

**Policy Title:** Graduate Admissions

**Policy Type:** Academic                      **New/revised:** Revised

**Old Policy #:** in ETSU Graduate Catalog (no numbering system)

**Approval level:**  Board of Trustees  
 President  
 Vice President  
 Other (specify here)

**Purpose:** This policy provides information on admission to graduate school for both domestic and international students.

**Policy:**

- I. Application for admission to graduate study is open to any person with a bachelor's degree from a regionally accredited institution. The transcripts of applicants with bachelor's degrees from non-regionally accredited institutions will be reviewed individually. If additional coursework is required to meet East Tennessee State University's minimum accreditation standards for graduation, it should be specified at the time of admission.
  - A. For admission to the School of Graduate Studies, a minimum undergraduate grade point average (GPA) of 2.5 (on a 4.0 scale) is required. Some programs have higher requirements. Applicants should consult the graduate catalog section on the program to which they are applying for information on specific requirements for admission. Specialist, doctoral, and international students are subject to additional specific requirements and should refer to the appropriate sections in this document or in the graduate catalog.
  - B. When all pertinent materials are received, including payment of the non-refundable application fee, the School of Graduate Studies will review the application and, if university requirements are met, forward the materials to the graduate program for evaluation. Applicants must be sure to submit all program requirements for admission (e.g., Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), letters of recommendation, etc.) or applications will not be referred to the graduate program for review.
  - C. All application materials become the property of the university and will not be forwarded or returned. Incomplete applications are maintained in an active file for 12 months, after which the file is purged. Files in inactive status for 12 months may be purged, after which the student will be required to resubmit all new application materials prior to the deadline dates for the term in which registration/enrollment is anticipated.
  - D. Applicants seeking admission to the School of Graduate Studies should have complete applications on file by the following preferred dates: June 1 for the fall semester, November 1 for the spring semester, and March 15 for the summer session. These deadlines are for U.S. residents. International students should follow the calendar listed in the Admission of International Students section of this catalog. Individual programs may have earlier admission deadlines. For this information, students should contact the graduate coordinator for the program they wish to enter or consult the program section in the graduate catalog. Since decisions regarding financial support (fellowships,

assistantships, and scholarships) for the academic year are normally made in March and April of each year, applicants seeking financial assistance and admission for the fall semester are advised to submit completed applications for review by March 1. Applications can be submitted electronically via the web.

- E. Applications for admission must be approved by the last day of registration (official census date) of a semester in order to be effective for that semester.
- F. Graduate program admission requirements are defined under Graduate Program Listings in the graduate catalog. Applicants denied admission may appeal this decision in writing to the Dean of the School of Graduate Studies. The final decision to admit or reject an applicant rests with the university through the Dean of the School of Graduate Studies.

## II. Complete and Correct Application Information

Applicants seeking admission to East Tennessee State University (ETSU) should be aware that failure to submit correct and complete application information shall be considered utterance of a false oath on an official document and may result in the immediate dismissal of a student without refund of fees, as determined by a judicial review board.

## III. Admission Categories

- A. Unconditional Admission - A graduate student accepted unconditionally is a degree-seeking student who has fulfilled all of the School of Graduate Studies requirements and the criteria of the program to which the applicant is applying.
- B. Unconditional Admission with Provision(s) - This category of admission is designed for applicants who are in the process of completing prerequisite courses or degrees or whose credentials are less competitive. Unconditional admission with provision(s) will not be granted when significant admission criteria are missing, such as required standardized testing, sufficient letters of recommendation, or in the case of international students, proof of equivalent U.S. accredited undergraduate degrees.
  - 1. Provision(s) will be outlined in the admission letter and must be removed by the date specified. If no date is specified, they must be removed prior to the completion of 15 graduate credits or one calendar year, whichever is later. The student must submit a Satisfaction of Required Provision(s) Form. The Dean of the School of Graduate Studies reviews the request upon recommendation from the degree program coordinator or program admissions committee. A student who has not met the provision(s) deadlines will not be allowed to continue to register as a degree-seeking student and cannot be admitted to candidacy until the provision(s) have been met. Ultimately, failure to meet the provision(s) will result in dismissal from the program.
- C. Visiting Student Admission - Admission as a visiting student is reserved for students who plan to earn a limited number of credits for transfer to a college or university where they are enrolled for a degree program. Visiting students may be admitted with a letter of good standing from the college where they are enrolled for a graduate degree program and with completion of a non-degree application.
- D. Graduate Non-Degree Admission - This category of admission is for individuals who wish to enroll in graduate courses but who are not admitted to a graduate program at ETSU. These students are expected to have, at a minimum, a bachelor's degree from an accredited institution and must submit an official transcript verifying the bachelor's degree prior to the end of the first term of enrollment. If official proof of degree is not submitted prior to the end of the first term of enrollment, the ETSU transcript showing

