



GRADUATE SCHOOL

EAST TENNESSEE STATE UNIVERSITY

ETSU
GRADUATE
COORDINATOR
HANDBOOK

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Coordinator Tasks

Prospective Students: The Graduate School encourages prospective students to contact Graduate Coordinators for program specific questions.

- If prospective students have questions about the application process, please direct them to the appropriate member of the admission team based on their last name.
- We encourage coordinators to arrange a Virtual Information Session (VIS) at least once per semester. These sessions allow you to connect directly to prospective students who register for the session. Contact Tom VerDow to schedule a VIS.

Application Reviews: Applications for prospective students are forwarded from the Graduate School to coordinators, or the assigned application owner, for review.

- Recommendation entered by a program is not an official decision. Only the Graduate School Dean is authorized to extend or imply offers of admission. For legal liability reasons, programs should not tell students they are admitted, or will be admitted, until after the Graduate School sends the official decision (these will show on your reports in CRM).

Student Academic Schedules: Students are encouraged to seek guidance from coordinators about which courses to take and when to ensure they complete their degree in a manner that is most conducive to their success.

When to Graduate: Refer to the academic dates calendar and ensure students apply to graduate by the published deadlines.

- If you are not confident with an answer to a question, first review the [Graduate School's Graduation FAQ page](#). If questions remain, please refer the student to a member of our enrollment/graduation team.

General Advising: If you are approached by a student with a question you do not know the answer to, ask us! We are happy to help and want to ensure students get the appropriate information.

Change of Graduate Coordinator: When a Graduate Coordinator changes within a department, a [Coordinator Update Form](#) must be completed.

- Please be familiar with the [requirements](#) to be a Graduate coordinator at ETSU.

Application Deadline Change: Filled out by the coordinator when a department desires to change the application deadline of their program.

- Please confer with the Associate Dean of Admissions before requesting/making any changes.

Resources: The Graduate School has resources available for Graduate Coordinators to navigate advising and decision making:

Coordinator Training: Twice a year, once in the fall and once in the spring, the Graduate School hosts a training session available for all graduate coordinators. Sessions cover major policy changes, training for Graduate students/school forms, and an open-ended question time at the end. All coordinators will receive an invitation via email and are highly encouraged to attend once a year.

Policy Webpage: The University offers a [comprehensive policy page](#) with a search feature. Use the search box for “Graduate” and all Graduate School policies will appear.

Graduate School Forms Page: Coordinators will become familiar with many forms over their tenure. These forms can be found on our [website](#).

CRM Coordinator Training: Available for all new Graduate Coordinators, please reach out to our Systems Analyst, Don Rice, for live training.

- If you are unavailable for live training, a pdf training is available [here](#).

Graduate Admissions

Application Requirements: Program admission requirements may be in addition to Graduate School requirements. Refer to the program’s admission requirements on the [Graduate School’s Program webpage](#).

General Domestic Admission Standards: The minimum requirements for domestic student admission are a 2.5 GPA, personal statement, and application fee. The full breakdown can be found [here](#).

General International Admission Requirements: The minimum requirements for international student admission are a 3.0 United States equivalent GPA, personal statement, and application fee. The full breakdown can be found [here](#).

Fee Waiver: Application fee waivers are only available for currently enrolled students and active-duty military or veterans.

Questions: All application questions not answered on the website can be directed to gradadmissions@etsu.edu.

Application Processing:

Check In: After an application is submitted, the Admission Team must check all items before they are marked as received in the application portal. This can take around three to five (3-5) business days.

- Please allow extra time during high volume times.

Grace Period: All applicants are given a seven (7) day grace period after the application submission deadline to provide all missing items.

- Please note that this grace period is for the applicant to provide materials, the Admissions Team may need additional time for processing.

Viewing Applicant Records: Step by step directions found below.

