



School of Graduate Studies

APPLICATION

Thank you for your interest in graduate study at East Tennessee State University. The ETSU Graduate School staff is eager to assist you throughout your graduate career. Every graduate program has an assigned **Program Liaison** in the Graduate Office. This individual, in addition to the **Graduate Program Coordinator** within your specific major, is your primary contact and can help you with all aspects of your program from pre-application through graduation:

Robin O'Dell (423) 439-6148 odell@mail.etsu.edu
Counseling, Early Childhood Education, Elementary and Secondary Education, MAT, Physical Education, Reading, Special Education, Storytelling, Educational Media and Educational Technology, and Non-degree Students

Mary Duncan (423) 439-4302 duncanm@mail.etsu.edu
Biomedical Sciences, Communicative Disorders, Environmental Health, Gerontology Certificate, Health Care Management Certificate, Nursing, Physical Therapy, Public Health, and the Post-Master's Certificate in Advanced Nursing Practice

Judy Lawson (423) 439-6590 lawsonj@mail.etsu.edu
Accounting, Business Administration, Business Certificate, City Management, Educational Leadership and Policy Analysis, Public Administration, and Social Work

Gail Powers (423) 439-4703 powersg@mail.etsu.edu
Art, Biological Sciences, Chemistry, Clinical Nutrition, Communication (Professional), Computer Science, Criminal Justice, English, History, Liberal Studies, Mathematics, Music, Psychology, Sociology and Anthropology, and Technology

General Admission Requirements For the School of Graduate Studies

In addition to individual program requirements, these requirements apply to all applicants:

1. A bachelor's degree from a regionally accredited institution. Degrees from non-accredited institutions will be evaluated on an individual basis.
2. An undergraduate GPA of 2.5 on a 4.0 scale (some programs require a higher GPA).
3. A completed application form.
4. A personal essay of 150-300 words.
5. A non-refundable application fee of \$25.
6. One official transcript from every college or university where the applicant has taken courses.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING APPLICATION

Remove the application pages along the perforated lines and submit all materials to the School of Graduate Studies in the large envelope provided. Do not submit any materials, such as transcripts or letters of recommendation, prior to filing this self-contained application packet. Do not file this packet until all items are included and it is complete.

A complete application will include university requirements and departmental/program requirements:

A. University requirements to be submitted by all applicants:

_____ Completed application form. Please type or print legibly.

_____ Non-refundable application fee of \$25.00 made payable to East Tennessee State University. You may pay by MasterCard, VISA, check, or money order—do not include cash. (Use the detachable form included in this booklet.)

_____ One official transcript from every college and university where you have previously taken classes, even if courses from one school appear as transfer credit on the transcript of another. Transcripts must be placed in official, sealed envelopes; please request that the Office of the Registrar at the issuing institution sign and/or place an official stamp across the seal. The unopened, signed, sealed envelopes should be included in your application packet. The School of Graduate Studies will not accept as official any transcript not transmitted according to the above-stated process. NOTE: We will verify electronically all transcripts for students who have earned degrees or taken classes at ETSU.

_____ A brief, typewritten essay of approximately 150 - 300 words, which conforms to accepted standards of good written English. The essay should address your areas of interest in graduate school, especially your proposed field of study, abilities or strengths you bring to the program, and your career objectives. Other topics might include your undergraduate record, including major and minor, honors you have received, and teaching or work experience. If you have a weak undergraduate background that does not denote potential for success in graduate school, indicate clearly why you feel you can successfully pursue graduate work.

_____ Residency Inquiry Form, if claiming Tennessee residency. Please type or print legibly.

B. Departmental/program requirements: (See **Program Admission Requirements** to determine whether the program of your choice requires GRE scores, letters of recommendation, etc.)

_____ If available, you may send photocopies of GRE or GMAT test score reports as required by the program to which you are applying. HOWEVER, official scores must also be sent directly to the School of Graduate Studies from the testing agency.

