

ADMISSIONS, REGULATIONS, POLICIES

ADMISSION TO GRADUATE STUDIES

All students desiring to enroll for graduate study must apply through the Office of the Dean of Graduate Studies and Research.

Admission to the Graduate School permits the applicant to enroll in graduate courses for which the applicant is prepared, but does not imply that the applicant will be approved for admission to a degree program or to candidacy for a graduate degree.

APPLICATION DEADLINES

Priority application deadlines for all programs, except Administration and Supervision, Ed.D., Biological Sciences, Ph.D., Criminal Justice, Nursing, Psychology, Ph.D., and Speech Pathology:

Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

Submission of complete applications by the above priority deadlines will insure consideration by the admission committees.

For the following programs, all application documents must be submitted by the deadline indicated below to insure consideration by the admission committees.

Criminal Justice:

Fall Semester	June 15
Spring Semester	November 15
Summer Semester	April 15

Nursing:

Summer Admission Only March 15

Speech Pathology:

Fall Admission Only March 15

Biological Sciences Doctoral Program:

Fall Admission only March 15

Administration and Supervision

Doctoral Program:

Fall Admission only February 15

Psychology Doctoral Program:

Fall Admission Only February 15

Late applicants are not guaranteed placement in specific classes (see section on "Non-degree Students").

GENERAL REQUIREMENTS FOR ADMISSION TO GRADUATE STUDIES

1. An application for admission on the approved application form accompanied by a \$25.00 non-refundable application fee.

2. A baccalaureate degree from an accredited college or university which offers undergraduate programs which are prerequisites for the degree program at Tennessee State University.
3. Official transcripts from the registrar(s) of all colleges and universities attended (including Tennessee State University) sent to the School of Graduate Studies and Research. Official transcripts must be received before application for admission will be reviewed.

Note: Consult the TSU Web site (www.tnstate.edu) for any changes in admissions standards approved after the preparation of this Catalog.

Note: Students born after 1956 must submit proof of measles immunization. This information must be submitted prior to registration.

REQUIREMENTS FOR ADMISSION TO DOCTORAL PROGRAMS

Applicants for Doctoral programs have only one category of admission: Unconditional. Specific admission requirements for the Ed.D. programs in the Administration and Supervision, Curriculum and Instruction, and the Ph.D. programs in Computer Information and Systems Engineering, Biological Sciences, Psychology and Public Administration can be found in the appropriate sections of this Catalog. See also the table Standardized Test Requirements for Admission to Graduate Programs.

REQUIREMENTS FOR ADMISSION TO SPECIALIST IN EDUCATION PROGRAM

Applicants for the Specialist in Education Program have one category of admission: Unconditional. See Departments of Educational Administration and Psychology.

REQUIREMENTS FOR UNCONDITIONAL ADMISSION TO MASTER'S DEGREE PROGRAMS

Admission to a Master's Degree program requires:

1. Meeting the General Requirements for admission to graduate study, above.
2. An undergraduate grade point average of at least 2.50 on a 4.00 system of grading (exceptions: Business Administration M.B.A. program, Engineering M.E. program, Computer and Information Systems Engineering M.S. program, and Master of Public Administration program).
3. An acceptable score on the Graduate Record Examination (GRE), the Miller Analogies Test (MAT), Fundamentals of Engineering (FE), the Graduate Admissions Management Test (GMAT), or other approved tests as required for admission to the specific degree program for which application is being made. (See the table Standardized Test Requirements for Admission to Graduate Programs, and the admission requirement for a specific degree program which may be found in this Catalog under the appropriate school or college.) Test scores must not be more than six years old.
4. Meeting all additional program or department admission requirements (e.g., letters of recommendation, applicant essay, completion of undergraduate prerequisite course work, etc.) indicated in this Catalog under graduate program descriptions.
5. Acceptance by the graduate program/department and the Dean of the School of Graduate Studies and Research.

CONDITIONAL ADMISSION TO MASTER'S DEGREE PROGRAMS

Conditional Admission into a Master's Degree program may be granted temporarily by the Dean of Graduate Studies and Research upon the recommendation of the graduate program/department. Continuation in the program as a degree-seeking student is contingent upon fulfilling specific requirements stipulated in the conditional admission letter.

