



EAST TENNESSEE STATE UNIVERSITY

SCHOOL OF GRADUATE STUDIES

## Academic Programs and Admission Requirements

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. (You may wish to consult our online catalog <http://www.etsu.edu/reg/catalog/graduate.aspx> or contact your graduate coordinator, as application deadlines change periodically.)

### General Admission Requirements for the School of Graduate Studies:

The following standards and materials are required of all applicants regardless of program. Individual program requirements are additional to the following:

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, detailing your interests in a graduate program at ETSU.
5. A non-refundable application fee of \$25 for domestic students (**\$ 35 for international students**).
6. One official transcript from every college or university where the applicant has taken courses.

**\*All references to GPA in this document are based on a 4.0 scale; all references to credit hours are based on semesters.**

**IMPORTANT:** Check with the appropriate department prior to enrolling in each course to determine specific prerequisites and/or course descriptions.

Please submit the application material to:

**East Tennessee State University  
School of Graduate Studies  
Box 70720  
Johnson City, TN 37614-1710**

# INSTRUCTIONS FOR SUBMITTING THE APPLICATION

Remove the application pages by cutting along the broken lines and submit all materials to the School of Graduate Studies in the large envelope. Do not submit any materials, such as transcripts or letters of recommendation, separately; instead, collect all items and mail them in one large envelope to: East Tennessee State University, School of Graduate Studies, P.O. Box 70720, Johnson City, TN 37614-1710.

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 (\$35 for international students) made payable to East Tennessee State University (check or money order only—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. Transcript must be placed in official, sealed envelope; please request that the Office of the Registrar at the issuing institution sign and/or place an official stamp across the seal. The School of Graduate Studies will not accept as official any transcript not transmitted according to the above-stated process.

\_\_\_\_\_ 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, or completing request for in-state residency form. Please type or print legibly.

\_\_\_\_\_ Request for In-State Tuition Rate (for Ashe, Avery, Haywood, Madison, Mitchell, Yancey, or Watauga counties in North Carolina or Lee, Scott, or Washington counties, or Bristol city in Virginia) along with the Residency Inquiry Form.

B. Departmental/program requirements: (See online Graduate Catalog at <http://www.etsu.edu/reg/grad-cat-index.htm> to determine whether the program of your choice requires GRE scores, letters of recommendation, etc.)

\_\_\_\_\_ If available, you may send photocopies of GRE, GMAT, or TOEFL test score reports as required by the program to which you are applying. HOWEVER, official scores must also be sent directly to us from the testing agency. International applicants must submit a minimum TOEFL score of 550 on the paper test, 79 on the Internet test, or 213 on the computerized test.

\_\_\_\_\_ Letters of recommendation, if required by your program (see online Graduate Catalog at <http://www.etsu.edu/reg/grad-cat-index.htm>). 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, and official TOEFL scores must be sent directly to the School of Graduate Studies from Educational Testing Service (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.

NOTE: Admission must be granted and financial documentation and degree confirmation must be received prior to issuance of an I-20 or IAP-66 form needed to obtain a visa.