1. Click on the application number in your reports (when it displays as a link).
2. Click on the “Related” tab under the application number.
3. Checklist Items section should now be in view.
4. If they have more items than the set display, you may have to click “View All”,
 - o Note that it will then show you the full list with the item status
5. “In Progress” and “Not Started” statuses both mean that we have not received/processed the item yet; there is no difference between the two as far as us having the item.

Admissions Decisions: For legal reasons, only the Graduate School can extend/imply offers of admission and make admissions decisions.

- There has been a case in the past where a program told the applicant they were admitted. The applicant and their spouse left their jobs and moved with their family from the west coast. The Graduate School could not admit them, so they sued the University for a large settlement due to costs incurred and lost income.
 - o A program can say that they can/will make/made a recommendation to the Graduate School to admit once all application materials are received and processed, but **are not** authorized to extend or imply a decision or offer of admission.
- Programs telling students they are admitted also causes confusion for students if there is a processing delay or a recommendation that has not yet been sent to Grad School.

Application Recommendations:

Admit: The Graduate School may add provisions in final review if we still need final, official transcripts or post-admission forms.

Admit with Provisions: Please refer to the “Admission Provisions” section on the next page for best practices when adding provisions to an admission recommendation.

Denied by Program: Below are some reasons a program may deny an applicant.

- Credentials submitted did not meet the minimum requirements.
- English Proficiency test score did not meet the minimum requirement.
- GMAT Score did not meet the minimum requirement.
- GRE score did not meet the minimum requirement.
- Others were more competitive.

Waitlist: Below are some positive reasons to waitlist qualified students.

- Easy to admit applicant from waitlist.
- No additional action required at the start of term if not admitted.
- Moves reviews out of your queue.
- Bulk emails can be sent to waitlisted applicants on your behalf (checking if still interested, next year invite to re-apply, etc.).

- Better shared information and data for reporting.

Admission Provisions: Determined by the program, Graduate School, or both.

Grade Provisions: Often used for students with a less than desirable undergraduate GPA, or to ensure students do well in foundational courses key to the program of study.

Course Provisions: Often used for students who do not have a strong background in the field for which they are applying. Can also be used to ensure that students take foundational courses early in their program of study.

- Course provisions can be paired with grade provisions (Ex: Earn a B or better in COURSE within the first semester enrolled).
- Students whose provision(s) are not met are subject to dismissal.
- Please refrain from excessive provisions. Provisions that include more than two (2) courses may be considered excessive.
 - o If a student needs to take more than two classes, it may be best to advise the student to apply as a Nondegree seeking student.
- Once a student is admitted with the provisions, the provisions are not waived.
 - o Once provisions are met by the student, they should initiate the [Satisfaction of Required Provision Form](#).

Best Practices: Provisions should be entered in the format: Verb X [with (grade of) Y (or better)] by/in Z time (no punctuation at end) to fit in the admission letter template.

- Avoid vague wording that leaves room for interpretation. Provisions should not reference specific terms/course classifications. Below is an example of a confusing/conflicting provision.
 - o 2021 Fall
 - o Prior to clinical courses
- Use general terms such as “prior to registration, first term of enrollment, first “X” hours, first fall term of enrollment, first spring term after a fall term of enrollment” etc.
 - o Any provision for the above listed reasons will have a hold to stop registration until satisfied.
 - o This is to ensure that if a student defers, they are not in violation of their provision before they start the program.
- Provisions where students must earn “X” grades in “Y” hours should use language which includes the term(s) for clarity. This is to ensure that if a student takes additional courses in the term when provision hours are completed, the provision can be upheld. Below is a confusing provision and why.
 - o “Earn grades of B or better in first nine hours” – A student takes 6 hours first term, earns two A’s then second term takes 6 hours earns one A and one C. Without including the term which the 9th hour completed wording, there is argument both that the student met and did not meet the provision).
 - o This is what should be said instead: “Earn final grades of B or better in all courses taken through the semester in which the first 9 credit hours are completed. “
- Any “take X course” provisions must include “with grade of Y or higher” and timing of when course must be completed.

- Provisions should be for items that can be seen on a transcript or document required for admission (ex. Participate in research or visit writing center are not a valid provision).

