

ACADEMIC STANDARDS

GRADING SYSTEM FOR GRADUATE DEGREES

Graduate instruction assumes that the student has both the interest and the ability to do independent study and research of outstanding quality. Thus, a graduate student must maintain a minimum average of "B" (3.0 quality points on a 4.0 point system) in all graduate work. Course grades are: A, B, C, D, and F. In master's degree programs, grades less than "C" are counted in compiling the general average, but they may not be included in the requirements for the degree. For information about "C's" in doctoral programs, please see specific program in this Catalog.

The grade of "I", incomplete, indicates that the student's work in a course is incomplete but otherwise satisfactory. The "I" grade must be removed from the graduate student's permanent record within one semester from the end of the term in which the "I" grade was awarded. If all requirements for removal of the "I" are not met within this period, the "I" grade will be changed to "F" by the Office of Admissions and Records. All enrollments in dissertation, thesis, or project writing courses shall carry the grade of "I" until the project is completed. The final letter grade is awarded to each previous enrollment where an "I" was awarded.

GRADE APPEAL

The University recognizes the right of a student to appeal a grade which she/he believes is incorrect and does not reflect the student's class performance. Issues related to harassment (sexual, racial, or other) should be referred to the Affirmative Action Officer.

Students who believe an incorrect grade was awarded should seek a resolution with the instructor as soon as possible. If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may appeal to the head of the department. This appeal must be in writing, accompanied by an relevant supporting documents, and must be initiated within 30 calendar days of the beginning of the semester immediately following the semester in which the grade was awarded (excluding summer school).

The department head should provide a copy of the student's letter to the instructor and request a written response from the instructor. The instructor will provide the department head with a written response within 10 working days. (Exceptions will apply when the instructor is not teaching, as in summer session, or when the instructor is on leave.) In instances where an instructor indicates to a student that a grade adjustment is warranted, and fails to make the adjust within ten working day, the student should inform the instructor's department head.

If the student is not satisfied with the decision of the department head, a further written appeal may be made to the Dean of the College/School. This appeal must be made within ten calendar days of the decision of the department head. After reviewing the appeal record, the Dean must render a decision within ten days of the receipt of the appeal, after which the Vice President for Academic Affairs is the next level of appeal.

If the instructor happens to be the department head or the dean, the appeal will be submitted to the next higher academic officer (that is, to the dean if the department head is the instructor or the Vice President for Academic Affairs if the dean is the instructor). In such cases. the decision of the Vice President for Academic Affairs is final.

Grades, transcript information, drop/adds, withdrawals and other data perceived by the student to be in error must be protested by the student within thirty days. Appeals made after this time will not be reviewed.

"I" GRADE EXCEPTION

All enrollments in dissertation, thesis, or project writing courses, except the last, shall be entered on the permanent records as "I". In Thesis Writing, only the last enrollment shall carry the letter grade and the number of credit hours earned. However, in dissertation writing, the final letter grade is awarded to

each previous enrollment where an "I" was awarded, up to the maximum number of hours set by the program.

REPEATING A COURSE

A given course may be repeated one time only, and the second grade will replace the first. A student may repeat a maximum of two (2) courses in a given program for the purpose of improving grades. Departments may establish more restrictive policies.

RETENTION

A cumulative average of "B" (3.0 quality points) in all graduate courses taken at Tennessee State University is required for graduation.

PROBATION AND SUSPENSION

If a student has completed nine (9) or more semester hours of graduate work earning an average less than 3.0, that student will be placed on scholastic probation. Probationary status must be removed by raising the cumulative grade average to a "B" or better during the next nine (9) hours of graduate work following the probationary period. Failure to raise the cumulative grade point average to "B" or better will result in suspension from the Graduate School. Students who have been suspended may apply for readmission after one full semester. Summer terms are not counted toward this requirement.

READMISSION AFTER SUSPENSION

Readmission is subject to the approval of the Dean of the Graduate School in consultation with the Graduate Council Appeals Committee, and with the appropriate graduate coordinator and Dean. Readmitted students who fail to maintain a minimum cumulative average of "B" during any semester after readmission, will be dropped permanently from the Graduate School.

TIME IN RESIDENCE

All candidates for the Master's degree must spend two semesters of study in residence at the University after admission to Graduate School program.

Students in the Ed.D. program must establish academic residency by completing a minimum of eighteen (18) hours at Tennessee State University, excluding dissertation credit, over a period of four (4) academic year semesters or two (2) academic year semesters and two (2) summer registrations (two sessions per one summer equals one registration).

Students pursuing the Ph.D. program in Psychology must enroll full-time for two (2) consecutive semesters [nine (9) hours each semester].

A student in the Ph.D. degree program in Public Administration must establish academic residency at Tennessee State University before being advanced to candidacy. The student may meet residency requirements by completing two of the five seminars for the Doctoral core seminars and two quantitative skills seminars within a two year period.

Students in the Biology Ph.D. program must meet residency requirements by completing a minimum of eighteen graduate credit hours at Tennessee State University during an academic year consisting of three consecutive semesters, which may include a full summer term and one semester.

Students in the Computer Information and Systems Engineering Ph.D. program must meet the residency requirements by completing a minimum of twenty-seven (27) graduate credit hours at Tennessee State University. The student may meet the residency requirement by completing all the required core courses and at least two (2) seminar courses.

TIME LIMITATIONS FOR COMPLETING DEGREE REQUIREMENTS

All requirements for the Master's degree and Educational Specialist degree must be completed within six calendar years, beginning with the first semester of enrollment in courses for graduate credit.

Graduate courses taken more than six (6) years prior to completion of all degree requirements must be repeated in order to be included in the credit hour requirement for the degree, except in certain substantiated cases of extreme hardship.

Credits earned more than ten (10) years prior to the student's graduation cannot be applied toward meeting requirements for the Ed.D. or Ph.D. degrees.

EXTENSION OF TIME LIMITATIONS

Extension of time for completing course requirements may be allowed because of interruptions in graduate studies due to maternity leave, illness, or military services.

In case of illness, the student is required to present to the Dean of Graduate Studies a notarized certificate from a fully qualified attending physician indicating (a) the general nature of the illness, (b) the duration of the illness, (c) the extent of the disability, and (d) if employed during illness, limitations on activities required by the attending physician. The University reserves the right to consult the University medical staff if making final decisions on such certificates.

In case of military services, the student must present evidence of service while enrolled in the Graduate School, or during regular intervals of enrollment.

APPLICATION FOR GRADUATION

The Application for Graduation should be completed early in the semester before the student intends to graduate (dates are given in Calendar section). The Application must be submitted to the Advisor, and signed by the Department Head and Dean prior to submission to the Graduate School Office. If the student does not graduate in the semester for which the application was made, another application must be submitted for the intended semester of graduation.

HUMAN SUBJECTS

All research involving Human Subjects must be approved prior to initiating data collection, in accordance with guidelines and procedures available on the TSU Office of Sponsored Research Web Site: www.tnstate.edu/osr.