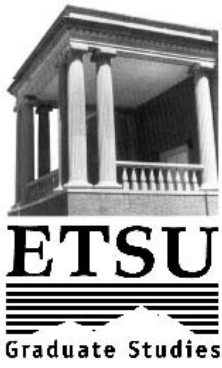
## ETSU GRADUATE PROGRAMS

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

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

PROGRAM	MAJOR	CONCENTRATION	DEGREE	PROGRAM	MAJOR	CONCENTRATION	DEGREE
<b>Accounting</b>	MACC		MAcc	<b>Health Care Management Certificate</b>	HCMC		GCER
<b>Allied Health</b>			MSAH	<b>History</b>	HISM		MA
<b>Archival Studies Certificate</b>	ASGC		GCER	<b>Kinesiology and Sport Studies</b>			
<b>Art &amp; Design</b>				Exercise Phys & Performance	KLSS	EXSP	MA
Art History	ARTM	HIST	MA	Physical Education K-12	KLSS	PEDU	MA
Studio Art	ARTM	STUO	MA	Sport Management	KLSS	SPTM	MA
<b>Art &amp; Design</b>				<b>Liberal Studies</b>			
Studio Art	AMFA	STUO	MFA	Archival Studies	MALS		MALS
<b>Audiology</b>	AUDI		AuD	MALS	ARCH		MALS
<b>Biological Science</b>				<b>Master of Arts in Teaching</b>			
Biology	BIOM	BIOL	MS	Elementary	MATE		MAT
Microbiology	BIOM	MBIO	MS	Secondary	SMAT		MAT
Paleontology	BIOM		MS	<b>Mathematical Sciences</b>	MASC		MS
<b>Biomedical Science</b>				Pre-collegiate Mathematics	MASC	MTHP	MS
Anatomy	BMES	ANAT	MS	<b>Nursing - Master (On Ground)</b>	NURM		MSN
Biochemistry	BMES	BIOC	MS	<b>Nursing - Master (RODP)</b>			
Microbiology	BMES	MICR	MS	Advanced Practice (NP)	RMSN	NADV	MSN
Pharmacology	BMES	PHAR	MS	Nursing Administration	RMSN	NADM	MSN
Physiology	BMES	PHYS	MS	Nursing Education	RMSN	NEDU	MSN
<b>Biomedical Science</b>	BMED	UDEC	PhD	Nursing Informatics	RMSN	NINF	MSN
<b>Biostatistics Certificate</b>	BIOS		GCER	<b>Nursing - Advanced Practice Certificate (On Ground)</b>			
<b>Business Administration</b>	MBA		MBA	Nursing - Doctorate	NUMC		PCER
<b>Business Administration Certificate</b>	GCBA		GCER	<b>Professional Studies</b>	NDSN		PhD
<b>Chemistry</b>	CHMM		MS	Strategic Leadership	BSPS	MPSC	MPS
<b>City Management</b>	MCMP	CMGT	MCM	<b>Physical Therapy</b>			
<b>Clinical Nutrition</b>	CLNU		MS	<b>Psychology (Clinical)</b>	DPTH		DPT
<b>Communication, Professional</b>	PCOM		MA	<b>Psychology (General)</b>	PSYM		MA/PhD
<b>Computer &amp; Information Science</b>				<b>Psychology (General)</b>	PSYM	GENL	MA
Applied Computer Science	CISC	ACSI	MS	<b>Public Administration</b>			
Information Technology	CISC	ITEC	MS	City Management	MCMP	CMGT	MCM
<b>Counseling</b>				Not-for-Profit Administration	PADM	NFPA	MPA
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	<b>Public Health</b>			
Higher Education	CNSL	CSLH	MA	Health Services Administration	PUBH	PHAD	MPH
<b>Criminal Justice</b>	CJCM		MA	Community Health	PUBH	COMM	MPH
<b>Digital Media</b>	TECM	DIGM	MS	Epidemiology	PUBH	PHEP	MPH
<b>Early Childhood Education</b>	ECED		MA	Biostatistics	PUBH	BIOS	MPH
<b>Early Childhood Education</b>	EMED		Med	Environmental Health	PUBH	ENVH	MPH
Teaching	EMED	ECHT	Med	<b>Public Health Reading</b>	PUBH		DPH
<b>Early Childhood Education</b>			PhD*	Reading Education	READ	REDU	MA
<b>Economic Development Certificate</b>	EDEV		GCER	Storytelling	READ	STRY	MA
<b>Educational Leadership</b>	LMED		Med	<b>Rural Health Care Certificate</b>			
<b>Educational Leadership</b>				<b>Secondary Education</b>	RURL		GCER
School System Leadership	LEDS	SCSL	EdS	Classroom Technology	SMED		Med
Teacher Leadership	LEDS	TCHL	EdS	Advanced Practitioner	SMED	CTEC	Med
Administration	LEDS	AMNS	EdS	<b>Secondary Education (Init. Lic.)</b>	SMAT		MAT
Counseling	LEDS	CLDR	EdS	<b>Social Work</b>			
<b>Educational Leadership</b>				Traditional Entry	MSWK	TMSW	MSW
School Leadership	LEDD	SCOL	EdD	Advanced Standing	MSWK	AMSW	MSW
Classroom Leadership	LEDD	CLSL	EdD	<b>Sociology</b>			
Post Secondary & Private Sector	LEDD	PPSL	EdD	General	SOCM	GENE	MA
Administration	LEDD	AMND	EdD	Applied	SOCM	APPL	MA
<b>Educational Media and Technology</b>				<b>Special Education</b>			
Ed. Communication & Tech.	EDMT	EDCT	Med	Special Education	SPMD	SPED	Med
School Library Media	EDMT	SLIB	Med	Early Childhood Special Ed.	SPMD	SEEC	Med
<b>Elementary Education</b>	EEDM		Med	Advanced Practitioner	SPMD	SEAP	Med
<b>Elementary Education (Init. Lic.)</b>	MATE		MAT	<b>Speech-Language Pathology</b>	CDIS	SPCH	MS
<b>Emerging Technologies</b>	ETCG		GCER	<b>Teaching and Learning</b>			
<b>English</b>	ENGM		MA	<b>Adv. Studies in (RODP)</b>	ASTL	EMCL	Med
<b>Entrepreneurial Leadership Certificate</b>	EPRL		GCER	<b>Teaching English as a Second Language</b>		ENGL	
<b>Environmental Health</b>				GCER			
Administration	MSEH	ADMP	MSEH	<b>Technology</b>			
Specialist	MSEH	SPEC	MSEH	Digital Media	TECM	DIGM	MS
<b>Environmental Health Sciences</b>	EHSC		PhD	Engineering Technology	TECM	ENGT	MS
<b>Epidemiology Certificate</b>	PUBH		GCER	<b>Urban Planning Certificate</b>	URPL		GCER
<b>Nurse Practitioner Certificate (RODP)</b>	FNPR		PCER				
<b>Gerontology Certificate</b>	GERN		GCER				

\*Pending approval by TBR/THEC



# APPLICATION FOR GRADUATE SCHOOL

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

Non-refundable application fee of \$25 (\$35 for international students) must accompany all applications.

