

**THE UNIVERSITY OF TENNESSEE
GRADUATE SCHOOL
WORK RULE REQUIREMENTS**

You have been classified as an out-of-state student at The University of Tennessee for the purpose of paying fees and tuition. However, we do offer a program for part-time students who are full-time employees in the State of Tennessee. Effective Fall 1986, the Board of Trustees of the University of Tennessee adopted the following rule:

Part-time students who are not domiciled in this State but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.

A student must meet the following requirements before he/she qualifies for this status:

1. A student must be employed on a full-time basis in the State of Tennessee. Employment may consist of one full-time position or the equivalent of full-time employment based on a combination of part-time positions in the State of Tennessee.
2. A student must submit the Graduate Application for the Work Rule and a letter from each in-state employer to the Office of Graduate Admissions before the semester he/she wishes to enroll. The letter from each in-state employer must include the number of hours worked per week and date of hire.
3. A student may take up to a **MAXIMUM OF 6 CREDIT HOURS PER SEMESTER** in this status.
4. A student must submit a letter from each in-state employer to the Office of Graduate Admissions prior to each subsequent semester he/she registers to have the out-of-state portion of his/her fees waived.
5. A student must notify the Office of Graduate Admissions of any change in employment and submit a letter from the new employer.
6. Any student who registers under the Work Rule and later adds additional courses will be assessed out-of-state fees for the **TOTAL** hours for which he/she is registered if more than 6 hours.
7. A student may apply for in-state residency classification after three (3) semesters.

If you have any questions concerning the Work Rule or your residency status, please contact the Office of Graduate & International Admissions, 201 Student Services Building, (865) 974-3251.