_____ Letters of recommendation, if required by your program (see **Program Admission Requirements**). Recommendation forms, which are included in this booklet, should be mailed directly to your references. Each reference should complete the form, place it in a sealed envelope, sign across the seal, and return the envelope directly to you. These unopened, signed, sealed envelopes should be included in this packet. The School of Graduate Studies will not accept letters of recommendation that have been opened by the student. Letters of recommendation will be verified with the individual providing the reference.

_____ Additional requirements, if specified by your chosen program.

C. Items which must be sent directly to the Graduate Office separate from the packet:

_____ Official GRE or GMAT scores, if required by your program, must be sent directly to the school of Graduate Studies from ETS—even if photocopies were included in your packet.

_____ Some institutions may refuse to send official transcripts directly to you, in which case, transcripts should be sent directly to the School of Graduate Studies. Your application cannot be fully processed until all official transcripts have been received.



APPLICATION FOR GRADUATE SCHOOL

East Tennessee State University • School of Graduate Studies • P.O. Box 70720 • Johnson City, Tennessee • 37614-1710

Non-refundable application fee of \$25.00 must accompany all applications.

Please type or print.

Check all that apply.

I wish to be considered for a:

- Tuition Scholarship
- Graduate Assistantship

For office use only.

Fee paid _____

Date input _____

Initials _____

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SOCIAL SECURITY NUMBER

1. Full Name _____
LAST FIRST MIDDLE

2. Permanent Home Address _____
NO. AND STREET

CITY STATE ZIP CODE

()

HOME TELEPHONE NUMBER

3. Present Mailing address _____
NO. AND STREET

CITY STATE ZIP CODE

()

HOME TELEPHONE NUMBER

EMAIL ADDRESS

4. Personal Data

a. Your date of birth: _____ Sex: Male Female

b. The U.S. Department of Education requires institutions of higher education that receive federal assistance to report minority group student enrollments. The information requested here will assist in meeting this requirement and will provide statistical data for the university.

Race/Ethnic Origin: **(Please check the appropriate box)**

American Indian/Alaskan Native Asian/Pacific Islander Black, not of Hispanic Origin Hispanic White

c. Are you a U.S. Veteran? Yes No

d. Do you have any need for special assistance in the scheduling of classes due to a physical disability? Yes No

5. Citizenship **(Please check appropriate box)** U.S.A. Yes No Type of Visa/Immigration Status _____

If not a U.S. citizen, of what country are you a citizen? _____

State place of birth _____ Home County (Only if TN or VA) _____

6. Are you a legal resident of Tennessee? Yes No

If yes, you must complete the enclosed Residency Inquiry Form relating to claimed Tennessee residency for tuition purposes.

7. Degree Program to which you are applying

a. Check the reverse side of this form for a list of degrees offered at East Tennessee State University.

In the spaces below, use appropriate codes for major, concentration, and degree.

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MAJOR

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CONCENTRATION

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DEGREE

b. Term and year in which enrollment is desired (please check only one): Fall: _____ Spring _____ Summer _____
year year year

c. **Check one:** Full-time student Part-time student

d. Have you previously taken graduate-level courses at another institution? Yes No

e. Have you previously taken courses at East Tennessee State University? Yes No

If yes, Graduate Level Undergraduate Level

8. Current graduate major

a. Are you currently enrolled in a Graduate Program at East Tennessee State University? Yes No

If yes, identify in the spaces below the major, concentration, and degree program in which you are currently enrolled (Use appropriate codes from the reverse side of this form.)

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MAJOR

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CONCENTRATION

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DEGREE



ETSU GRADUATE PROGRAMS

East Tennessee State University • School of Graduate Studies • P.O. Box 70720 • Johnson City, Tennessee • 37614-1710
<http://www.etsu.edu/gradstud/>

1. Select one graduate program from the following list.
2. Transfer the Major, Concentration, and Degree codes for that specific program to item 7 on the reverse side.
 (If no concentration is listed for your desired graduate program, do not supply one.)

