

# Graduate 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 Agriculture and Natural Resources Systems Management; M.S. in Family and Consumer Sciences; 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. Submit the completed application form with payment of the \$30 non-refundable application fee (\$50 for foreign students). An online application is available at [www.utm.edu](http://www.utm.edu).
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.
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 appropriate testing agency.

Computer-based testing is available for the GRE General and GMAT. Contact the UT Martin Test Center (731-881-7727) 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), 197 (computer based), or a minimum score of 71 (iBT) 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 Admissions 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.

## **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. SrYr 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 SrYr plus any post-baccalaureate upper-division and/or graduate courses. (Any courses included in the SrYr 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.B.A. and M.S.A.N.R. 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 two graduate courses. 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 Admission 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. A maximum of nine hours (from a regionally accredited institution) applied toward the first degree may be applied toward the second degree if approved by the college's graduate committee within which the second degree is earned. Hours applied toward the second degree must be approved by the college's Graduate Committee within which the second degree is being earned. A grade of at least a “B” must have been earned in courses allowed to count towards the second degree and the course must be within six years of the graduation date for the second degree. An extension on the time limit for courses taken towards the first degree will not be allowed. Courses from the first degree not applied towards the second degree but required by the second degree may not be repeated. 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).

**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 SrYr plus any post-baccalaureate, upper-division and/or graduate courses (courses included in the SrYr 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 Agriculture and Natural Resources Systems Management or Education) and a 3.00 GPA in graduate work attempted, or
4. have a bachelor's degree with a 3.00 SrYr 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 SrYr 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 two graduate courses (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 be taken only 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. Eligible seniors may take no more than a cumulative total of nine semester hours of graduate credit. 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 score (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.N.R. 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)
  - Animal Science 110 Introduction to Animal Science (3)
  - Plant Science 110 Introductory Plant and Soil Science (3)
  - Soil Science 210 Soil Science (4) **OR**
- c. Have a satisfactory score on the Department of Agriculture and Natural Resources senior exit exam as determined by the M.S.A.N.R. Graduate Supervisory Committee.

#### **B. Conditional Admission**

1. Cum GPA of at least 2.50 or SrYr GPA of at least 3.00, **AND**
2. GRE score (Verbal and Quantitative) of at least 650 (850 if exempted from the university’s minimum GPA requirement), **AND**
3. Minimum formula points as shown below
  - 400 times applicant’s Cum GPA plus GRE must equal or exceed 1,850 **OR**
  - 400 times applicant’s SrYr GPA plus GRE must equal or exceed 1,850

#### **C. Unclassified or Non-Degree Admission**

Applicants who do not meet requirements for either unconditional or conditional admission may be eligible for unclassified or non-degree admission. See previous section on university “Types of Admission.”

### **Undergraduate Articulation Requirements**

The following courses, or their equivalent as determined by the M.S.A.N.R. Graduate Supervisory Committee, are articulation requirements for the M.S.A.N.R. for those students without a B.S. degree in Agriculture or Natural Resources from an accredited institution. These courses must be satisfactorily completed no later than the end of the first semester of graduate enrollment. Students may elect to take the Department of Agriculture and Natural Resources senior exit exam. Based on satisfactory test results, the M.S.A.N.R. Graduate Supervisory Committee may reduce or waive portions of the articulation requirements.

- Agricultural Economics 110 Introduction to Agricultural Business (3)
- Agricultural Engineering Technology 110 Introduction to Agricultural Engineering (3)
- Animal Science 110 Introduction to Animal Science (3)
- Plant Science 110 Introductory Plant and Soil Science (3)
- Soil Science 210 Soil Science (4)

## **Admission Requirements for the Department of Family and Consumer Sciences**

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. Unconditional Admission**

- 400 times the applicant’s Cum GPA plus GRE score (Verbal and Quantitative) must equal or exceed 1,850 points (minimum acceptable GRE score is 650) **OR**

400 times the applicant's SrYr GPA plus GRE score (Verbal and Quantitative) must equal or exceed 1,950 points (minimum acceptable GRE score is 650)

#### **B. Conditional Admission**

400 times applicant's Cum GPA plus GRE score (Verbal and Quantitative) must equal or exceed 1,650 points (minimum acceptable GRE score is 650) **OR**

400 times the applicant's SrYr GPA plus GRE score (Verbal and Quantitative) must equal or exceed 1,750 points (minimum acceptable GRE score is 650) **OR**

Minimum GRE score of 650 (Verbal and Quantitative) if exempted from the university's minimum GPA requirement.

#### **C. Unclassified or Non-Degree Admission**

Applicants who do not meet requirements for either unconditional or conditional admission may be eligible for unclassified or non-degree admission. See previous section on university "Types of Admission."