Replying to Admissions Offer: Students have two options for replying to an offer of admission.

Accepting: Students must respond to their offer of admission in the application portal before they can register for classes or defer their application. After the offer is accepted, they can register the next day.

Declining: If a student tells you they cannot attend and do not want to defer, please ask them to decline the offer of admission.

- If they have not already accepted their offer, they can decline directly in the application portal. If they have previously accepted the offer, they can email gradadmissions@etsu.edu to change this. If they do not decline the offer, they will continue to receive communication from us to accept and register.

Second Graduate Program: A [Second Graduate Program Form](#) is required for all students admitted to a graduate program when they already hold a previous graduate level credential, regardless of the institution from which it was received.

- Students who are admitted and need a Second Graduate Program Form will have a hold placed on their account that will prevent registration until the form is received.
- The full policy can be found [here](#).
- Students with a prior certificate or degree may be eligible for a reduction in credits for a new degree following the [Graduate School Reduction and/or Substitution of Credits for Subsequent Degree Policy](#).

Dual Graduate Program: [This form](#) is for students who are requesting to enroll in more than one graduate program at the same time. This happens for some programs more than others, and is initiated by the student (Ex: Master of Public Health and a Certificate in Epidemiology).

- Students who are admitted and need a Dual Graduate Program form will have a hold placed on their account that will prevent registration until the form is received.

Transfer, Dual Degree, Second Degree Table: Please use the table below for information regarding the differences between transfer credit, Dual Graduate Programs, and Second Graduate Programs. If you still have additional questions, please contact gradadmissions@etsu.edu.

	Transfer	Dual Graduate Program	Second Graduate Program
Definition	Took courses at other institutions/other ETSU Graduate Program to satisfy degree requirements.	Enrolled in multiple ETSU Graduate programs at the same time; allows course sharing and consent of both programs.	Completed a Graduate level credential prior to starting a new Graduate program. Potential to reduce requirements for a new program rather than transfer in.
Policy Link	Transfer and/or Acceptance of Graduate Credit	Admission Policy for Degree Seeking Students	Second or Subsequent Graduate Degree or Certificate
Submission Timing	As soon as possible after admission.	Before or during application to new program.	Prior to registration for a new program.
Time Limits	Normal time limits - First course applied to program starts the time limit. Not eligible for revalidation.	Normal time limits - First course applied to program starts the time limit (each program can have different start terms).	No time limit - Program to determine if appropriate time frame.
GPA Inclusion	Non-ETSU courses do not count to GPA.	All count towards GPA.	Do not count towards GPA.
Grade Limits	B or better only.	Minimum program grade requirements.	B or better only.
Credit Limits	Programs with 18 or more credit hours - Max 50% transfer. Programs with less than 18 credit hours - 9 credit hour maximum. ETSU Nondegree - 9 credit hour max.	None	Masters and Doctorate - cannot exceed one third of credits required. Certificates - 50% maximum with at least 6 at ETSU in a program
Other Limits	Excludes credits in completed degrees and some international institutions	Limited combination types pre-approved	Cannot use culminating experience courses
Notes		Both coordinators approve shared credit	
Form	Application for Transfer of Graduate Credits	Dual Graduate Program	Second Graduate Program Form

Deferrals: If a student needs to [defer their offer of admission](#), they may request so once, for up to one year before they must reapply. These are routed through Coordinators before the Graduate School receives them.

- Deferral requests must be initiated by the student at least five (5) business days before the first day of class for the semester/subterm. ***The Graduate School may deny a deferral if it is initiated late, even if the coordinator still approved it.***
- The full policy can be found [here](#).

Early Start: Coordinators must request an early start form from a member of the admission team (gradadmissions@etsu.edu).

- This is intended to be a rare instance; the process is arduous, so please practice good judgement.
- Early start is ***NOT*** intended to bypass deadlines or in place of adding appropriate entry terms. If your program needs to change or add admission terms, please reach out to us to discuss options.