PROGRAM	MAJOR	CONCENTRATION	DEGREE	PROGRAM	MAJOR	CONCENTRATION	DEGREE
Accounting	MACC		MAcc	Epidemiology Certificate	PUBH		GCER
Archival Studies Certificate	ASGC		GCER	Geoscience	TECM	GEOS	GCER
Art & Design				Gerontology Certificate	GERN		GCER
Art History	ARTM	HIST	MA	Health Care Management Certificate	HCMC		GCER
Studio Art	ARTM	STUO	MA	History	HISM		MA
Art & Design				Liberal Studies	MALS		MALS
Studio Art	AMFA	STUO	MFA	Archival Studies	MALS	ARCH	MALS
Audiology	AUDI		AuD	Master of Arts in Teaching			
Biological Science				Elementary	MATE		MAT
Biology	BIOM	BIOL	MS	Secondary	SMAT		MAT
Microbiology	BIOM	MBIO	MS	Mathematics	MASC		MS
Biomedical Science				Nursing - Master	NURM		MSN
Anatomy	BMES	ANAT	MS	Nursing - Doctorate	NDSN		DSN
Biochemistry	BMES	BIOC	MS	Nursing—RODP	RMSN		MSN
Microbiology	BMES	MICR	MS	Nursing Education	RMSN	NEDU	MSN
Pharmacology	BMES	PHAR	MS	Nursing Administration	RMSN	NADM	MSN
Physiology	BMES	PHYS	MS	Nursing Informatics	RMSN	NINF	MSN
Biomedical Science	BMED	UDEC	PhD	Advanced Practice	RMSN	NADV	MSN
Biostatistics Certificate	PUBH		GCER	Nursing - AP Certificate	NADV		PCER
Business Administration	MBA		MBA	Physical Education			
Business Administration Certificate	GCBA		GCER	Exercise Phys & Performance	PEDM	EXSP	MA
Chemistry	CHMM		MS	Physical Education K-12	PEDM	PEDU	MA
City Management	MCMP	CMGT	MCM	Sport Management	PEDM	SPTM	MA
Clinical Nutrition	CLNU		MS	Physical Therapy	DPTH		DPT
Communication, Professional	PCOM		MA	Psychology			
Computer & Information Science				Clinical	PSYM	CLIN	MA
Applied Computer Science	CSCM	ACSI	MS	General	PSYM	GENL	MA
Information Technology	CSCM	ITEC	MS	Public Administration			
Counseling				City Management	MCMP	CMGT	MCM
Community Agency	CNSL	CACL	MA	Planning and Development	PADM	PLDV	MPA
Elementary & Secondary School	CNSL	SCHL	MA	Public Financial Management	PADM	PFMT	MPA
Marriage & Family Therapy	CNSL	MFAM	MA	Public Health			
Higher Education	CNSL	CSLH	MA	Public Health Administration	PUBH	PHAD	MPH
Criminal Justice	CJCM		MA	Community Health	PUBH	PHED	MPH
Digital Media	TECM	DIGM	MS	Epidemiology	PUBH	PHED	MPH
Early Childhood Education	ECED		MA	Biostatistics	PUBH		MPH*
Early Childhood Education	EMED		MEd	Reading			
Teaching	EMED	ECHT	MEd	Reading Education	READ	REDU	MA
E-Business Certificate	EBUS		GCER	Storytelling	READ	STRY	MA
Educational Leadership	LMED		MEd	Secondary Education	SMED		MEd
Educational Leadership				Classroom Technology	SMED	CTEC	MEd
School System Leadership	LEDS	SCSL	EdS	Secondary Education (Init. Lic.)	SMAT		MAT
Teacher Leadership	LEDS	TCHL	EdS	Social Work			
Administration	LEDS	AMNS	EdS	Traditional Entry	MSWK	TMSW	MSW
Counseling	LEDS	CLDR	EdS	Advanced Standing	MSWK	AMSW	MSW
Educational Leadership				Sociology			
School Leadership	LEDD	SCOL	EdD	General	SOCM	GENE	MA
Classroom Leadership	LEDD	CLSL	EdD	Applied	SOCM	APPL	MA
Post Secondary & Private Sector	LEDD	PPSL	EdD	Special Education			
Administration	LEDD	AMND	EdD	Special Education	SPMD	SPED	MEd
Educational Media and Technology				Early Childhood Special Ed.	SPMD	SEEC	MEd
Ed. Communication & Tech.	EDMT	EDCT	MEd	Advanced Practitioner	SPMD	SEAP	MEd
School Library Media	EDMT	SLIB	MEd	Speech-Language Pathology	CDIS	SPCH	MS
Elementary Education	EEDM		MEd	Teaching and Learning (RODP)	ASTL	EMCL	MEd
Elementary Education (Init. Lic.)	MATE		MAT	Technology			
Emerging Technologies	CSCM		GCER*	Digital Media	TECM	DIGM	MS
English	ENGM		MA	Engineering	TECM	ENGT	MS
Entrepreneurial Leadership Certificate	EPRL		GCER	Geoscience	TECM	GEOS	MS
Environmental Health							
Administration	MSEH	ADMP	MSEH				
Specialist	MSEH	SPEC	MSEH				