credit earned in non-degree status will not be released. Departments may exclude non-degree students from designated courses, and it is a department's prerogative to require non-degree students to have its approval prior to registering for any class. ETSU cannot assure a non-degree student that all or any work completed in this status will apply toward a degree. A student may petition to have a maximum of nine credits accepted for transfer credit upon subsequent admission to a degree program.

IV. Appeal of Admission Denial

- A. Applicants denied admission may appeal this decision in writing to the Dean of the School of Graduate Studies. In all cases the final decision to admit or reject an applicant rests with the university through the Dean of the School of Graduate Studies.

V. Application for Admission to a Master's Degree Program

- A. For admission to a master's degree program in the School of Graduate Studies, a minimum 2.5 undergraduate GPA (on a 4.0 scale) is required. Some master's degree programs have higher requirements and international students are subject to additional specific requirements and should refer to the appropriate sections in this document or in the graduate catalog. Students with less than a 2.5 GPA who wish to apply must address the low GPA in the personal essay (see #4 below).
- B. The following must be submitted before an applicant will be considered for admission:
  - 1. Nonrefundable application fee.
  - 2. A completed application form.
  - 3. One official transcript from each undergraduate or graduate institution attended, except previous coursework taken at ETSU. Applications will not be considered without all transcripts.
  - 4. A personal essay.
  - 5. Additional materials required for admission to a specific program (See Graduate Program Listings in the graduate catalog.)

VI. Application for Admission to a Graduate Certificate Program

- A. For admission to a graduate certificate program in the School of Graduate Studies, a minimum 2.5 undergraduate GPA (on a 4.0 scale) is required. Some certificate programs, such as post-master's or post-doctoral certificate programs, have higher requirements. International students are subject to additional specific requirements and should refer to the appropriate sections in the graduate catalog. Students with less than a 2.5 GPA who wish to apply must address the low GPA in the personal essay (see #4 below).
- B. The following must be submitted before an applicant will be considered for admission:
  - 1. Nonrefundable application fee.
  - 2. A completed application form.
  - 3. One official transcript from each undergraduate or graduate institution attended, except previous coursework taken at ETSU. Applications will not be considered without all transcripts.
  - 4. A personal essay.
  - 5. Additional materials required for admission to a specific certificate program (see Graduate Program Listings in the graduate catalog).

VII. Application for Admission to the Educational Specialist Degree Program

- A. An applicant seeking admission to the specialist in education degree must hold a bachelor's degree and a master's degree. The following must be submitted before an applicant will be considered for admission:
  - 1. Nonrefundable application fee.

2. A completed application form.
3. One official transcript from each undergraduate or graduate institution attended, except previous coursework taken at ETSU. Applications will not be considered without all transcripts.
4. A personal essay.
5. A photocopy of the teaching certificate.
6. Fours (4) letters of recommendation.

VIII. Application for Admission to a Doctoral Degree Program

- A. An applicant seeking admission to a doctoral degree program must hold a bachelor's or master's degree. For doctoral programs that will admit students with only a bachelor's degree, a minimum 2.5 undergraduate GPA (on a 4.0 scale) is required however most doctoral degree programs have higher requirements. International students are subject to additional specific requirements and should refer to the appropriate sections in this document or in the graduate catalog. The following must be submitted before an applicant will be considered for admission:
  1. Nonrefundable application fee.
  2. A completed application form.
  3. One official transcript from each undergraduate or graduate institution attended, except previous coursework taken at ETSU. Applications will not be considered without all transcripts.
  4. A personal essay.
  5. Official scores on the general portion of the GRE.
  6. Three (3) letters of recommendation.