Readmission Update Form: [This form](#) is required if a student was previously enrolled and missed a semester.

- A student must be within their matriculation limit. The Matriculation policy can be found [here](#).

Academic Fresh Start: This form allows students a one-time opportunity to remove prior ETSU graduate grades from overall GPA.

- Student must be separated from the university for a minimum of two years before applying for a fresh start and must fill out a new application for the program.
- Find the full policy [here](#).

Transcripts: All transcript concerns and issues, whether by faculty/staff or students, need to be directed to gradadmissions@etsu.edu.

- Unless your program requires a CAS application, official transcripts are not required during the application process.
 - If a student is admitted with unofficial transcripts, a provision will be placed by the Graduate School for final official transcripts (with proof of degree, if applicable) to be received by the end of the first semester of enrollment.
- Transcripts must be sent directly to the Graduate School electronically, or in a sealed envelope to be considered official.
- Transcripts are required from ***ALL*** previously attended institutions including (including Associates degrees, National Diplomas, Higher National Diplomas, graduate degrees, degrees in a different subject area or courses taken at an institution not for a degree).

Residency: All residency concerns, documentation, and classification are handled by the Admissions Team. Questions can be forwarded to gradadmissions@etsu.edu.

- Regulations for classifying residency can be found [here](#).
- All residency forms can be found at the top of the [Graduate School forms page](#).
- Students will receive email correspondence if they have not verified their legal presence in the U.S.
- The Graduate School is required to verify residency for all admitted students, including those who previously attended ETSU. Students who reside in Tennessee or a border county who do not verify their residency will likely find that their tuition bill is higher than they expected until they complete the verification process.

Accelerated Bachelor's to Master's (ABM): Allows students to share up to 12 credits graduate level credits between their bachelor's and master's program while paying the undergraduate tuition rate. Please [click here](#) for policy with details on eligibility and other requirements.

- A student submits an [Accelerated Bachelor's to Master's Plan Submission Form](#).
 - o The form routes to the Coordinator who uploads a Plan of Study and statement of shared courses.
 - Plan must include all courses, including electives.
- After coordinator approval, the form routes to undergraduate advisor to upload the undergraduate plan of study.
- After undergraduate advisor approval, the form routes to the Graduate School Associate Dean for final approval.
 - o The Graduate Coordinator and student will both receive an email notification if the plan is approved/denied.
- If a student needs to update their plan, the [Accelerated Bachelor's to Master's Plan Submission Form](#) is used.

Graduate School Application: This can be done before, during, or after plan approval; however, it should be submitted in enough time to be processed before the first term a student takes graduate courses, for financial aid purposes.

- The application term should be the ***first term the student will take only graduate level courses.*** Banner does not allow an active undergraduate and graduate status for the same term.
- If an application is not open for that term, have the student ***start but not submit an application*** for an available term, then email gradadmissions@etsu.edu to change the term. It causes some complications if it is corrected after the application submission.
 - o ABM students can have standardized tests waived, but otherwise follows normal application process.

Request to Enroll: Please wait until after the initial/updated plan is approved by the Graduate School for a student to submit [this form](#).

- The student initiates this form and enters both the undergraduate and graduate courses they plan to take for the current semester.
 - o It first routes to the Graduate Coordinator for approval. ***Graduate courses must exactly match most recent approved plan or form should be rejected.***

- Ensure CRN numbers are correct or Registrar's Office will reject the plan.
- It will then route to the Admissions Team Graduate Program Specialist.
 - ***It will be rejected if Graduate courses do not exactly match approved plan.***
- Next, it routes to Registrar's Office to register students for graduate level courses.
 - They may reject the request for issues concerning incorrect CRN numbers, necessary permits, course capacity, or student course load.
- The graduate coordinator and student will both receive an email notification if the plan is approved/denied.
- All ABM students are directed through the Graduate Admission team and the Associate Dean of Admission, Dr. Scott Kirkby.

Nondegree: Students may apply as Nondegree seeking students as outlined in the [Admission of Non-Degree Seeking Students](#).