Students must have satisfactorily completed prerequisites to advanced courses in the selected areas in family and consumer sciences. Graduates of curricula other than family and consumer sciences may have acquired sufficient backgrounds in related sciences and may be accepted. Each applicant's request for admission to the program and to specific courses will be evaluated for the need for undergraduate prerequisites.

Admission to the Dietetic Internship Program (DI) is in addition to admission to the university. Applicants must meet the following criteria to be considered for admission to the clinical portion of the Dietetic Internship Program (DI) in dietetics under Dietetics Option of the master's program. The applications are screened for selection on a competitive basis by a committee. Exceptions to minimum requirements will be screened for possible acceptance into the program.

1. Minimum of 3.00 cumulative GPA on a 4.00 scale or equivalent.
2. Verification statement showing completion of current Plan IV or DPD.
3. Recency of education in courses related to practice. If the degree is more than five years old, six credit hours of college coursework must be taken; if degree is more than 10 years old, 12 credit hours of coursework are required.
4. Preference is given to applicants whose combined Verbal and Quantitative GRE scores equal or exceed 900.

## **Admission Requirements for the College of Business and Public Affairs**

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

To be considered for admission in the College of Business and Public Affairs, applicants must hold a bachelor's degree from an accredited college or university or be currently enrolled in their final semester for a baccalaureate degree at an accredited American university/college. In addition, applicants must supply a resumé (including work history and educational record), an essay of at least 1,000 words discussing career goals, a minimum acceptable GMAT Total Score of 450 (exception: unclassified admission), and official transcripts from all universities/colleges attended. Students not achieving at least a 3.5 score on the Analytical Writing portion of the GMAT Exam must take Business Administration 701 (Research Methods and Communications) the first semester the course is offered at the site primarily attended by the student. Students will not be allowed to register in any other graduate course if not enrolled in Business Administration 701, the first time the course is available. If the GMAT is taken more than once, the highest GMAT Total Score is used

for determining admission and the highest Analytical Writing Score is used for determining whether Business Administration 701 must be taken. All materials should be submitted to the Graduate Studies Office, The University of Tennessee at Martin, Martin, Tennessee 38238.

**A. Unconditional Admission** [requirements 1 (a, b, c) **OR** 2 (a, b, c, d) must be met]

1. a. hold a bachelor's degree from an accredited college or university
- b. have earned a Cum GPA such that 200 times GPA plus the Total Score on the Graduate Management Admissions Test (GMAT) must total at least 1,050 points or if the SrYr GPA is used, the sum of SrYr GPA times 200 plus GMAT must total at least 1,100 (Minimum acceptable GMAT Total Score is 450.)
- c. have positive review from the CBPA Graduate Admission Committee

**OR**

2. If the applicant's exceptional professional achievement (to include at least three years of professional experience) clearly demonstrates to the College of Business and Public Affairs Graduate Admission Committee high promise of success at graduate work, then the applicant must:
  - a. hold a bachelor's degree from an accredited college or university
  - b. have earned a Cum GPA such that 200 times GPA plus the Total Score on the GMAT must total at least 950 points or if the SrYr GPA is used, the sum of SrYr GPA times 200 plus GMAT must total at least 1,000
  - c. provide a letter of recommendation from his/her most recent employer in addition to the current resume referenced above. The letter should be sent to the Graduate Studies Office, The University of Tennessee at Martin, Martin, TN 38237.
  - d. have positive review from the CBPA Graduate Admission Committee. A limited number of applicants meeting this criteria will be admitted on a competitive basis.

**B. Conditional Admission** (requirements 1 and 2 must be met)

1. The applicant must have achieved a GMAT Total Score of at least 450 (500 if exempted from the university's minimum GPA requirement) **AND**
2. have positive review from the CBPA Graduate Admission Committee.

**C. Unclassified Admission**

Applicants who do not meet requirements for either unconditional or conditional admission may be eligible for unclassified admission. However, admission requires positive review of the CBPA Graduate Admission Committee. See previous section on university "Types of Admission."

## Undergraduate Foundation Courses

The following courses, or their equivalent, are required as a foundation to graduate programs in business. A "C" or better must be earned in each foundation course. In addition, several courses in the program may not be taken until one or more prerequisites have been satisfactorily completed.

**Accounting 201** Financial Accounting for Decision Making or Accounting 300 Accounting for Non-Business Students (If Accounting 201 or 300 is not successfully completed prior to admission to master's programs in business, one of the courses or its equivalent must be satisfactorily completed by the end of the second semester in the program.)