*Pending approval by TBR/THC

9. List in chronological order all colleges and universities attended (including ETSU), dates attended, and degrees received. Two official transcripts from each institution listed must be sent according to the instructions for domestic or international applicants.

NAME OF INSTITUTION	MAJOR	DATES ATTENDED FROM	TO	DEGREE & DATE RECEIVED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Full name used on previous transcripts or other supporting documents.

LAST NAME	FIRST NAME	MIDDLE NAME
_____	_____	_____

10. **Test Score:** I (have taken) (plan to take) the GRE, GMAT, TOEFL in _____ and I have requested that official copies of the score(s) be sent directly to the School of Graduate Studies. MONTH/YEAR

GRE SCORE				GRE SUBJECT SCORE		GMAT SCORE		TOEFL SCORE	
_____	_____	_____	_____	_____		_____		_____	
V	Q	A	AWS	TOTAL		TOTAL		TOTAL	

11. Have you ever been dismissed or placed on probation by a school? Yes No
If yes, please explain the circumstances on a separate sheet of paper.
12. Have you ever been convicted of a criminal offense other than a minor traffic violation or are such criminal charges pending against you at this time? Yes No **If yes,** please explain circumstances on a separate sheet of paper.
13. Do you hold a Teacher's Certificate? Yes No **If yes,** is it currently effective? Yes No

_____	_____	_____
TYPE	GRADES OR SUBJECTS CERTIFIED	STATE ISSUING

14. In case of emergency, who should be notified?

_____	_____	_____	_____
LAST NAME	FIRST NAME	RELATIONSHIP	TELEPHONE#

15. References: Name those persons acquainted with your academic work (former professors, deans, etc.) or with your professional experience, whom you will ask to recommend you. Applicants must mail recommendation forms directly to the references listed below. (Not all programs require letters of reference. See instructions for inclusion of reference letters in the application packet.)

NAME & TITLE	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

I understand that withholding information in this application or giving false information may make me ineligible for admission or continuation at East Tennessee State University. I certify that the above statements are correct and complete.

_____	_____
SIGNATURE	DATE



RESIDENCY INQUIRY FORM

East Tennessee State University - School of Graduate Studies - P.O. Box 70720 - Johnson City, Tennessee - 37614-1710

Return to:
Office of Graduate Studies
Box 70720
Johnson City, TN 37614-1710

Complete this form only if claiming Tennessee residency for tuition purposes.

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

A. STUDENT INFORMATION

Social Security Number _____ CURRENT DATE _____

Full Legal Name _____
LAST FIRST MIDDLE MAIDEN SURNAME

Are you currently enrolled at ETSU? Yes No If no, are you currently enrolled as a full-time student (as defined by your institution) at any college or university? Yes No

College Name _____

City and State _____

Sex Male Female Marital Status Married Single

If presently married, date of marriage _____
MONTH DAY YEAR

Date of Birth _____ Place of Birth _____
MONTH DAY YEAR CITY COUNTY STATE

U.S. Citizen Yes No If no, type of visa _____

Legal permanent address at time of this application

STREET CITY STATE ZIP CODE

COUNTY (AREA CODE) TELEPHONE NUMBER

Length of time at this address _____ Years _____ Months

Do you own or rent this dwelling? own rent Other (explain on a separate sheet, if necessary)