- Nondegree for personal enrichment students may reach out to coordinators if permits are needed for closed courses.
- Nondegree with Intent to Transfer students are encouraged to reach out to coordinators and ask what classes they may take to apply to a program of study.
- Nondegree Applications are processed by Ethan Spann.
- Nondegree seeking students are not eligible for financial aid with two exceptions:
 - Taking prerequisites for admission to a graduate program.
 - Taking courses for educational licensure.

Student Success

All forms for students, coordinators, and faculty can be found on [the Graduate School's forms page](#). If you cannot find a form or are not sure which one you need, email gradschoolforms@etsu.edu.

- All major deadlines are on the University's [academic dates calendar](#). Graduate student specific dates are denoted in green.

Student Timeline

Satisfaction of Required Provisions: [This form](#) is initiated by the student when they have met all of the provisions of their admission. The form is directed to the coordinator, and then to our Student Retention and Engagement Specialist, Anna Dampf.

Apply to Graduate

- March 1st → Deadline for Summer and Fall.
- September 1st → Deadline for Spring.
 - The Graduate School does not have the capacity to handle special graduation circumstances. We all want the best for our students, but please use discretion when encouraging students to come to us for exceptions (Ex: Late graduation applications, early walking, thesis/dissertation titles)

- Instructions for applying to graduate can be found [here](#).

Transfer Credit Form: [This form](#) is used if a student is seeking to use a course(s) from another university, or from within ETSU, in their current ETSU program of study.

- This needs to be received soon after a student begins their program of study; the final deadline is the day before census of the semester the student is set to graduate.
 - We can only accept courses with grades of “B” or higher.
 - The Transfer and/or Acceptance of Graduate Credit Policy can be found [here](#).

Overload Form: [This](#) form is initiated by a student who wishes to enroll in more than the maximum credits allowed by Graduate Council (16). It may be signed by the department chair **or** coordinator.

- This form is directed to the Graduate Associate Dean of Enrollment, Karin Bartoszu, (bartoszu@etsu.edu) who forwards the form to the Registrar.

Late Add: [This form](#) is initiated by a student who needs to add a course after the deadline to add via Goldlink. This form goes to the Associate Dean of Enrollment, Karin Bartoszu (bartoszu@etsu.edu).

Request to Drop Some but Not all Courses: [This form](#) is initiated by a student who wants drop some, but not all, of the classes they are enrolled in and goes through the Associate Dean of Enrollment, Karin Bartoszu (bartoszu@etsu.edu).

Change in Program – Option, Concentration, Catalog: A student initiates [this form](#) when they need to make changes to their program of study.

- This date changes each semester, please refer to the [academic calendar](#) for the exact date.

Change in Program – Courses: [This form](#) is often completed by the coordinator to change a student’s program of study. It is most often used to substitute appropriate courses previously taken.

- It is important to adhere as closely as possible to the published catalog, practice good judgement and fairness when changing students’ program of study.

Leave of Absence: [This form](#) is directed through the Student Retention and Engagement Specialist, Anna Dampf, as well as Coordinators before final approval from the Dean of The Graduate School. Please exercise good judgement and follow the guidelines provided on the form and in the [policy](#).

Matriculation: [This policy](#) specifies the time period in which course work can be applied to a graduate degree or certificate program. Matriculation begins at the conclusion of the first semester enrolled.

- Certificates – Four to six (4-6) years, six (6) years unless otherwise stated in the catalog.
- Master’s Degree – Six (6) Years.
- Education Specialist – Five (5) years.
- Doctorate in Educational Leadership.
 - With an Ed.S prior to enrollment – Five (5) years
 - Without an Ed.S prior to enrollment – Seven (7) years.
- Doctoral Programs – Seven (7) years.

Extension of Time/Re-validation of Credit: Students can fill out this [form](#) to request that their matriculation limit be extended to complete their degree or to revalidate previous credits earned.

