



GRADUATE SCHOOL ENROLLMENT POLICY	
Responsible Official: <b>PROVOST</b>	Responsible Office: <b>REGISTRAR</b>

### Policy Purpose

This policy specifies the Graduate School's enrollment standards.

### Policy Statement

Every student is required to enroll at the time and in the manner prescribed by the Registrar. All charges for the ensuing semester must be paid, or otherwise provided for, before registration is completed.

- I. Combined Graduate and Undergraduate Enrollment (5xx7 and 5956 Courses).
  - A. In some curricula, master's level students may enroll in 5xx7 and 5956 courses which are co-listed with 4xx7 and 4956 undergraduate courses. A student who has taken the 4xx7 or 4956 courses for undergraduate credit cannot repeat the course for graduate credit. Graduate students enrolled in 5xx7 and 5956 courses shall be required to complete specific work over and above that required of undergraduate students enrolled in companion 4xx7 and 4956 courses.
  - B. Education Specialist degree students may not enroll for 5xx7 and 5956 courses (except for 5957 "Topic in" courses); they must choose courses from the regular graduate-only series of 5000 and 6000 level courses with at least one-half of all courses being at the 6000 level.
  - C. Doctoral students should not enroll in 5xx7 or 5956 courses. However, in exceptional circumstances with the approval of the Dean of the Graduate School, doctoral students may enroll in a 5xx7 or 5956 courses to continue progress towards their degree. Doctoral students must choose courses from the regular graduate-only series of the 5000, 6000, and 7000 level courses with at least one-half of all courses being at the 6000 and 7000 level.
  - D. Limitation on 5xx7 and 5956 courses: No more than 30 percent of all courses taken in any program may come from the 5xx7/5956 series.

II. Graduate Full-time Course Load.

Enrollment Status requirements for graduate students in both traditional and Accelerated Programs with Compressed Terms are approved by Graduate Council and published on the ETSU Graduate School website. Graduate course loads in excess of sixteen (16) credits require approval of the department chair and the Dean of the Graduate School.

III. Independent Studies, Problems, and Workshops.

Students who wish to pursue independent studies, problems, or workshops of special interest may enroll in these courses provided that the topic for study has been defined and approved by the professor and the student's advisor. Under no circumstances should registration for independent studies, problems, or workshop courses be used to attend a course with a different number or title at any level of course classification.

Limitations on independent studies, problems, and workshops: No more than 30 percent of the credits for a graduate degree program may be taken in independent studies, problems, or workshops or in any combination of these types of courses.

IV. Experiential Learning Credit.

No graduate credit can be awarded for experiential learning that occurs prior to admission into a graduate program and which has not been under the supervision of the institution.

V. Extension and Correspondence Credit.

All work completed at any approved ETSU site is residential and not extension credit. No correspondence work can be applied to any graduate program at ETSU.

VI. Adding a Course during Late Add or with Enrollment Limit.

A course(s) may be added through the late registration/late add period without special permission, unless the course has reached the established maximum enrollment. To add a class that has reached the enrollment limit, the student must receive permission from the instructor and department chair. After the late registration/late add period, special permission must be obtained from the instructor, the department chair, the Dean (or designee) of the Graduate School, and the Registrar. Special permission is only granted in extenuating circumstances.

VII. Dropping a Course.

- A. During the First Eight Calendar Weeks – Course(s) may be dropped during the first eight (8) calendar weeks of a regular semester pursuant to Registrar's policies.

- B. After the First Eight Calendar Weeks – After the eighth week, a student may not drop a course, except where verifiable extenuating circumstances can be documented pursuant to the Registrar's policies. The student must submit a written petition for a late drop to the Dean of the Graduate School for consideration and approval before being submitted to the Office of the Registrar.
- C. If a late drop is approved by the Dean of the Graduate School, the student will receive a grade of "W" (Withdrawn) or "WF" (Withdrawn-Failing), as assigned by the instructor of the course.

VIII. Auditing a Course.

A student may audit a graduate course pursuant to the Registrar's policies.

IX. Enrollment in Courses by Classification Level.

Enrollment in the 5000, 6000, and 7000 series is limited to graduate students. Undergraduate students who qualify for an exception may enroll in 5000 courses (Refer to the Advanced Admission for Undergraduates and the Accelerated Bachelor's to Master's policies for more information.)

At least 70 percent of all courses taken in a master's program must be in the 5000 series; at least one-half of all courses taken on the doctoral level must be in the 6000 and 7000 series.

X. Undergraduates Taking Graduate Courses.

- A. An undergraduate senior who needs to complete nine (9) credits or fewer to graduate may enroll in graduate courses. To enroll, the student must submit the petition form signed by the applicable undergraduate chair. The Dean of the Graduate School will review and sign the petition form if approved. A separate graduate admission application is not required.
- B. Undergraduate students cannot enroll in more than twelve (12) graduate credits during their undergraduate career. Requirements for the undergraduate degree must be completed during the semester in which the student is allowed to register for part-time graduate work.

XI. Continuous Enrollment.

- A. Students who will be using Support Services and/or require faculty guidance for studies, research, or preparation of a prospectus while not enrolled in coursework, thesis, or dissertation must be registered for the appropriate non-degree Readings and Research credit during each term, including a summer term.
- B. Students who have previously registered for thesis, dissertation, and/or Readings

and Research must be continuously registered for a minimum of one graduate credit every subsequent semester, including summer, until completion of the degree.

- C. The Readings and Research course cannot count toward degree requirements.
- D. Candidates for a master's degree with a thesis option must continue to register each semester (minimum of one credit) from the time of the initial registration for 5960- Thesis until the thesis is accepted by the Graduate School. {Individual programs may require minimum enrollments of up to 3 graduate credits.) No less than three credits nor more than nine credits of thesis may be applied toward the master's degree.
- E. Candidates for doctoral degrees must continue to register each semester from the time of the initial registration for 7960-Dissertation until the dissertation is accepted by the Graduate School. (Individual programs may require minimum enrollments of up to 3 graduate credits.) No less than twelve (12) credits nor more than 24 credits of dissertation may be applied toward the doctoral degree.
- F. A student must be enrolled for a minimum of one graduate credit during the term of graduation, with one exception: A student who does not meet the deadlines for completing degree requirements, including thesis/dissertation defense and orals, but does complete all requirements, including approval of the thesis/dissertation by the Dean of Graduate School, before the first day of classes for the following semester, will not be required to register for the term in which the degree is awarded.

## XII. Matriculation Limits.

Matriculation Limits are established under the Graduate School [Matriculation Limits Policy](#).

Authority: Authority: Focus Act, Tenn. Code Ann. § 49-8-203, et. seq.

### **Defined Terms**

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

#### **ACCELERATED PROGRAMS**

Accelerated Programs follow a nontraditional semester schedule and terms are typically seven or eight weeks as approved by Graduate Council.

COMPRESSED TERMS	Any term that is less than the traditional 15 weeks for fall or spring terms and less than 10 weeks during a summer term.
ENROLLMENT STATUS	The determination of whether a student is enrolled full-time, three-quarter time, half-time, or less than half-time.
SUPPORT SERVICES	Include, but are not limited to libraries, labs, studios, technology, and access to facilities.

### Policy History

#### Effective Date

- a. Initial: 03/24/2017
- b. Revised: 01/2020; 06/30/2021; 09/28/2023

### Procedure (s)

None

### Procedure History

N/A

### Related Form(s)

Petition Form

### Scope and Applicability

Primary: Academic  
Secondary: Students