IX. Admission into ETSU Accelerated Bachelors to Master's Degree Program

- A. Purpose: The accelerated bachelors to master's degree program provides high performing ETSU undergraduate students an opportunity to complete both the bachelor and master degrees at an accelerated pace. Participating students can apply as many as 12 credits of graduate-level coursework toward both of their degrees.
- B. Benefit: Participating students will benefit by accelerated completion of two degrees, reducing time and cost. Programs will benefit by recruiting motivated students who desire such an opportunity. Particularly motivated students with a number of dual-enrollment or advanced placement courses could additionally reduce the time and cost of earning both degrees.
- C. Eligibility: ETSU students may apply to the program once they have completed 75 credits in their undergraduate programs, including credits earned from dual enrollment or advanced placement. They must apply and be accepted to the accelerated program (including acceptance into the graduate program) prior to earning the undergraduate degree. Transfer students must have completed at least one year (2 semesters) at ETSU prior to requesting admission to the accelerated program.
- D. Minimum GPA: Students must have a minimum ETSU undergraduate GPA of 3.25 to request admission to the program. Individual programs may impose higher GPA requirements.
- E. Admissions: Admission to an accelerated program is contingent on meeting requirements of the respective programs and the School of Graduate Studies. Permission to pursue developing a proposal for the accelerated program will not guarantee admission to the graduate program.
- F. Application process:

1. Students meeting the eligibility requirements and wishing to pursue an accelerated program should contact their undergraduate advisor and the graduate program coordinator to schedule a meeting to create a proposal.
  2. Once the accelerated program proposal is agreed upon by the student and coordinators, the graduate program coordinator will make a Plan of Graduate Work memo for the student's file that contains the following specific information:
    - a. Plan of study for both degrees that includes:
      - i. The list of the graduate credits (up to 12) that will apply toward both degrees.
      - ii. The courses that will be taken after matriculating into the master's program.
    - b. Permission to pursue the program from both coordinators.
    - c. The rationale for substitution for each graduate course that will be applied toward the undergraduate degree. The rationale can be based on an analysis of course objectives, competencies, or other objective measures.
    - d. Target dates for graduation. Note that it is expected that most students will earn the bachelor degree en route to the master's degree but some programs may require simultaneous awarding of both degrees. This must be specified in the plan.
    - e. A copy of the plan will be provided to the Dean of the School of Graduate Studies for review.
  3. When the student has earned at least 75 undergraduate credits toward a bachelor's degree and is otherwise eligible, the student will then seek admission to the School of Graduate Studies using the standard application form, making a note to check the box indicating the intent to apply for the accelerated program.
    - a. Standard School of Graduate Studies application procedures will be followed. Where a graduate program also requires a specialized application service the student applying for the accelerated program will not be required to use this service and will only use the ETSU application for admission for graduate study.
    - b. Regular School of Graduate Studies application fees must be paid.
    - c. In general, students applying for the accelerated program will not be required to take standardized admissions tests, however programs may elect to require a test in some cases. This must be reflected in the Plan of Graduate Work.
- G. Acceptance or Denial: Upon review of the submitted materials, the graduate program admissions committee will recommend to the School of Graduate Studies that the Dean make an offer of acceptance or denial to the student. The Dean's letter should state that award of the graduate degree will be contingent on meeting the stated accelerated program requirements. Copies of this letter will be sent to the graduate program coordinator and the undergraduate advisor.
- H. Modifications: Any modifications to the agreed-upon plan of study will be requested through the same mechanism that the student used when outlining the original request; i.e., both the undergraduate advisor and the graduate coordinator will be involved and the changes will be approved by the Dean of the School of Graduate Studies.