Results of Revalidation: Students need to revalidate coursework after the matriculation limit has passed. The faculty and student create a plan for revalidation **before** the coordinator fills out the [form](#) to inform if the student passed the revalidation tests.

Withdrawing from a Graduate Program: If a student informs you that they wish to withdraw from their program of study with no plans to return, please inform the Graduate School.

- Students will need to route all withdraw information through our enrollment and graduation team.

Reinstatement: After dismissal, students may apply for reinstatement into the program from which they were dismissed with this [form](#).

- Students can be dismissed for grades, failure to progress in their program, not meeting the provision(s) of their admission, or not providing official transcripts.
- The reinstatement will come to the Technical and Data Analytics team, who will fill out what is necessary to return to good standing before it is routed to the coordinator.
- The coordinator will make a recommendation to the Graduate School Dean regarding reinstatement into the program.
- The final decision lies with the Dean of the Graduate School.

Questions: If you have any questions about what form is appropriate, if a student's situation fits for a form, or how it will affect a student, please contact Rickie Carter or Fiona Goodyear.

- Leaves of Absence, Satisfaction of Required Provisions, and program withdraws, go through our program specialist of Student Retention and Engagement, Anna Dampf.
- Any form that requires a Dean's signature must be signed by the Associate Dean of Enrollment for the Graduate School, Karin Bartoszuk (bartoszu@etsu.edu), not the Dean of the program's college.

Thesis/Dissertation

Please tell faculty and students that these forms must be completed promptly so that their graduation is not impacted.

Committee Appointment: This is a student-initiated [form](#). Coordinators may serve on a committee and therefore may receive it.

Change of Committee Form: Students must complete this form if a faculty member can no longer serve on a committee. Coordinators may receive [this form](#) if they are serving on a committee. They may also sign in place of the department chair.

Continuous Enrollment: University policy requires that all students previously enrolled in a Readings and Research or Thesis/Dissertation must continue to be enrolled in a minimum of one (1) credit hour every semester, including summer, until the completion of their degree.

- Ex: A student takes their first Readings and Research in the Fall 2025 semester with the anticipation of graduating in the spring of 2026. Their plans change in the spring as more research is needed for the completion of their thesis and they now hope to graduate in the fall of 2026. The student will need to be enrolled in at least one (1) credit hour for both the Summer 2026 semester and the Fall 2026 semester until they successfully defend.
 - o The full policy language can be found on page four of the [Graduate School Enrollment Policy](#).

Notification of Defense: [This form](#) needs to be completed 10 days prior to the defense date to allow for an outside observer to be scheduled. It is completed by the committee chair and will be routed to the coordinator within the department.

Outside Observer: Each thesis/dissertation defense needs an outside observer **not** within the department who reports to the Graduate School on the fairness and rigor of the defense process. Outside Observers are scheduled by the Graduate School's Executive Aide.

- Information about the role of outside observers can be found [here](#).
- There are many defenses each semester. Please encourage faculty in your department that hold Graduate Faculty status to volunteer as outside observers.

Outside Observer Narrative Report: The outside observer completes [this report](#) following the completion of a defense.

Turnitin Report: Once a student's manuscript has been approved by their committee, the committee Chair will run it through Turnitin and review the results. Then, this report should be e-mailed to Emily Redd (redde@etsu.edu). Instructions for reviewing and downloading the report can be found in the under "Checklist of Requirements for Submission of Thesis/Dissertation" on our [forms page](#). If the report is unobtainable due to technical issues, [please contact ATS for support](#).

Manuscript Review Form: The Manuscript Review form is a student-initiated online form routed to the committee for approval. Students should not use "@mail" to fill out this form, use name@etsu.edu only or the form will not be routed. They can find this form [here](#).

Graduation

Applications for graduation need to be completed the semester before the anticipated graduation term (Ex: A student is anticipated to graduate Spring 2026, so they need to apply for graduation by September 1st, 2025).

Applications to Graduate: Applications for graduation need to be completed the semester before the anticipated graduation term. Instructions can be found [here](#).