How long have you lived in Tennessee? _____ Years _____ Months

Why did you move to Tennessee? _____

Voter Registration State _____

Driver's License Number _____ State _____ Date Issued _____

B. PARENTAL INFORMATION

Name and Address

LAST	FIRST	MIDDLE		
STREET		CITY	STATE	ZIP CODE
(AREA CODE) TELEPHONE NUMBER				

Length of time at this address _____ Years _____ Months

Have your parents surrendered the right to care, custody, and earnings of you? Yes NoWere you claimed as a dependent on the most recent income tax return by your parents? Yes No**C. EMPLOYMENT**

Please list your most recent places of employment.

1.	NAME OF EMPLOYER	STREET	CITY	STATE	
	DATE OF EMPLOYMENT	FULL- OR PART-TIME	Currently Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	NAME OF EMPLOYER	STREET	CITY	STATE	
	DATE OF EMPLOYMENT	FULL- OR PART-TIME			
3.	NAME OF EMPLOYER	STREET	CITY	STATE	
	DATE OF EMPLOYMENT	FULL- OR PART-TIME			

If married, spouse's occupation and place of employment:

NAME OF EMPLOYER	STREET	CITY	STATE
DATE OF EMPLOYMENT	FULL- OR PART-TIME		

D. Please use this space for additional comments.

E. I certify that the information presented in this form is correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

DATE

This form must be processed by the last day of registration (official census date) of the semester in order to be effective with that semester.



SCHOOL OF GRADUATE STUDIES RECOMMENDATION REPORT
 East Tennessee State University - School of Graduate Studies - P.O. Box 70720 - Johnson City, Tennessee - 37614-1710

Ms., Mr. _____ is applying for the Master's, Specialist, Doctoral
(TO BE COMPLETED BY APPLICANT) (CIRCLE ONE)

or certificate program at East Tennessee State University in the Department or Program of _____

(TO BE COMPLETED BY APPLICANT)

Please complete this recommendation report which is a vital part of the prospective student's application. Please forward your recommendation to the address listed at the end of this form. Thank you for your time and help in evaluating the potential of this applicant.

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SOCIAL SECURITY NUMBER

Waiver of Right to Access: Under the Family Educational Rights and Privacy Act of 1974 a candidate for a program or a student at East Tennessee State University has access to his or her educational records. We comply with this law, while still allowing the student the option of waiving the right to access. If you wish to waive the right to examine this Recommendation Report, please sign here. The alternative you choose in no way affects consideration of your application.

 APPLICANT'S SIGNATURE

 DATE

To Be Completed By The Respondent

In what capacity have you known this candidate? _____

Specify the reference group to which the applicant is being compared:

- Undergraduate students applying to graduate school
- Master's students
- Doctoral students

In the rating scales below please evaluate the applicant by placing a check after each characteristic to be evaluated in the column that most nearly represents your opinion. If you lack knowledge to make a definite rating, check the column "Inadequate Opportunity to Observe."

	INADEQUATE OPPORTUNITY TO OBSERVE	BELOW AVERAGE	AVERAGE	TOP 25%	TOP 10%
Ability to master academic work					
Written expression/ability to write					
Ability to communicate orally					
Familiarity with research techniques					
Ability to work independently					
Ability to work with others					
Motivation/Perseverance					
Reliability/Dependability					

(OVER)

REGARDING THE PROGRAM TO WHICH THE CANDIDATE HAS APPLIED WOULD YOU

- 1. Recommend admission strongly
- 2. Recommend admission
- 3. Recommend admission with reservation
- 4. Not recommend admission

Please add any comments which might assist in making a judgment as to whether the applicant should be admitted to our Graduate School. Cite specific strengths and weaknesses.

