Admission Procedures and Requirements

General Requirements

Anyone with a bachelor’s degree wishing to take courses for graduate credit, whether or not he/she wishes to become a candidate for a degree, must make formal application for admission to graduate study. Admission to graduate study does not make a student a candidate for a graduate degree. Only persons who have received a letter of admission from the Dean of Graduate Studies may enroll in graduate courses. An applicant may be admitted at the beginning of any semester. Application deadline for each semester is two weeks prior to the first day of class. All documents used for admission purposes become the property of The University of Tennessee at Martin and will not be returned. Students have the right to review their individual files.

Admission requirements for the M.S. in Agricultural Operations Management; M.S. in Family and Consumer Sciences; M.Ac., M.B.A., and Dual M.Ac./M.B.A. in Business; and M.S. in Education can be found on the following pages.

Re-Enrollment

Students who were previously enrolled as graduate students at UT Martin but have not been enrolled for one semester (excluding summer), must submit an updated application form in order to reactivate their files.

Procedures for Admission

1. Obtain an application for admission from the Graduate Studies Office, The University of Tennessee at Martin, Martin, Tennessee, 38238.
2. Return the completed application form with a check or money order for the $25 non-refundable application fee ($50 for foreign students).
3. Request the registrars of all colleges and universities attended to send one official transcript directly to the Graduate Studies Office.
4. Request that official scores on the appropriate qualifying examination be sent directly to the Graduate Studies Office by the testing agency. NTE scores may be certified by the superintendent's office of school systems in which one has worked if the score is no longer available from the testing agency.

5. International students must also follow the special instructions detailed in “International Students.” A decision on admission cannot be made until all of these procedures have been completed and official documents have been received. Students who have not been admitted may not register for classes.

Each applicant is responsible for arranging the appropriate qualifying examination and for requesting the transmission of scores directly to the Graduate Studies Office from the Educational Testing Service. Computer-based testing is available for the GRE General, GMAT, and MAT. Contact the UT Martin Test Center (731-881-7702) for registration information.

International Students

The University of Tennessee at Martin has an active international student program. The University wishes to encourage qualified degree-seeking graduate students from other countries; in fairness to such students, one must emphasize that no fellowships or other financial aid are currently available for beginning international students.

International applicants for graduate school admission must furnish the following in addition to meeting all entrance requirements:

1. A completed, signed application including an accurate chronological outline of all previous education.
2. Official school or university transcript(s) with certified translations if the records are in a language other than English. Transcripts must include descriptive titles of courses studied and grades gained in final examinations.
3. Draft or money order for the $50 non-refundable application fee.
4. Official report of a score of at least 525 (paper/pencil) or 197 (computer based) on the Test of English as a Foreign Language (TOEFL), unless the applicant’s native language is English or the applicant has earned a baccalaureate or higher-level degree within the past three years from a regionally accredited college or university in the United States.
5. A completed, signed confidential financial statement. (The university reserves the right to require foreign students to submit a deposit before registering for classes.)
6. A completed health statement on the form provided by the university and immunization records.
7. A brief handwritten statement about the course of study the student plans to follow and how it relates to his/her career objectives.

All materials should be in the International Programs Office well in advance of the semester in which the applicant plans to enroll to allow forwarding of completed application to the Graduate Studies Office by the application deadline (two weeks prior to the first day of class). An accepted applicant will be issued a letter of admission and an I-20 form, which will be necessary to obtain a student visa. Students must appear on campus no later than the date specified on the I-20 form.

An international student whose use of the English language appears to be inadequate after he/she arrives at the university will be required to take an English proficiency examination. If the student cannot pass this examination, he/she will be required to enroll in a course in English for foreign students.
Types of Admission

All applicants must have an earned bachelor’s degree. (Exceptions: see “Second Master’s Degree” and “Seniors Taking Graduate Coursework.”) Applicants must meet the university requirements for admission as either degree seeking or non-degree graduate students. They must also meet the admission requirements for the college in which they intend to pursue graduate work, which may exceed the university’s minimum requirements.