- I. Student Classification: Students accepted into the Accelerated Bachelor to Master's Degree program will be classified as undergraduate students during the first year in the program and tuition will be billed at the undergraduate rate for all courses. This is the year when they are taking both undergraduate and graduate (up to 12 credits) courses. For all subsequent terms, students will be classified as graduate students and will be billed at the graduate rate for all courses.
- J. Graduate Tuition Scholarships and Graduate Assistantships: Students in the accelerated program are not eligible for graduate Tuition Scholarships. Once students are classified as graduate students, they may be considered for a Graduate Assistantship (GA) if they are eligible per policy in the GA Handbook.
- K. Additional Requirements:
  - 1. Students must receive a grade of B or better in the courses to be applied toward both the bachelor and master degrees.
  - 2. No more than twelve (12) credits of graduate work may be counted towards the requirements of both degrees.
  - 3. If a student's cumulative undergraduate and graduate GPA falls below the required program minimum, then he/she will need program and graduate school approval to continue in the accelerated program. Program approval of continuation must be written and copied to the student's undergraduate and graduate files.
  - 4. A student who withdraws or is administratively withdrawn from the accelerated program may not subsequently count courses for both degrees; the student may count eligible courses toward one degree only.
- L. Matriculation limits: Because of the nature of the Accelerated Bachelor to Master's Program, it is fully expected that the student will meet the timeline specified in the Plan of Graduate Work for completion of both degrees. In a rare instance of significant impediment, a revised plan for completion must be submitted and approved by the graduate program coordinator and the Dean of the School of Graduate Studies. Note that graduate degree matriculation limits will apply and matriculation limits start from the date of the first course taken that will apply toward the master's degree. See "Matriculation Limits" in the graduate catalog.
- M. Withdrawal: A student who wishes to withdraw from the accelerated program may do so by notifying the appropriate undergraduate and graduate coordinators in writing, copying the Dean of the School of Graduate Studies. Staff in the School of Graduate Studies will work with the ETSU Office of the Registrar to amend the student's records.
- N. Formalized articulation: Graduate programs that wish to set up formalized articulated programs will be encouraged to create articulation agreements between the participating bachelors and masters programs. Articulation agreements require the cooperation of the undergraduate and graduate programs and faculty, and must be approved by the College Curriculum Committee(s), College Dean(s), Undergraduate Curriculum Committee, Graduate Council, Academic Council, ETSU President, and the Board of Trustees.
- X. Admission Using Graduate Academic Fresh Start
  - A. Graduate Academic Fresh Start is a process by which a former ETSU graduate student with poor academic performance can petition to enter/reenter graduate study and avoid having his/her previous low grades adversely affect the GPA calculation for newly taken coursework. A previously-enrolled ETSU master's, doctoral, graduate certificate, or non-degree seeking graduate student who has not been enrolled at ETSU for at least

2 academic years can petition for admission/readmission under the Graduate Academic Fresh Start policy. Graduate Academic Fresh Start can be used for admission into a new graduate program or for readmission into the prior program; the latter could be for the same or for a different concentration. Students who were dismissed for academic misconduct are not eligible for Graduate Academic Fresh Start.

- B. A student wishing to pursue this option should contact the Graduate Coordinator of the program of interest and the appropriate School of Graduate Studies Graduate Program Specialist to discuss the policy and application process. Students applying for admission under Graduate Academic Fresh Start must follow all normal processes for admission to the School of Graduate Studies and file a Petition for Graduate Academic Fresh Start. This petition will include a personal statement from the student that addresses professional and/or personal growth during the time absent from ETSU Graduate Studies as well as information that will inform the program of current potential for academic success. Once the application for admission is complete and if materials meet standards of initial review by the School of Graduate Studies, the application and the Graduate Academic Fresh Start petition will be referred to the program admission committee for recommendation.
- C. Students admitted under the Graduate Academic Fresh Start program will receive an unconditional admission with provision(s). One provision of admission will be to earn a grade of “B” or better in each graduate course for the first 12 credits in the program. Program admission committees can impose additional provisions of admission with approval by the School of Graduate Studies. There will be no consideration of a petition to waive any provision(s) of admission.
- D. When a student is admitted under this policy, the transcript will show all courses taken and grades received; however, previous graduate courses will be excluded from the GPA and earned credits calculations. The transcript also will contain the note “Admitted under Graduate Academic Fresh Start” or “Readmitted under Graduate Academic Fresh Start”, as appropriate. Once the academic record is changed, the change cannot be reversed. The student’s catalog of record will be the catalog for the year of Graduate Academic Fresh Start admission/readmission. A student can be granted only one Graduate Academic Fresh Start at ETSU.
- E. Up to six (6) previous graduate credits for a person seeking admission into a graduate certificate program or up to nine (9) previous graduate credits for a degree program may be applied to the student’s new program of study at the discretion of the program admission committee and will be treated as transfer credits. The student must have earned a “B” or better in these courses. Transfer courses must be identified at the time of application and they will be excluded from GPA calculations. Note that these transferred courses will affect matriculation limits and that these courses cannot be considered for revalidation if they exceed matriculation limits. Thus, a student may need to retake a course if the degree is not completed within the course’s matriculation limits. See “Matriculation Limits” in the policy on Degree Requirements or in the graduate catalog.
- F. Students admitted or readmitted under Graduate Academic Fresh Start are not eligible for graduate Tuition Scholarships. They may be considered for graduate assistantships if they have terms of eligibility remaining per policy in the GA Handbook.
- G. This policy is independent of financial aid regulations. Financial aid requirements at the time of application will apply. Therefore, a Graduate Academic Fresh Start applicant should check with his/her financial aid counselor for guidance.