NAME (please print or type)

TITLE

ADDRESS OF RESPONDENT

EMAIL

SIGNATURE OF RESPONDENT

DATE

Please enclose your recommendation report in an envelope, sign your name across the sealed flap, and return the envelope to the applicant. **ETSU will accept from the applicant only those recommendation reports that are enclosed in envelopes which are sealed and signed by the respondent, even in the case where the applicant has retained the right of access. Letters of recommendation will be confirmed or verified with the respondent.**



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Written expression/ability to write					
Ability to communicate orally					
Familiarity with research techniques					
Ability to work independently					
Ability to work with others					
Motivation/Perseverance					
Reliability/Dependability					

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 DATE

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Ability to communicate orally					
Familiarity with research techniques					
Ability to work independently					
Ability to work with others					
Motivation/Perseverance					
Reliability/Dependability					

(OVER)

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FEE PAYMENT OPTIONS

East Tennessee State University • School of Graduate Studies • P.O. Box 70720 • Johnson City, Tennessee • 37614-1710

Your graduate school application cannot be processed without the required non-refundable application fee of \$25. Please select one of the three options listed below by checking the appropriate box:

- Option 1 I wish to pay by MasterCard or VISA. I understand that a manual charge will be applied to my account by the School of Graduate Studies.

Please check one: MasterCard VISA

Credit Card # _____ Expiration Date _____
(month/date)

Name exactly as it appears on credit card _____

Address if different from applicant's _____
(street)

_____ (city) (state) (zip code)

Daytime telephone number _____

- Option 2 I wish to pay by calling in my MasterCard or VISA information to the School of Graduate Studies: (423-439-4221 or 423-439-4706)

- Option 3 I wish to pay by personal check, certified check, or money order enclosed in this application packet. **Please make checks or money orders payable to East Tennessee State University.**

SIGNATURE DATE

(NOTE: Credit Card information on this form is confidential and will be destroyed when transaction is complete.)

✂ CUT HERE



REQUEST FOR TRANSCRIPT

East Tennessee State University • School of Graduate Studies • P.O. Box 70720 • Johnson City, Tennessee • 37614-1710

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SOCIAL SECURITY NUMBER

TO THE REGISTRAR: Please enclose two copies of the applicant's official transcripts in an envelope, seal the envelope, sign your name on the line provided, and return the envelope to the applicant. East Tennessee State University will accept as official only those transcripts which are enclosed in sealed, signed envelopes.

To: Registrar, _____
NAME OF INSTITUTION LAST DATE ATTENDED

From: _____
LAST NAME FIRST NAME MIDDLE NAME

If attended under a name other than above, provide other name:

LAST NAME FIRST NAME MIDDLE NAME

Current Address _____
NO. AND STREET

CITY STATE ZIP CODE

HOME TELEPHONE NUMBER

Copy this transcript-request form as needed and mail to the registrars of all institutions where you have taken courses or earned degrees.

SIGNATURE

DATE

We Invite You to Visit the Graduate School Web Page, Where You Can

- ▶ Communicate directly with a Graduate Liaison in the School of Graduate Studies at
<http://www.etsu.edu/gradstud/staff.htm>
- ▶ View the Graduate Catalog at
<http://www.etsu.edu/reg/grad-cat-index.htm>
- ▶ Locate vacant positions for graduate assistantships and tuition scholarships at
<http://www.etsu.edu/gradstud/positions.htm>
- ▶ Register online at
<http://www.etsu.edu/reg/reginst.htm>

**Or you can register by telephone using
ETSU's *Goldlink* (423) 439-7700
and *Goldlink* Helpline (423) 439-5584.**

Application Deadlines

In general, the School of Graduate Studies admits students on a continuous basis, with preferred application deadlines of June 1 for fall semester, November 1 for spring semester, and March 15 for summer term. However, some programs have earlier application dates and admit students only once yearly. (See individual program descriptions in the Graduate Catalog for special dates and for information regarding programs that admit students only once a year.)



East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. Printed by East Tennessee State University Press. TBR 120-002-02 5M

East Tennessee State University makes available to prospective students and employees the ETSU Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614. The report can be accessed on the Internet at: http://www.etsu.edu/dps/security_report.htm