- Deadlines for graduation applications are March 1st for Summer and Fall, and September 1st for Spring.
- Some programs and most certificates will require students to apply for graduation their first semester enrolled. Please familiarize yourself with your program and student needs
- (Ex: A student is anticipated to graduate Spring 2026, so they need to apply for graduation by September 1st, 2025).

Results of Culminating Experience: This [form](#) is filled out by the coordinator when a student in their program has completed all requirements of a culminating experience.

- This form is only filled out if a student passed their culminating experience. If a student fails, do not fill out the form. Instead, inform the enrollment/graduation team if they need to be removed from graduation for the respective term.
- **Please be reminded that if a student fails their culminating experience, they will more than likely need to change their graduation term.**

When to Change:

- Students need to [change their graduation term](#) as soon as their plans change or when they know their plans will change (Ex: They fail their culminating experience or do not pass their thesis/dissertation defense).
- If students are unsure if they will meet deadlines or complete their thesis/dissertation, please exercise good discretion if they need to change their graduation term.
 - o Students may not meet the deadlines for their thesis/defense, but still defend before the end of the semester. In cases such as these, continuous enrollment is waived, but the student will not be able to graduate that semester (Ex: A student's original plan is to graduate in the fall, but they do not complete their defense by the deadline. They defend after the deadline, change their graduation term to spring, and will not need to be enrolled for the spring semester if final approval is received by the Friday before classes begin).

Certificates:

- Certificate Programs are often completed in one academic year, even as a part time student. It is not uncommon for a student to need to apply for graduation during the same semester they are admitted.
 - o (Ex: A student is admitted for a 12-credit hour certificate in the fall, and will be enrolling in 6 credit hours. They will need to apply for Spring graduation by the September 1st graduation deadline if they intend to take 6 credit hours again in the spring).

Degreeworks/Transcripts: Please advise students to refer to their unofficial transcript in GoldLink if they ask when their degree will be conferred.

- **Degreeworks will not reflect an accurate completion of a student's degree.**

End of Semester Processing

Each semester, this team runs end of term processing that includes probations and dismissals, incomplete grades, continuous enrollment requirements, and matriculation limits. All questions regarding the policies below can be directed to Shella Bennet and/or Ethan Spann.

Grades: Each coordinator will receive correspondence from this team about the students in their program that will be on probation, dismissed, or have received an Incomplete grade.

- If coordinators have any questions or issues with the students listed, the team needs to be notified as soon as possible.
- **If we do not receive a timely response for a dismissal or probation notification, we will proceed as usual and the student will be dismissed or placed on probation.**

Academic Probation: Any student who falls below an overall GPA of 3.0, or a program GPA of 3.0 will be placed on academic probation until they reach the minimum GPA for good standing (3.0).

- Policy dictates students are allowed two (2) semesters of probation, unless GPA worsens, or the program wishes to dismiss the student.
- Academic probation may be extended beyond two (2) semesters if GPA improves or the department requests it.
- All questions on academic standing can be directed to Shella Bennett and Ethan Spann.

Academic Dismissal: Students can be dismissed for grades, failure to progress in their program, or not meeting the provision(s) of their admission.

- If a department wishes to dismiss a student for any reason other than academic (Ex: Professional codes of conduct or program specific requirements) please inform Shella Bennett and Ethan Spann.

Reinstatement: After a dismissal of any kind, students may apply for reinstatement into the program from which they were dismissed.

- Students can be dismissed for grades, failure to progress in their program, or not meeting the provision(s) of their admission.
- The reinstatement will come to the Technical and Student Data team, who will fill out the appropriate information before it is routed to the coordinator.
- The coordinator and faculty in the department may confer and reach a decision as to whether or not the student will be allowed back into the program.
- The final decision lies with the Dean of the Graduate School

Grade Policies: All University level policies concerning grades can be found on the [policy search page](#).

- Any questions that arise from the policy page can be directed to a member of the Technical and Data Analytics team.
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Graduate Assistantships and Tuition Scholarships:

Graduate Assistantships and Tuition Scholarships are assigned by the department or unit within the university, ***not*** the Graduate School.

