.**

## Payment Plans

UTM offers a payment plan to assist student who need to extend their time for payment. This is a four-payment plan and for more information, see [www.utm.edu/departments/bursar/deferment\\_plan.php](http://www.utm.edu/departments/bursar/deferment_plan.php). You can also contact the Bursar's Office at (731) 881-7810.



# PROGRAM INFORMATION

## Classifications

An application for admission to UT Martin Graduate Studies may be accepted based on one of the following classifications: Unconditional Admission, Conditional Admission, Non-Degree Status\*, Unclassified status\*\*, and Transient Student. Not all classifications are available in every degree program.

\*Upon admission to a graduate degree program, a maximum of 12 credit hours (with at least a B in each course) earned as a non-degree and/or unclassified student may be accepted into a degree program. If a student is admitted into a degree program from non-degree status, the date of the earliest course approved for graduate credit will be used as the beginning of the six-year time limit towards completion.

\*\* Unclassified status is for one semester only and the student is limited to a maximum of 6 graduate hours. Students may not continue in the program until a qualifying score for the Graduate Record Exam (GRE) has been submitted. Students should refer to the current University Catalog for specific details on admission requirements and classification explanations.

## Time Limit

The time limit for the use of graduate credit towards a master's degree is six years (18 consecutive semesters) beginning with the earliest course applied toward the degree. For example, fall through summer semester is one year, as is spring through fall semester, and summer through spring semester. In exceptional cases, courses taken beyond this period may be recognized by special written examination to validate coursework. Prior approval by the College Graduate Curriculum Committee and the University Graduate Council is required.

## Transfer Credit

A maximum of 12 semester hours completed at a regionally accredited institution may be transferred into a student's master's program if all of the following conditions are met:

1. if taken for graduate residence credit, i.e. no correspondence or extension credit allowed (see below);
2. if passed with a grade of B or better (no transfer credit will be accepted for courses graded P/F or S/U);
3. if part of an otherwise satisfactory graduate program (B average);
4. if the transferred coursework was not earned more than six years prior to the semester in which the student completes all degree requirements; and
5. if approved by the Student's Advisor, the appropriate Graduate Coordinator/Designee and the Dean of Graduate Studies.

Note: If already matriculated at UT Martin, approval should be obtained before enrolling in the proposed course(s). Also note that the transfer must receive all necessary approvals. Transferred coursework will not be counted in computing the grade point average on courses completed in the graduate program.

The total number of transferred residence courses may exceed 12 semester hours when within The University of Tennessee system. Credits transferred into the master's program will not reduce the residence requirement. No correspondence work may be used to meet master's degree requirements. No credit designated as extension credit at other institutions may be transferred into a master's program.

## Degree Appeals/Student Special Requests

Individual student petitions concerning deviation from degree requirements (course substitutions, transfer credit, etc.) should be initiated by the student and be prepared in consultation with the student's advisor on a Student Special Request Form and forwarded to the student's graduate coordinator. Special requests will be submitted to a Graduate Committee for final approval.

Special requests which involve exceptions to University degree requirements must also receive additional approval from the University Graduate Council. If the Graduate Council denies the student's the student's request, it may not be resubmitted to the council.

We encourage you to discuss transfer or substitution of classes with your advisor as soon as possible after starting the program. Please be prepared to provide a course description from the catalog or a syllabus for the course. If the class to be transferred/substituted is taken elsewhere after your UT Martin program has commenced, you must request that university to send an updated transcript to Graduate Studies after the grade has been assigned. If the request is approved by the advisor, the student special request should be forwarded to the graduate coordinator for routing to the appropriate committees. Substitutions may not show up on your FlightPlan until the last semester of study.

## Information Technology Services Help Desk

The Information Technology Services Help Desk is available to all faculty, staff, and students who encounter any type of computer issue. For assistance, you may contact the Help Desk at (731) 881-7900. **For additional information, including hours of operation, please visit their website at [www.utm.edu/its](http://www.utm.edu/its).**

## Library Support

The Paul Meek Library contains special collections department, computer lab, group and individual study rooms, a full service coffee bar, and a 24 hour study area. The Library has an extensive collection of over full text periodicals, volumes, DVD, videotapes, current periodical subscriptions, and e-books.

**The Library resources are accessible online at [www.utm.edu/library](http://www.utm.edu/library).**



The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, [equityanddiversity@utm.edu](mailto:equityanddiversity@utm.edu), <http://www.utm.edu/departments/equalopp/>. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at [http://www.utm.edu/departments/publicsafety/\\_pdfs/annual security report 2014 adobe.pdf](http://www.utm.edu/departments/publicsafety/_pdfs/annual%20security%20report%202014%20adobe.pdf) or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at <http://www.utm.edu/about/consumer.php#3g> and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-4021-00-014-20



**Office of Graduate Studies**

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