Degree Seeking

This admission is for applicants who want to obtain a master’s degree from UT Martin. Degree-seeking applicants who do not already have an advanced degree must meet the minimum Grade Point Average (GPA) and qualifying examination requirements specified below for the unconditional, conditional, or unclassified category.

Early

Early unconditional admission is available to a degree-seeking applicant who is currently enrolled in the final semester for a baccalaureate degree at a university/college in the U.S. The Graduate Studies Office must have received official qualifying exam score(s) which equal or exceed the minimum requirement, current official transcript from the institution currently being attended, and one official transcript from any other colleges/universities attended previously. The applicant must also meet the requirements for unconditional admission to the intended graduate degree program, which may exceed the university’s minimum requirements.

Upon receipt of these materials, the Graduate Studies Office will calculate the cumulative GPA based on all coursework completed prior to the current semester. If the applicant meets the admission requirements for unconditional admission, an early admission letter will be sent. A final official transcript must be received within the first semester of the student’s graduate enrollment.

Unconditional

Unconditional admission requires at least a 2.50 cumulative grade point average (GPA) on all work attempted prior to completion of the baccalaureate degree (4.00 scale) from a regionally accredited college or university and an acceptable graduate qualifying examination score, which may vary depending on the applicant’s GPA, as specified in the admission requirements of the college in which the student intends to pursue graduate work.

Applicants who have been admitted to another regionally accredited graduate school where they completed 12 or more semester hours of graded graduate work with a GPA of 3.00 or better may be exempted from the 2.50 undergraduate GPA requirement.

Conditional

Applicants may be granted conditional admission status subject to the following conditions:

1. They must meet the specified minimum graduate qualifying examination score requirement for the graduate degree program in which they intend to enroll.
2. They must meet one of the following minimal GPA requirements on a 4.00 scale (GPA requirement is waived if applicant graduated at least five years before the semester for which admission is being requested):
a. Cum GPA—a 2.50 cumulative GPA on all work attempted prior to completion of the baccalaureate degree, or
b. Sr Yr GPA—a 3.00 GPA on the last 30 semester hours attempted in the baccalaureate degree (all work will be computed for the number of semesters necessary to total the last 30 semester hours), or
c. a 3.00 GPA on the Sr Yr plus any post-baccalaureate upper-division and/or graduate courses. (Any courses included in the Sr Yr calculation may be repeated to raise the GPA to 3.00.)

Applicants admitted as conditional students may take at most four graduate courses for only 8-15 hours of graduate coursework as a conditional student, including any hours attempted as an unclassified student in the same degree program. Conditional students must maintain a 3.00 Cum GPA and must earn at least a 3.00 Cum GPA for the 8-15 hours before they can move to unconditional status. If the 3.00 Cum GPA is maintained the move to unconditional status occurs automatically at the conclusion of the semester in which 8 hours of graduate course work is completed successfully. Subject to the recommendation of the college’s graduate committee, courses taken as a non-degree student may be applied to the 8-15 hours limitation--if specified at the time conditional admission is granted. For M.Ac., M.B.A., and M.S.A.O.M. students, no courses offered for elective credit may be taken without the permission of the respective graduate coordinator.

Unclassified

Applicants for degree-seeking status who meet the minimum GPA requirements for conditional admission but cannot provide a satisfactory official qualifying exam score may be granted unclassified admission. Unclassified students may enroll for one semester only and for a maximum of six semester hours. They must achieve a 3.00 Cum GPA. Exception: An applicant for Business Programs can be admitted as unclassified only if approved by the College of Business and Public Affairs Graduate Committee and he/she meets all requirements for Conditional admission except for the GMAT specified minimum graduate qualifying examination score. Students may not enroll in courses offered for elective credit, unless the elective course fulfills an undergraduate prerequisite requirement and/or undergraduate corequisite requirement.

Continued enrollment as a degree-seeking student after the initial semester is subject to satisfactory completion of the requirements for conditional or unconditional admission in place when the student desires to re-enroll. If the student cannot satisfy the conditional admission requirements, future enrollment must be in the non-degree category. The student must sign a form acknowledging this change in admission status.