- XI. **Second Graduate Programs**  
A student holding an earned master's degree from a regionally accredited U.S. institution may qualify for a second master's degree by completing a minimum of 21 semester credits of ETSU graduate work for thesis programs, or 24 credits of ETSU graduate work for non-thesis programs, approved by the student's advisory committee. All specific program requirements, with the possible exception of electives or duplicative courses, must be met for the second degree. Such requirements include the comprehensive exam or culminating experience, such as thesis, project, strategic experience, etc. A student with a prior master's degree or doctoral degree may also, in warranted circumstances, have a reduced program of study in a graduate certificate program (as long as all required coursework is completed and courses are within matriculation time limits) with the approval of the student's graduate program coordinator, advisory committee (if applicable), and the Dean of the School of Graduate Studies. In all cases, students must take at least 50% of the certificate program coursework or a minimum of six credits of coursework (whichever is greater) at ETSU in order to complete certificate requirements. Please consult the curricula of individual graduate certificates for further information.
- XII. **Dual Degree Program Admission**  
In warranted circumstances, a student may seek admission simultaneously to (1) two master's programs, or (2) a master's program and a graduate certificate program, (3) a doctoral program and graduate certificate program, or (4) a doctoral program and a master's program. Prior to admission to the second program, approval must be granted by the graduate program coordinator in each program and by the Dean of the School of Graduate Studies. All requirements of both programs and the School of Graduate Studies, including matriculation limits, must be met. With the exception of formal articulated dual degree programs, students will not be permitted to enroll simultaneously in a master's degree and in a doctoral program at ETSU.
- XIII. **Advanced Admission for Undergraduates**  
A senior, lacking no more than nine semester credits for graduation at ETSU, may register for graduate coursework. The total course load for a senior enrolled in graduate coursework may not exceed 12 credits. Requirements for the undergraduate degree must be completed during the semester in which the student is allowed to register for part-time graduate work. Petition forms, available in the School of Graduate Studies, must be signed by the undergraduate department chair and the Dean of the School of Graduate Studies.
- XIV. **Admission of Faculty Members**  
Tenure track faculty, or administrative staff holding faculty rank, are ineligible to receive a graduate degree from ETSU. Exceptions to this policy may be granted by the Dean of the School of Graduate Studies upon recommendation by the appropriate department chair and college dean when graduate study at ETSU will be a special advantage to the university and when graduate study elsewhere is not feasible. Members of the ETSU faculty may be admitted to the School of Graduate Studies as non-degree students through established procedures. A faculty member will not retain graduate faculty status while matriculating in a graduate program.
- XV. **Criminal Background Investigation**  
A. In Tennessee and nationally, due to legislative and accreditation requirements, many schools, childcare facilities, and health care facilities require that students in health-related professions be required to submit to a Criminal Background Investigation (CBI) before participating in any educational/patient care activities at their sites. These educational/clinical activities are an essential requirement for graduation or subsequent licensure and the inability to complete this requirement may result in a student's failure

to meet the admission or graduation requirements of certain programs in the ETSU Colleges of Arts and Sciences, Clinical and Rehabilitative Health Sciences, Education, Nursing, and Public Health. Students will be required to do the following:

1. Truthfully answer all questions, including those pertaining to felony convictions, on the student undergraduate or graduate application. Students who do not answer the questions truthfully and completely shall not be eligible for acceptance or enrollment. Discovery that the section dealing with felony convictions was not completely or truthfully answered by an enrolled student may result in dismissal.
2. Complete a CBI prior to placement at an affiliated institution that requires a CBI, as determined by the academic department.
3. Notify the Program Chair of any criminal charges within five (5) working days of their occurrence during enrollment in the program. Failure to notify the Chair of such events may result in immediate dismissal.
4. Check college or departmental guidelines for procedures for obtaining the CBI and follow up as needed.

