

# Admission to the College of Graduate Studies

The University welcomes applications from individuals qualified for graduate study. Applications for admission may be obtained from the Graduate Office, Cope Administration Building 114, or from this catalog. You may also apply online on our Web site (<http://www.mtsu.edu/~graduate>). Applications for persons who are **not U.S. citizens** will be processed by the International Programs and Services Office, Cope Administration Building 202. In accepting admission to the College of Graduate Studies, a graduate student assumes responsibility for knowing and complying with the regulations and procedures set forth in this catalog, as well as any amendments or revisions which may ensue.

Graduate applicants must have earned a bachelor's degree. Exceptions are those seeking the D.A. or Ed.S., which require a prior master's degree. However, under certain conditions undergraduate seniors with 98 semester hours of credit may be eligible to take graduate coursework. (See the section on Graduate Courses below.)

Applicants admitted to graduate programs as **degree-seeking students** are those working toward a graduate degree. Degree-seeking students must be recommended for admission by the graduate program/department and approved by the dean of the College of Graduate Studies.

Students not seeking a degree are classified as **non-degree students**. Non-degree-seeking students must be admitted to the College of Graduate Studies. Non-degree students may take courses for a reasonable period of time, as determined by the dean of the College of Graduate Studies.

**NOTE:** *Non-degree seeking students are not permitted to enroll in graduate courses in the Jennings A. Jones College of Business.*

All applicants to the College of Graduate Studies must have an overall undergraduate grade point average (GPA) of 2.75 (on a 4.00 scale) to be **considered** for unconditional admission. (Also see conditional admission.) Applicants who attended graduate school at another institution must have a minimum cumulative GPA of 3.00 on all graduate work and a minimum of 2.75 on all undergraduate work to be considered for unconditional admission. International students on an F-1 visa must meet requirements for unconditional admission.

## Admission as a Degree-Seeking Student

All applicants wishing to pursue a graduate degree objective at MTSU **must** formally apply for admission to the College of Graduate Studies as degree-seeking students. At least four weeks prior to the anticipated date of registration, all degree-seeking applicants must submit the following materials to the Graduate Office:

1. an application for admission;
2. an application fee;
3. official transcripts certifying coursework from each college or university attended. Official transcripts must be mailed directly from the institution to MTSU and must be received prior to completion of the first semester of enrollment except for the M.B.A. and the M.S. in Accounting/Information Systems for which all transcripts must be received prior to enrollment.
  - a. If the applicant obtained the bachelor's degree at MTSU, only transcripts of work not posted on the MTSU transcript will be required.
  - b. If the applicant obtained the bachelor's degree at another institution, that latter transcript is required. Transcripts of work not posted on the baccalaureate transcript are also required. All post-baccalaureate transcripts are also required.
  - c. If the applicant earned a graduate degree at another institution, that latter transcript is also required. Transcripts of all post-baccalaureate work not appearing on the graduate transcript are also required;
4. letters of reference, if required by the graduate program. Please refer to the relevant graduate program information found on page 20 of this catalog;
5. satisfactory scores on the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admissions Test (GMAT) tests. The GRE, MAT, or GMAT result is used in the evaluation of the academic qualifications of all graduate applicants. Each graduate program has identified a minimum combined GRE or MAT score (GMAT excepted) that it considers indicative of potential for a high level of academic performance. However admission decisions will be based on the overall academic record of the applicant (particularly in comparison with other applicants being accepted into the program), as well as other relevant materials such as letters of recommendation.

**NOTE:** *Both ETS and the GRE Board have advised that a combined GRE score should not be used as an absolute cutoff for admissions decisions, but rather should be used as part of an overall evaluation of applicants. The GRE Board statement reads: "A cutoff score based only on GRE scores should never be used as a sole criterion for denial of admission." The College of Graduate Studies subscribes to this principle.*

## 26 Admission to the College of Graduate Studies

6. all international applicants must have a 173 computer-based minimum score or 525 paper-based minimum score on the Test of English as a Foreign Language (TOEFL) or 85 on the University of Michigan English Proficiency Exam (UMELI);
7. international applicants on F and J visas must provide verification of financial support prior to admission, as required by the United States Immigration and Naturalization Service. Further information may be obtained from the International Programs and Services Office.

Each graduate program may have additional requirements including application deadlines. Applicants should refer to page 20 of this catalog, peruse the graduate program description in this catalog, and/or contact the graduate advisor in the relevant department for specific requirements.

An applicant not meeting University or program requirements for admission as a degree-seeking student may appeal to the individual department for special consideration. If recommended for admission by the department, the dean of the College of Graduate Studies has final approval or denial authority.

### Admission as a Non-Degree Student

Admission to some graduate courses is made available to qualified applicants who wish to enhance their post-baccalaureate education, yet who do not seek a graduate degree. Applicants wishing to be admitted as non-degree graduate students must:

1. complete an application for graduate admission;
2. pay an application fee;
3. submit an official transcript certifying receipt of the bachelor's or post-baccalaureate degree.

International students on an F-1 visa may not be admitted to graduate study as non-degree students.

Not all courses offered at the University are available for non-degree students. Information concerning eligibility for specific graduate courses may be obtained from individual departments.

**NOTE:** *Non-degree seeking students are not permitted to enroll in graduate courses in the Jennings A. Jones College of Business.*

Non-degree-seeking students who wish to change to degree-seeking status must meet Graduate Studies' admission requirements and specific graduate program admission requirements to be eligible for **consideration**.