The following are the circumstances in which Conditional Admission may be granted (see departmental sections for information on Conditional Admission to specific programs — some programs do not grant Conditional Admission):

- a. Those who have a limited number of deficiencies in undergraduate course prerequisites. These deficiencies must be removed before enrollment in graduate courses of the same series.
- b. Graduates of accredited colleges who have not taken the Graduate Record Examination, Miller Analogies Test, or other entrance test before admission. Applicants admitted to degree programs must take the GRE, MAT, or GMAT, etc. during the first semester of enrollment in courses for graduate credit.
- c. Graduates of recognized four-year colleges not accredited when the bachelor's degree was awarded. Such applicants must:
 - (1) present a record of superior scholarship on the undergraduate level
 - (2) present unqualified recommendations from their undergraduate advisors; and,
 - (3) submit an official report of performance on the GRE, MAT or the GMAT or other required test.
- d. Students who present a quality point average below 2.5 must at the time of application submit GRE or MAT scores which qualify them for admission (see departmental sections for specific score requirements). After admission, those students are required to take nine (9) semester hours of course work specified by the graduate coordinator of the programmatic major field. If a 3.00 quality point average is attained, the student is permitted to petition for a change of classification.

Note: Students who have been conditionally admitted to a master's program must satisfy all stipulated conditions by the time a program of study is filed or prior to accumulating a maximum of 15 graduate hours. A test score condition must be met within the first semester of enrollment in courses for graduate credit. A maximum of 15 hours of graduate work will be counted toward the degree when admission requirements are met.

NON-DEGREE ADMISSION

Applicants must meet general admissions requirements of the Graduate School, and must have met all prerequisites for the courses in which they seek enrollment. Non-degree admission to the Graduate School is granted to those who wish to enroll in courses but do not intend to qualify for a degree. The non-degree admission category includes those entering Graduate School for these purposes:

- a. to complete certification requirements, students should consult with the certification officer in the College of Education;
- b. to earn thirty plus (30+) hours beyond the Master's degree;
- c. to enrich their professional development;
- d. to transfer credits earned to a degree program at another institution.
- e. to take courses pending admission to a degree program (9 hour maximum)
- f. to enroll in the Certificate Program in Health Administration and Planning.

Credits earned in the non-degree category are not ordinarily requirements for degrees. If subsequently, a student classified as non-degree is accepted into a degree program, the student may by petition, if approved, carry forward not more than (9) semester hours of credit previously earned as a non-degree student in graduate-level courses, provided that the grade in each course is not less than 3.0.

Departments may restrict non-degree students to designated courses only. Non-degree students must have the approval of the department head (or designee) to enroll in a class.

NON-DEGREE STUDENTS

The Dean of Graduate Studies and Research is the Advisor for all non-degree students. These students are those who have checked "NON-DEGREE" on the Application for Admission. They may also be classified as students earning thirty hours or more beyond the master's, students qualifying for certification, students earning credit to transfer to another university (transient students), or students pending acceptance into a degree program.

If any of these students desire to change their status to degree seeking, they must complete a "Change of Program or Personnel" form or an application for admission to the Graduate School, submit all required documents such as test scores, and subsequently be recommended for admission to the graduate degree program by the Graduate Faculty in that unit, in accordance with individual departmental program requirements.