XVI. Requirements for Entering Teacher Training Programs

- A. All students wishing to enter approved teacher training programs shall be required to:
  1. Agree to the release of all investigative records to the administrator of the selected teacher training program;
  2. Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation (TBI); and
  3. Sign an authorization and release form provided by the department or board, authorizing a qualified Tennessee licensed private investigation company by and on behalf of the board to complete a criminal history records check.
- B. As used in subdivision A.1.C, “qualified Tennessee licensed private investigation company” means a company that is licensed by the department of commerce and insurance, insured with at least three million dollars (\$3,000,000) worth of errors and omissions insurance and carries sufficient indemnification coverage.
- C. Any reasonable costs incurred by the TBI in conducting an investigation of an applicant shall be paid by the applicant. The applicant shall be provided a copy of all criminal history records check documentation. In lieu of additional criminal history records checks for subsequent applications to the selected teacher training program, the applicant may submit copies of the applicant’s initial criminal history records check documentation and shall not be required to pay any additional costs.
- D. Any criminal history records check performed pursuant to this section shall not be submitted and used for the criminal history records check required under ‘ 49-5-4 13 for employment by an Local Education Agency (LEA) or child care program as defined in ‘ 49-1-1 102. [Acts 2007, Ch. 454, ‘ 1.]

XVII. Readmission – Reapplication

If a student has not been active in a graduate program for more than a year, a readmission form must be filed and approved by the Dean of the School of Graduate Studies prior to re-enrollment.

XVIII. Misrepresentation of Academic Credentials

- A. It is a Class A misdemeanor to misrepresent academic credentials. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing that such person:

1. Has successfully completed the required coursework for and has been awarded one (1) or more degrees or diplomas from an accredited institution of higher education;
2. Has successfully completed the required coursework for and has been awarded one (1) or more degrees or diplomas from a particular institution of higher education; or
3. Has successfully completed the required coursework for and has been awarded one (1) or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.

XIX. Immunization Requirements

- A. Failure to submit the appropriate documentation could prevent a student from completing the class registration process or could limit the number of credits in which a student is able to enroll. The State of Tennessee requires all students to meet the following immunization requirements:
  1. All enrolling students will be required to provide health information that, at a minimum, establishes the student's compliance with rules promulgated by the Tennessee Department of Health regarding requirements for immunization against certain diseases prior to attendance and compliance with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization practices.
  2. Prior to full-time enrollment, the student must provide documentation of receipt of required immunizations or provide positive quantitative laboratory serology reports.
  3. New, incoming students who live in on-campus student housing must comply with the latest standards for immunization for meningococcal disease as set forth by the recommended immunization schedule issued by the Center for Disease Control Advisory Committee on Immunization Practices.
  4. Admission to some programs may have additional requirements.
- B. Exemptions:
  1. Information regarding immunizations will be posted on the Student Health Services website.

XX. Admission of International Students

- A. International students must meet the same program-specific requirements for admission to the graduate program that apply to citizens of the United States. An international student must have an equivalent four-year bachelor's degree with at least a "B" average on various grading scales. European students with three-year Bologna bachelor's degrees and Indian students with three-year bachelor's degrees from Indian universities ranked A (3.01- 4.0) through the National Assessment and Accreditation Council (NAAC) accreditation process will be considered to have equivalent four-year degrees. The B average requirement on various grading scales would indicate:
  1. 3.0 on a 4.0 scale;
  2. 16 on a 20-point scale;
  3. 80.0 from Chinese institutions;
  4. 1st Class, 2nd Class Honors, or 1st and upper 2nd Division from Indian institutions;