If transfer to degree-seeking status is approved, appropriate semester hours earned while a non-degree student may be applied toward a degree program if approved by the graduate advisor and the dean of the College of Graduate Studies.

### Conditional Admission

Occasionally degree-seeking applicants may not meet all the requirements necessary to be recommended for unconditional admission. For example, they may have low undergraduate GPAs, lack some prerequisite courses, have low test

scores, etc. However, the overall application materials may suggest there is substantial potential for academic success, thus making outright denial counterproductive. In these cases, **temporary** conditional admission into a graduate program may be granted by the dean of the College of Graduate Studies, upon the recommendation of the graduate advisor. Continuation in the program as a degree-seeking student is contingent upon fulfilling specific requirements stipulated in the conditional admission letter. In order to continue in the program, the written conditions must be completed within one year after matriculation. A registration hold will be placed on the student for the applicable term to ensure that the stated conditions are fully met.

### Admission of MTSU Faculty Members and/or Administrators

Members of the faculty and/or administration of MTSU are eligible for admission to the College of Graduate Studies, just as any other applicant. They may not take over 6 semester hours of coursework during any semester. Faculty at the rank of assistant professor or higher or administrators of equivalent ranks may not be admitted to the doctoral program. If instructors who are in the D.A. program are appointed to assistant professor rank, they must discontinue the doctoral program.

### Graduate Courses

Ordinarily only graduate students should register for courses numbered 5000 or above. However, any MTSU undergraduate student having completed 98 semester hours of undergraduate credit is eligible to take graduate courses. Students in Business Administration, Accounting, and Information Systems are not eligible.

Undergraduate students wishing to take graduate courses must obtain permission from the graduate program and the Office of Graduate Studies, CAB 114. Permission is not guaranteed. Not all graduate courses are offered to undergraduate students.

Students may not enroll in 7000-level courses in the Departments of Elementary and Special Education and Educational Leadership unless they are seeking an Education Specialist or Doctor of Arts degree. Non-degree seeking students are not permitted to enroll in 7000-level courses.

### Readmission (Re-enrollment)

The Graduate Office should be contacted for all matters concerning readmission, and applications may be obtained there. You may also reapply online on our Web site (<http://www.mtsu.edu/~graduate>). A readmission application is required from any student who missed one or more semesters, regardless of the reason for the "stop-out." (See glossary.)

For non-degree-seeking post-baccalaureate students, readmission is generally routine and is granted by the dean of the College of Graduate Studies, but it is not guaranteed.

For degree-seeking students, readmission is not guaranteed. Each graduate program may have a specific readmission policy and should be contacted for information. Readmission requires the recommendation of the graduate program and approval by the dean of the College of Graduate Studies. Some graduate programs regularly allow readmission if the "stop-out" period is no more than one year; others are more restrictive.

## Re-enrollment Following Suspension

Readmission of a suspended graduate student is not guaranteed. If readmission is granted to a suspended student, reenrollment cannot occur until at least one term (exclusive of summer) has gone by.

## Auditing Courses

An auditor is one who enrolls and participates in a course without expecting to receive academic credit. The same registration procedure is followed and the same fees charged as for courses taken for credit. An audited course is not applicable to any degree or certificate.

Regular class attendance is expected of an auditor. Students interested in auditing a course should discuss course requirements with the instructor, prior to enrolling. Failure to meet course requirements may result in an auditor being removed from the course at the request of the instructor. A successful audit will be recorded on the transcript with the designation NC. Any petition to change from audit to credit or credit to audit must be processed by the last day to add a class. Requests to change from credit to audit after the deadlines must be approved by the dean, College of Graduate Studies.

## Hours After the Master's Degree

The Tennessee Board of Education has ruled that teachers may count any graduate work received after the master's degree toward the next pay raise, per current guidelines. No credit will be given for repeated work. The student must request the Office of Teacher Licensure to send proper credentials to the State Department of Education and/or to the applicable local officials.

## Registration

The schedule book contains information concerning registration procedures.

## Student Identification Cards

All students should have a permanent ID card with a magnetic strip on the back. The card is required to receive a variety of services on campus including cashing checks, admission to athletic and special events, admittance to the Recreation Center, checking out library materials, obtaining meal

tickets, and using RAIDER FUND\$. The ID card will be validated automatically when all fees are paid. All students must have an ID card.

The first card is issued at no charge; however, there is a \$10 charge for replacing lost or stolen IDs. If the card breaks or is damaged, it should be returned to the ID office and a new card will be issued at no charge.

## Measles Immunization

The State of Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of measles, mumps, and rubella (MMR) vaccine on or after the first birthday, or proof of immunity to measles if date of birth is 1957 or after.

**Students will not be allowed to register for classes until an acceptable form is on file in the Student Health Services Office.** More information may be obtained by calling 898-2988.

## Catalog

This catalog is produced for the convenience and benefit of graduate applicants and enrollees and is revised every two years. In the interim period, changes in university and/or graduate program requirements may be approved which apply to new applicants or admittees (see page 6 for additional information). Thus the information contained herein should not be construed as binding or inferred as an academic contract. New graduate students should request a copy of graduate program requirements in existence at the time of matriculation. These will be the requirements which must be fulfilled to result in conferral of the degree objective. Notwithstanding, should graduate requirements change while a student is still enrolled, he/she will have the choice of opting for the new requirements or following the original plan in existence at matriculation, subject to any necessary substitutions.

