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EAST TENNESSEE STATE  
UNIVERSITY

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## **Application of ETSU Graduate Credits**

**Policy Name:** Application of ETSU Graduate Credits

## **Policy Purpose**

This policy specifies how prior graduate credits earned at ETSU can be applied to a new program of study.

## **Applicability**

This policy is applicable to admitted and enrolled students in the Graduate School. This policy does not apply to students who are exclusively enrolled in Quillen College of Medicine for the M.D. degree or the Gatton College of Pharmacy for the Pharm.D. degree.

## **Responsible Official, Office, and Interpretation**

The Dean of the Graduate School and Graduate Council are responsible for the review and revision of this policy. For questions about this policy, please contact the Dean of the Graduate School. The Provost, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

*A defined term has a specific meaning within the context of this policy.*

### Articulation Agreements

Plans of specified transfer credit from one program (typically a certificate) into another. Articulation Agreements are approved in the curriculum process.

### DegreeWorks

ETSU's online degree audit tool.

### Matriculation Limit

The limit defined in the policy on [Graduate School Matriculation \(Time\) Limits](#).

### Non-Degree Seeking Student

Students who were admitted to take graduate courses per the [Graduate School Admission Policy for Non-Degree Seeking Students](#).

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Program of Study

All courses, total number of credits, and any program requirements needed to complete a degree or certificate.

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### **Policy**

When a student takes graduate credit at East Tennessee State University and those credits have not been applied to a completed degree or certificate program, they may be applied to a new Program of Study according to the requirements of this policy.

The Dean of the Graduate School or designee must give final approval for all application of ETSU graduate credit. The decision of the Dean of the Graduate School (or designee) is final.

#### **1. Eligibility for Applying Previous ETSU Graduate Credits to a New Program of Study.**

For a student to be eligible to apply previous graduate credits that have not been used to award a degree or certificate to a new Program of Study, a student must be accepted into the new graduate program following the [Graduate School Admission Policy for Degree and Certificate Seeking Students](#).

Students who have earned credits as part of a prior awarded graduate degree at ETSU or another institution must review and follow the process outlined in the [Graduate School Reduction and/or Substitution of Credits for a Subsequent Graduate Degree Policy](#).

Students who wish to apply credits from another institution that are not used in a prior degree would follow the [Graduate School Transfer and Acceptance of Graduate Credit Policy](#).

#### **2. Number of Credits that Can Be Applied.**

Credits can be applied as follows:

##### **2.1. Credits taken as a Non-Degree Seeking Student.**

Nine credits of coursework taken at ETSU as Non-Degree Seeking Student can be applied to the Program of Study.

##### **2.2. Credits taken in a Prior Program of Study.**

Students who were previously enrolled in a graduate program at ETSU who then subsequently change to a new program before completion of the original program may apply up to 50% of the total credits to the new the Program of Study.

##### **2.3. Credits taken as part of an Articulation Agreement.**

Some ETSU graduate programs have Articulation Agreements identified in the graduation catalog that apply credits from/into degree and/or certificate

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programs. Credits in these programs will be shared as described in the Articulation Agreements.

### 2.4. Credits taken as part of a Prior Earned Graduate Degree.

Students who have earned a graduate degree at ETSU or anywhere prior to starting a new graduate program will follow the [Graduate School Reduction and/or Substitution of Credits for a Subsequent Graduate Degree Policy](#).

### 3. Impact on Grade Point Average (GPA).

All credits and grades from graduate coursework taken at ETSU are calculated in the student's GPA in accordance with the [Graduate School Determination of Graduate Grade Point Average Policy](#). All attempted credits at ETSU will only be counted once in the Cumulative GPA and will not be removed from the Cumulated GPA calculations based on changes in Program of Study. Students are subject to the [Graduate School Retention Standards Policy](#).

### 4. Program Policies for Required Grades.

Some programs may have higher minimum grade requirements in the Program of Study as outlined in the graduate catalog. If a student has earned prior graduate credits at ETSU that may be applied to the new Program of Study, but the grade is less than the program requirement, the student must retake the course and earn the required grade to meet program requirements. Repeated course grades will be calculated as specified in the [Graduate School Determination of Grade Point Average Policy](#).

### 5. Prior Credits that Should Appear in the Program of Study in DegreeWorks and Do Not.

Sometimes a course is within Matriculation Limits and may fit into a Program of Study but has not been applied in DegreeWorks automatically. In this case, the graduate coordinator (or designee) must submit a [Change of Program](#) form to have the credits applied to the Program of Study.

### 6. Credits that a Student Does not Want to Apply to a New Program of Study.

DegreeWorks will apply prior graduate credits taken at ETSU to any new program of study within Matriculation Limits and that are clearly scribed into the Program of Study. The graduate program coordinator (or designee) and the student must decide if all the credits are appropriate to the program of study. If not, the graduate coordinator (or designee) must request that specific credits be removed from the program of study through a [Change of Program](#) form.

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### 7. Revalidation of Applied Credits.

Prior credits taken at ETSU may be revalidated if they later exceed the Matriculation (Time) Limits by following the [Graduate School Matriculation \(Time\) Limit Policy](#). Courses applied to the new Program of Study under the [Graduate School Academic Fresh Start Policy](#) cannot be revalidated.

### 8. Financial Aid.

This policy is independent of financial aid regulations. Graduate students should consult a Financial Aid Counselor to learn of any impacts to their financial aid.

### 9. Accommodations.

To the extent possible, the Dean of the Graduate School (or designee) may grant, in the Dean's discretion, reasonable accommodations to the requirements of this policy.

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## **Procedures**

If a student needs to apply and/or remove credits to the Program of Study that meet the criteria of this policy, the student contacts the graduate program coordinator (or designee) to request completion of the [Change of Program](#) form. The Dean of the Graduate School or designee approves or denies the request. A graduate enrollment specialist notifies the student.

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## **Applicable Forms and Websites**

[Change of Program](#)

## **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.

**Previous Policy:** Previously part of the Graduate School Transfer of Credits Policy

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.

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