- The Graduate School only sets minimum stipend amounts, but the departments can offer higher stipends as long as this is equitable across similar students in the program.
- Open GA/TS positions are posted [here](#). The Graduate School does not have GA or TS positions to award beyond what is advertised here.
- One person processes all contracts in our office. If students come to coordinators, encourage patience. Our office will reach out if we require anything.
- Please refer to the [GA/TS Handbook](#) for any major questions you may have, for contract questions please contact our office manager, Queen Brown.

Graduate Faculty Status:

Coordinators must maintain Graduate Faculty status, please be aware of your department's procedures; all applications are handled by the Graduate School Office Manager, Queen Brown. The full guidelines can be found [here](#).

- There are several levels of Graduate Faculty:
 - o Member – five (5) year appointment.
 - o Affiliate – three (3) year appointment.
 - o Temporary – Cannot serve as a committee chair, but may serve on a committee.
 - o Instructions for the Graduate Faculty Application can be found [here](#).
 - Deadlines for completed applications are the first Friday of each month. The Graduate Faculty subcommittee recommends appointments every third Monday, and Graduate Council votes on Graduate Faculty appointments on the fourth Monday of the month.
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Resources for Students

Graduate Student Success Specialists (GSSS): This unit provides help with setting realistic personal and academic goals, addressing obstacles students may be having in day-to-day life, resolving problems and providing support, finding services on campus and in the community.

- All interactions are confidential, more information can be found [here](#).

Graduate and Professional Student Association (GPSA): The Graduate and Professional Student Association (GPSA) of East Tennessee State University is a student-managed organization whose membership is open to all currently enrolled post-baccalaureate degree-seeking students. The primary function is to improve the quality of graduate and professional education and student experience at ETSU.

- Membership is ten dollars (\$10) and is a one-time fee for the student's academic career.
 - o Cash payments can be made to the Graduate School directly.
 - o Debit/Credit card payments can be made through the Bursar's Office
- The GPSA offers social events and workshops for members and/or all students throughout the year. Check the [website](#) and emails for more information on when these occur.

Boot Camp: Provides help with the writing process leading to the completion of theses, dissertations, or capstone project.

- Information can be found [here](#), and all questions can be directed to Emily Redd.

Teaching Pedagogy (GRAD 5110): This course is offered each semester and meets three times. It focuses on higher education teaching pedagogy in the classroom and lab. The course emphasizes effective communication as well as classroom management strategies.

GA Training: If Graduate Assistants are not able to enroll in the teaching pedagogy course, they are encouraged to at least attend a crash course training day offered after each orientation in the fall. Contact Anna Dampf for details.

Events

New Graduate Student Orientation and Welcome Event: [This](#) event occurs twice a year, once for the Fall semester and once for the Spring semester.

- Fall Orientation takes place in the middle of August and Spring Orientation takes place in the middle of January, please refer to Anna Dampf for specifics not on the webpage.

Welcome Week: Occurs the first week of school during the fall semester, more information can be found on the [calendar of events page](#).

Online Graduate Student Toolkit: [This page](#) has resources for new students who are unable to attend orientation in person.

Graduate and Professional Student Appreciation Week: Occurs the first full week of April. Reach out to Anna Dampf for events and resources for Graduate Students.

Virtual Information Sessions: [These](#) occur throughout the year, and provide information on specific programs. These are orchestrated by the Program Coordinator and the Graduate School Director of Recruitment and Marketing, Tom VerDow.

Graduate School Fair: An internal event to market our Graduate programs to undergraduate ETSU students. Contact Tom VerDow for more information.

- Make yourself or a member of your department available for a table at the event.

3MT: A competition that takes place once a year for all thesis students, information can be found [here](#). Please direct all questions to Emily Redd.

Please contact Dr. Karin Bartoszuk (bartoszu@etsu.edu) for changes, link malfunctions, and outdated information.