A maximum of two graduate courses (with at least a “B” in each course) taken as an unclassified and/or non-degree student may be applied toward a degree, subject to the six-year time limit for completion of a degree.

Second Master’s Degree

Applicants for admission to graduate study who have received an advanced degree from a regionally accredited college or university are subject to individual review by the appropriate Graduate Program Coordinator, the Dean of the academic unit to which they seek admission, and the Dean of Graduate Studies. Admission can be either unconditional or conditional. EXCEPTION: Applicants who already have a UT Martin master’s degree will automatically be accepted if applying for a degree offered by the same college as the earlier degree.
A student may obtain a second master's degree in any of the programs offered. Courses applied toward the first degree, however, may not be applied toward the second degree. Students will take graduate electives approved by the adviser instead of repeating the required courses. The total hours for the second degree will not be reduced and a second comprehensive exam must be taken. For students seeking a second degree, cumulative GPA for the second degree is based on UT Martin coursework taken beginning with admission to the second degree program (plus the hours attempted and quality points for any UT Martin courses taken prior to admission and used to satisfy requirements for the second degree). **EXCEPTION:** The Dual M.Ac. and M.B.A., where both degrees are completed simultaneously, allows for some courses to be used to satisfy requirements for both degrees. There will be one comprehensive exam for the dual degree program. The cumulative GPA for both degrees is based on the UT Martin coursework taken beginning with admission to the first degree program (plus the hours attempted and quality points for any UT Martin courses taken prior to admission and used to satisfy requirements for the dual degrees).

**NOTE:** The current M.S.Ed. with a Major in Teaching replaces the former M.S.Ed. in Curriculum & Instruction; the M.S.Ed. with a Major in Counseling replaces the former M.S.Ed. in Educational Psychology & Guidance; the M.S.Ed. with a Major in Educational Administration and Supervision replaces the former M.S.Ed in Educational Administration and Supervision.

**Non-Degree**

In order to serve the educational needs of individuals who wish to undertake graduate study without pursuing a degree, an applicant with an earned degree may be admitted as non-degree if he/she meets one of the following requirements. (Exception: An applicant for Business can be admitted as non-degree only if he/she has earned a graduate degree in business.)

1. Cum GPA—at least a 2.50 cumulative GPA on all work attempted prior to completion of the baccalaureate degree (4.00 scale), or
2. Sr Yr GPA—at least a 3.00 GPA on the last 30 semester hours attempted in the baccalaureate degree (all work will be computed for the number of semesters necessary to total the last 30 semester hours), or
3. at least a 3.00 GPA on the Sr Yr plus any post-baccalaureate, upper-division and/or graduate courses (courses included in the Sr Yr calculation may be repeated to raise the GPA to 3.00), or
4. completed a graduate degree from an accredited institution.

Applicants not meeting any of the above requirements must have the minimum graduate qualifying examination score and approval of the graduate committee in the intended major.

Non-degree students must meet all course prerequisites and receive permission to register for the course from the appropriate graduate coordinator(s).

If a non-degree student later wishes to pursue a degree, the student must:

1. meet the college's graduate qualifying examination minimum score, and
2. receive approval of the college's graduate committee, and
3. have a bachelor's degree with a 2.50 Cum GPA (2.70 for unconditional admission in Agricultural Operations Management or Education) and a 3.00 GPA in graduate work attempted, or
4. have a bachelor's degree with a 3.00 Sr Yr GPA and a 3.00 Cum GPA on graduate work attempted at UT Martin, or
5. have a bachelor's degree with a 3.00 GPA on the Sr Yr plus any post-baccalaureate, upper-division and/or graduate courses; and have a 3.00 Cum GPA on graduate work attempted at UT Martin. (Any courses included in the Sr Yr calculation may be repeated to raise the GPA to 3.00.)

Upon admission to a graduate degree program, a maximum of six semester hours of graduate credit (with at least a "B" in each course) earned as a non-degree and/or unclassified student may be accepted in a degree program. If a student is admitted into a degree program from non-degree status, the date of the earliest course approved for graduate credit will be used as the beginning of the six-year time limit toward completion. Exception: Credit earned as non-degree may not be accepted toward a graduate business degree.