Standardized Test Requirement for Admission to Graduate Programs

PROGRAM	REQUIRED ENTRANCE EXAMINATION
Non-Degree Seeking	None
Master's Programs	
BIOLOGY	GRE - (V & Q)
CHEMISTRY	*GRE - (V, Q, & S)
MATHEMATICAL SCIENCES	GRE - (V & Q)
PUBLIC ADMINISTRATION	GRE - (V & Q)
SPEECH PATHOLOGY & AUDIOLOGY	GRE - (V & Q) or MAT
AGRICULTURAL SCIENCE	GRE - (V, Q, & S) or MAT
FAMILY AND CONSUMER SCIENCES	GRE - (V, Q, & S) or MAT
CRIMINAL JUSTICE ADMINISTRATION	*GRE - (V, Q, & S) or MAT
ENGLISH	*GRE - (V, Q, & S) or MAT
MUSIC EDUCATION	*GRE - (V, Q, & S) or MAT
COLLEGE OF EDUCATION (ALL MAJORS):	*GRE - (V, Q, & S) or MAT
Administration & Supervision	Human Performance & Sports Sciences
Elementary Education	Psychology
Curriculum & Instruction	Guidance and Counseling
Special Education	
BUSINESS ADMINISTRATION	GMAT
ENGINEERING	FE (if GPA is less than 2.74 on 4.0 System)
NURSING	GRE-(V&Q) or MAT
*Total Minimum required score on "V & Q" is acceptable.	
Specialist Degree Program	
ADMINISTRATION AND SUPERVISION	GRE-(V&Q) or MAT
SCHOOL PSYCHOLOGY	GRE-(V&Q) or MAT
Doctoral Degree Programs	
ADMINISTRATION AND SUPERVISION	GRE-(V&Q) or MAT
BIOLOGICAL SCIENCES	GRE-(V, Q & S)
CURRICULUM AND INSTRUCTION	GRE-(V&Q) or MAT
PSYCHOLOGY	GRE-(V&Q) or MAT
PUBLIC ADMINISTRATION	GRE-(V&Q)

PROCEDURES FOR ADMISSION

A prospective student should apply for admission at least six weeks before the beginning of the semester in which the student wishes to enroll. The applicant who does not enter the Graduate School during the term of admission indicated on the application form must re-apply. The procedures for admission are these:

1. Complete Graduate Admissions application form available in the Graduate School Office. Select one major from the list provided on the application form, check the semester of enrollment, and indicate the degree sought;
2. Return the completed application form with the \$25.00 non-refundable fee to the Graduate School;
3. Request the registrar(s) of all colleges and universities attended (including Tennessee State University) to send one official transcript to the Graduate School;
4. Submit official copies of all test scores appropriate to the degree program to the Graduate School.

All documents, including transcripts submitted for admission, become the property of the University and will not be returned.

A person who wishes to take courses for graduate credit, whether or not that person desires to become a candidate for a degree, must make formal application for admission to the Graduate School.

PROCEDURES FOR READMISSION

Readmission applies to those students who have not been in continuous enrollment in Graduate School. For example, students who did not enroll in courses during Fall or Spring semester of a given academic year must reapply for admission to the Graduate School. The procedures for readmission are these:

1. Complete the application form provided by the Graduate School. Be sure to check READMISSION;
2. Return the completed application form to the Graduate School;
3. Request the registrar at universities attended, during the period that you were not enrolled, to send official transcripts to the Graduate School.

ADMISSION OF INTERNATIONAL STUDENTS

The Graduate School accepts students from other countries who apply and meet United States admission standards.

INTERNATIONAL APPLICANTS MUST SUBMIT

1. A completed application for Admission to Graduate School;
2. Certificates of proficiency in English or minimum score of 500 (Paper Test) or 173 (Computer Test) on the Test of English as a Foreign Language (TOEFL);
3. Official transcripts or authorized school records with a listing of courses and grades received; such transcripts must have been evaluated by a foreign educational credential agency, at the student's expense;
4. Evidence of financial resources sufficient to provide tuition and fees for the academic year;
5. The \$25.00 non-refundable application fee;
6. Applicable test scores, such as GMAT, GRE, FE, MAT, etc.;
7. All international students applying for admission who have a student visa shall submit a certificate from a licensed physician or the qualified medical authority verifying freedom from tuberculosis within thirty (30) days from the first day of classes. Failure to submit such certificate shall result in denial of further enrollment or admission. In the event that the student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be contingent upon the

determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.

8. After admission, copies of Visa or Alien Registration card must be submitted before student may enroll.

TRANSIENT GRADUATE STUDENTS

Students who have been admitted to a degree-granting program at another institution and who wish to take courses for credit to be transferred to that institution must do the following prior to the date of registration:

1. Complete the "Permission for Enrollment as a Transient Student" form or present a letter from the institution that states the student has been granted permission to take courses for credit to be transferred to that institution;
2. Complete the application for admission form provided by the Graduate School;
3. Pay the \$25.00 non-refundable application fee.