**Mathematics 210** Elementary Statistics and Probability (If not successfully completed prior to admission to master's programs in business, Mathematics 210 or its equivalent must be satisfactorily completed by the end of the first semester in the program.)

# Admission Requirements for the College of Education and Behavioral Sciences

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,” have received licensure to teach (Major in Teaching Advanced Elementary, Advanced Secondary, and Major in Educational Administration and Supervision), and must meet the following minimal GRE General scores:

GRE Verbal--minimum score of 360, **AND**

GRE Quantitative--minimum score of 410, **AND**

GRE Writing--minimum score of 3.5.

In addition to the above, applicants for a Major in Counseling must submit the following for review and recommendation from the Counseling Admission Board:

1. three letters of recommendation from school superintendents, principals, teachers, professors and/or employers. Each letter must provide clear evidence that addresses the candidate's counseling skills and/or potential which will enable the individual to become a counselor.
2. a two-page typed essay that fully describes the candidate's skills and experiences relevant to becoming a successful counselor. The candidate must also discuss the perceived personal abilities and attributes that will enable the counseling candidate to become a successful counselor.
3. a resumé. The resumé needs to describe fully the candidate's degrees, and importantly, the person's occupational experiences—particularly any counseling experiences obtained.

For further details, contact the Coordinator of Graduate Program in Education.

Applicants who do not receive a positive recommendation from the Counseling Admission Board for admission to the UT Martin Counseling Program, and wish to appeal the decision, must do so within four weeks of the issuance of their denial notice/letter by the university's Dean of Graduate Studies.

All applicants for Educational Administration and Supervision (degree-seeking, non-degree, or endorsement) must also submit the following documents (items 1-4) for review and recommendation from the EDAS Admission Board.

1. Letter of application including professional goals.
2. Current resumé.
3. Three letters of reference providing professional support from educational superiors and/or former employees.
4. Documentation of three years minimum of “successful teaching experience” as defined by the State Department of Education. Contact the Coordinator for Graduate Programs in Education for more information.

Admission is dependent upon submission of these documents and a positive review by the EDAS Admission Board.

Additional requirements for unconditional and conditional admission appear below.

## A. Unconditional Admission

1. Minimum GRE General scores--Verbal 450, Quantitative 530, Writing 3.5, **AND**
2. Minimum 2.70 cumulative grade point average.

**B. Conditional Admission**

1. Minimum GRE General scores--Verbal 360, Quantitative 410, Writing 3.5, **AND**
2. Minimum 2.50 cumulative grade point average, or 3.00 SrYr or 3.00 adjusted SrYr GPA.

**C. Unclassified or Non-Degree Admission**

Applicants who do not meet requirements for either unconditional or conditional admission may be eligible for unclassified or non-degree admission. See previous section on university "Types of Admission."

## **Undergraduate Prerequisite Courses For Students Majoring in Teaching Seeking Initial Licensure**

A transcript evaluation must be completed in order to determine undergraduate prerequisites needed to meet the specialty area content as required by the State Department of Education. Prerequisites may vary depending on the degree held by the individual seeking licensure. Contact the licensure officer in Education Student Services at 731-881-7203.

# **Academic Regulations**

Each graduate student assumes full responsibility for knowledge of the rules and regulations of the Graduate Program and departmental requirements concerning the individual degree program. A statement on student rights is included in the Student Handbook. Copies of the handbook are available in the Division of Student Affairs.

## **Withdrawal from Graduate Studies**

If a student no longer wishes to be a graduate student, he/she must complete a "Withdrawal from Graduate Studies" form available in the Graduate Studies Office or online. If the student later wishes to be readmitted to Graduate Studies, he/she must complete an application for admission, pay the non-refundable application fee, and meet admission requirements in effect at that time.

## **Drop, Add and Withdrawal from the University**

### **Drop Policy**

**Within First Eight Weeks.** With permission of a student's adviser, a course may be dropped during the first eight weeks of the semester. Drops executed during the first week will leave no record on the student's academic transcript. A drop executed during the second through eighth week will result in a grade of W (withdrawal).

**After First Eight Weeks.** Courses may not be dropped after the first eight weeks of a semester unless it can be clearly demonstrated that one of the following exists:

1. serious illness or injury of the student as verified by the student health service or private physician;
2. serious personal or family problems as verified by a minister, physician, or other appropriate professional; or
3. necessary change in work schedule which conflicts with the class being dropped, as verified by the student's employer submitted in writing on company letterhead.

In the event of such certification, and the approval of the student's adviser and the registrar, the student will receive the grade of W (withdrawal). Under normal circumstances a student may not drop a course after the last day of class or after administration of the final exam, whichever occurs first.