5. Upper 2nd Class Honors on various British systems.
- B. Other grading systems will be evaluated upon receipt of official transcripts. Please note that the ETSU School of Graduate Studies provides this general GPA converter as a free service to convert country-specific grades to a 4.0 scale. Applicants whose transcripts come from a country with multiple grading systems may wish to pursue a more specific GPA converter (such as offered by World Education Services (WES)).
  - C. An international student may apply for admission any semester. International student application materials should be received by: April 30 - fall semester; September 30 - spring semester; February 1 - summer session. The School of Graduate Studies must be notified of any change in the entering date after admission has been granted. Individual programs may have early admission deadlines and additional requirements. For this information, students should contact the departments whose program they wish to enter.
  - D. The following must be submitted before an applicant will be considered for admission:
    1. Completed application form.
    2. Nonrefundable application fee.
    3. Official or attested university records (including proof of all degrees received), with certified translations if the records are not in English. Records must be attested by the awarding institution; notarized copies and third-party attestations are not acceptable. Individual year marksheets from Indian institutions are required; summary marksheets will not suffice.
    4. A personal essay.
    5. Certification of English proficiency. Graduate students whose native language is not English must submit a minimum score of 79 (Internet-based), 550 (paper-based) on the Test of English as a Foreign Language (TOEFL), taken within the past two years; a minimum score of 6.5 on the International English Language Testing System (IELTS); a minimum score of 53 on the PTE Academic; successful completion of the English Language Services Program at Level 112; or have earned a baccalaureate degree from an accredited U.S. institution. (All international students who receive a tuition scholarship or graduate assistantship must sit for an oral English proficiency interview immediately upon their arrival at ETSU.)
    6. Official scores on the GRE or GMAT, if required.
    7. Letters of recommendation or rating forms, if required.
    8. Evidence of acceptable insurance coverage.
  - E. Qualified international students may be considered for graduate non-degree admission to ETSU, (See Visiting Students Admission Category.)
  - F. Applicants denied admission may appeal this decision in writing to the Dean of the School of Graduate Studies. In all cases the final decision to admit or reject an applicant rests with the university through the Dean of the School of Graduate Studies.
  - G. The ETSU International Programs and Services Office will contact admitted students with guidance on issuance of I-20, health insurance requirements, and other requirements for enrollment at ETSU.
  - H. International students may enroll in fully online programs of study if present in the United States under an immigration status, other than student, that permits study. Alternatively, admitted students may enroll full- or part-time in online classes if accessing them from outside the United States and having the intent to remain outside the U.S.

- I. Admission must be granted and financial documentation and degree confirmation must be received prior to issuance of an I-20 or DS-2019 form needed to obtain a visa.
  - J. The university will not enroll any student who has not been approved initially or for transfer by the United States Citizenship and Immigration Services (USCIS) to attend East Tennessee State University. International students accepted for graduate study at ETSU will receive a letter of acceptance from the university. This letter and the Student and Exchange Visitor Information System (SEVIS) I-20 form furnished by the university must be presented to the consular officer of the United States to whom the applicant applies for a student visa. ETSU will not accept visas issued for admission to other colleges or universities. International students admitted to graduate study are encouraged to arrive on campus two weeks prior to the beginning of classes and should contact the Office of International Programs as soon as they arrive.
  - K. It is the responsibility of a nonimmigrant applicant to comply with current INS regulations in regard to collegiate enrollment. New Department of Homeland Security regulations may prohibit the enrollment of an individual in B-1 or B-2 status.
  - L. The ETSU Office of International Programs administers the university's international student (F status) and exchange visitor (J status) programs. Other nonimmigrant applicants may consult with this office.
- XXI. Medical Insurance for International Students
- A. Students enrolled pursuant to an F visa must have and maintain medical and hospitalization insurance as a condition of initial and continued enrollment at the institution.
  - B. In addition, the following procedures have been established:
    1. In the letter of admission, in the I-20, and in the IAP-66, all international, nonimmigrant students will be informed of this requirement, of the extent of coverage required, which may vary slightly from year to year, and of the approximate cost to obtain the coverage.
    2. All international, nonimmigrant students will be required to enroll in the Student Comprehensive Health Insurance Plan. The only exception to this requirement will be international, nonimmigrant students who have a scholarship that includes the purchase of an insurance policy on their behalf. This policy must meet or exceed the level of coverage provided to participants in the Student Comprehensive Health Insurance Plan.
    3. Students will be covered for twelve months. Exception to this rule will be made in the case of international students who abandon their F status, by leaving the U.S., by changing to another nonimmigrant status, or by adjusting status to that of an immigrant.
    4. Students under Practical Training will not be required to purchase the coverage. Students under Practical Training, however, may purchase the coverage during the period of training.
    5. Once the insurance premium is paid, there will be no refunds.