RESIDENCY CLASSIFICATION

The Admissions Office is charged with the determination of a student's residency status for fee-paying purposes and as the basis for some University admission requirements. Classification is determined by information submitted on the admission application and/or application for re-classification. Notification in writing is made soon after the student applies for re-classification.

The deadline dates are:

Summer Session	May 1
Fall Semester	August 1
Spring Semester	December 1

All decisions are based on regulations established by the Tennessee State Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification rules. Should a student be denied in-state classification, the student has the right of appeal. The appeal steps are

1. Dean of Admissions and Records
2. Vice President for Academic Affairs
3. President of the University
4. Tennessee Board of Regents

ADVANCED GRADUATE ADMISSION FOR UNDERGRADUATES

An undergraduate senior student at Tennessee State University with a minimum cumulative GPA of 3.0 who is enrolled in the last term of course work that will complete the requirements for a bachelor's degree, may request advanced graduate admission to enroll in 3 to 6 hours of graduate courses provided the total course load does not exceed 12 hours. Courses for seniors are limited to first-year graduate level courses. Graduate courses may not be used for credit toward an undergraduate degree. The Combination Senior is not considered a graduate student but may apply for admission to a graduate program upon completion of the bachelor's degree.

However, advanced admission to take graduate courses does not guarantee subsequent admission to a graduate program. Courses taken for graduate credit may count toward a graduate degree when/if the student is admitted to a degree program at TSU and if approved by the program's graduate coordinator and departmental chairperson. The form for Advanced Graduate Admission and an Application to the Graduate School must be completed six weeks prior to the beginning of the semester in which advanced admission is sought.

AUDITING A COURSE

Students who plan to audit a course must indicate at the time of registering that they are auditing. The regular registration procedure is followed. Students are not held to attendance or evaluation requirements for the course, and credits earned by audit may not be used to meet degree requirements. The audit fee is the same as the credit fee.

INSTITUTES, WORKSHOPS, AND SPECIAL PROGRAMS

Applicants for admission to institutes, workshops, and other special programs which offer graduate credit must submit a graduate application, transcripts of all previous work, and a twenty-five dollar admission fee to Graduate School. Test scores are not required. An application for acceptance in the special program must be submitted to the program director. Successful applicants must receive written approval of both the director of the special program and the Dean of Graduate Studies. Credits earned in Institutes, Workshops, and Special Programs do not count toward degree requirements, but may be acceptable by the State Department of Education for certificate renewal and thirty plus (30+) hours above the Master's degree.

TRANSFER CREDIT

At the master's level, a student may be allowed a maximum of twelve (12) semester or eighteen (18) quarter hours of graduate credit from another accredited college or university. At the educational specialist and doctoral level, a maximum of six (6) semester hours may be transferred. The Transfer of Credit form may be obtained from the departmental office. The course work being considered for transfer must be evaluated by the graduate coordinator, dean of the academic unit and the dean of the Graduate School. Only courses in which the student earned grades of "B" or better, and which are taken within the degree program time limit, will be considered for transfer. Credits earned in partial fulfillment of a previous completed degree program at Tennessee State University or any other institution may not be transferred or used for credit in another degree program.

CLASS LOADS

Regular Students

Full-time status is attained when the graduate student enrolls in at least nine (9) credit hours in one semester. When a student enrolls in any courses for credit, the maximum class load for either the fall or spring semester shall be twelve (12) hours. Students may take up to fifteen (15) hours with an overload approval. The maximum load for either Summer Session I or Session II shall be six semester hours credit. Students desiring to carry an over-load must have the endorsement of the Major Advisor or the Dean of the School, and the Dean of Graduate Studies.

SECOND MASTER'S DEGREE

Students may not be simultaneously enrolled in two Master's degree programs. Credits earned to fulfill requirements for the first Master's degree may not be used to satisfy any of the requirements for the second Master's degree, or reduce the number of hours for the second master's degree.

WITHDRAWAL FROM CLASSES AND/OR THE UNIVERSITY

The deadline for withdrawing from classes and/or the university is specified in the calendar for each semester.

The proper forms for withdrawing from a class will be provided by the Office of Admissions and Records. Withdrawal is official only after the form has been completed and submitted to the Office of Admissions.

If a student never attends a class officially registered for, or stops attending a class without officially withdrawing, that student will be assigned a final grade of "F".