**Transient Students**

A student who has been admitted to a master's degree program at another institution (whether matriculated or not) and who wishes to take courses for transfer to that institution may be admitted as a transient student upon receipt of an application for admission, application fee, and an official letter from that institution verifying that the student is enrolled in a graduate degree program and is in good academic standing.

The transient classification is valid for one semester only. Enrollment as a transient student in any subsequent semester requires reapplication (no additional application fee required) and an official letter from the applicant's degree-granting institution affirming that the student is enrolled in a graduate degree program and remains in good standing. A maximum of 12 UT Martin graduate semester hours may be accumulated while enrolled as a transient student.

**Seniors Taking Graduate Coursework**

A senior at the University of Tennessee at Martin who needs less than 30 semester hours to complete the requirements for a bachelor's degree and has at least a B (3.00) cumulative average, may take sufficient work for graduate credit to make a combined total of undergraduate and graduate credit hours of not more than 15 per semester, subject to the approval of the Dean of Graduate Studies. Business courses may only be taken if a student meets all undergraduate prerequisite course requirements and has at least a 3.50 cumulative average along with a minimum score of 500 on the GMAT.

Approval must be obtained through the Graduate Studies Office each semester at registration. No more than nine semester hours of graduate credit may be taken by eligible seniors. Students wishing to apply graduate courses taken as a senior toward a master’s degree program should consult the appropriate graduate program coordinator before registering for the courses.

The student must complete a graduate application for admission and pay the application fee.

**Graduate Students Taking Graduate Courses in Other Graduate Programs**

Students admitted to graduate degree programs at The University of Tennessee at Martin may under certain conditions choose graduate elective hours from courses designed primarily for another degree program. In order to enroll in a course offered primarily for another degree program, the student must have (1) prerequisites for the course offered, (2) been recommended by the graduate degree coordinator of the student's degree program, and (3) been accepted by the graduate degree coordinator of the program offering the course.
Auditors

Students may audit courses subject to the approval of the adviser and of the instructor whose class is visited. Students should be aware that if they do not meet the prerequisites for a course they wish to audit and the program in which the course is offered, the instructor will decide whether or not the student can audit the course. Instructors have the authority to drop a student who is auditing if the student does not satisfy the requirements as outlined by the instructor when permission is granted to audit a course. Auditors may take part in laboratory or field work only by permission of the instructor, consistent with departmental policy.

For information concerning the special fee policy for totally disabled and/or senior citizens who wish to enroll in courses for non-credit, contact the Office of Academic Records (731-881-7053).

Faculty Members

Faculty members may be admitted to the Graduate School through regular procedures. However, the following persons may not be admitted to a graduate degree program at the University of Tennessee at Martin:

1. Any faculty member who is applying for a graduate degree program in the same department in which he or she holds academic rank; and
2. Any member of the UT Martin central administration above the position of director.

Admission Requirements for the Department of Agriculture and Natural Resources

Applicants may be admitted as degree seeking (Unconditional, Conditional, or Unclassified) or non-degree as listed below. Degree-seeking applicants must meet the university requirements listed above under “Types of Admission.”

A General Graduate Record Exam (GRE) combined score of at least 850 (Verbal plus Quantitative) is required for unconditional admission. A minimum General GRE combined score (Verbal plus Quantitative) of 650 and other requirements (detailed below) may qualify a student for conditional admission.

Additional requirements for unconditional and conditional admission appear below.

A. Unconditional Admission

1. Cum GPA of at least 2.70 and
2. GRE scores (Verbal and Quantitative) of at least 850 and
3. Applicant must have a substantial background in Agriculture or Natural Resource Management as determined by one of the following:
   a. Have earned a B.S. degree in agriculture or natural resource management from a regionally accredited institution OR
   b. Have satisfactorily completed the following prerequisite courses (or their equivalent as determined by the M.S.A.O.M. Graduate Supervisory Committee), with a grade of “C” or better:
      Agricultural Economics 110 Introduction to Agricultural Business (3)
      Agricultural Engineering Technology 110 Introduction to Agricultural Engineering (3)