Please type or print.

--	--	--

SOCIAL SECURITY NUMBER (OPTIONAL)

<b>Check all that apply.</b> I wish to be considered for a: <input type="checkbox"/> Tuition Scholarship <input type="checkbox"/> Graduate Assistantship
---

<b>For office use only.</b> Fee paid _____ Date input _____ Initials _____
---

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 E-MAIL 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.  
Ethnicity: **(Please check the appropriate box)**  Hispanic or Latino  Not Hispanic or Latino  
Race: **(Please check the appropriate box)**  
 Alaskan Native  American Indian  Asian  Black  White  Hawaiian/Pacific Islander
- 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.

MAJOR				CONCENTRATION				DEGREE		

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

MAJOR				CONCENTRATION				DEGREE		

9. List in chronological order all colleges and universities attended (including ETSU), dates attended, and degrees received. An official transcript 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 on \_\_\_\_\_, GMAT on \_\_\_\_\_, TOEFL on \_\_\_\_\_ and I have requested
- MONTH/YEAR                      MONTH/YEAR                      MONTH/YEAR

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

SUBJECT \_\_\_\_\_

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

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

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

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

## A. STUDENT INFORMATION

\_\_\_\_\_  
CURRENT DATE

Social Security Number \_\_\_\_\_  
(optional)

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 (or a border county\*)? \_\_\_\_\_ Years \_\_\_\_\_ Months

Why did you move to Tennessee (or a border county)? \_\_\_\_\_

Voter Registration State \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_\_

\*Residents of border counties (Ashe, Avery, Haywood, Madison, Mitchell, Yancy, or Watauga counties in North Carolina, or Lee, Scott, and Washington counties, or Bristol city in Virginia) are eligible for in-state tuition if they complete the request for in-state tuition rate form (page 39) in addition to this form by the 14th day of the semester.

---

---

**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  Yes  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.



**GRADUATES**

Return to:  
East Tennessee State University  
Office of Graduate Studies  
Box 70720  
Johnson City, TN 37614  
Fax: 423-439-5624

**REQUEST FOR IN-STATE TUITION RATE**

*You must be a resident of Ashe, Avery, Haywood, Madison, Mitchell, Yancey, or Watauga counties in North Carolina or Lee, Scott, or Washington counties, or Bristol city in Virginia.*

***Graduate applicants must also complete the Residency Inquiry Form.***

(Please Print)

Name: \_\_\_\_\_  
Last First Middle

Current Permanent Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip County (see counties above)

Social Security Number: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
(optional) Area Code

Today's Date: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Semester and year for which you are applying for the waiver. Semester: \_\_\_\_\_ Year: \_\_\_\_\_

- Student Classification:**
- First-time freshman
  - Current ETSU undergraduate student
  - Transfer student
  - Current ETSU graduate student
  - Graduate student
  - New undergraduate non-degree-seeking student
  - New graduate non-degree-seeking student

- Current ETSU Status:**
- Fully admitted or currently enrolled
  - Application pending
  - Not Applied

**Note:** To obtain the in-state tuition, you must be fully admitted and meet all academic requirements as established by ETSU and Tennessee Board of Regents Policy. The request for in-state tuition must be filed with the appropriate ETSU office prior to the census date (14th day of classes) for the semester in which the tuition is sought. Tuition applications filed after this date will be considered for the next available semester. You may be asked to provide additional documentation regarding your residency.

***I certify that the information presented about is true and accurate to the best of my knowledge. I understand that failure to submit true and accurate information may result in immediate dismissal. I understand that should I move from one of the qualifying counties I must notify the appropriate office (Graduate or Undergraduate).***

\_\_\_\_\_  
*Student's Signature*



# SCHOOL OF GRADUATE STUDIES RECOMMENDATION REPORT

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

Ms., Mr. \_\_\_\_\_ is applying for the Master, 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 top of this form. Thank you for your time and help in evaluating the potential of this applicant.

--	--	--

SOCIAL SECURITY NUMBER (OPTIONAL)

**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)

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

ADDRESS OF RESPONDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL \_\_\_\_\_

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.**



# SCHOOL OF GRADUATE STUDIES RECOMMENDATION REPORT

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

Ms., Mr. \_\_\_\_\_ is applying for the Master, 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 top of this form. Thank you for your time and help in evaluating the potential of this applicant.

--	--	--

SOCIAL SECURITY NUMBER (OPTIONAL)

**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)

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

ADDRESS OF RESPONDENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL \_\_\_\_\_

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.**



# SCHOOL OF GRADUATE STUDIES RECOMMENDATION REPORT

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

Ms., Mr. \_\_\_\_\_ is applying for the Master, 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 top of this form. Thank you for your time and help in evaluating the potential of this applicant.

--	--	--

SOCIAL SECURITY NUMBER (OPTIONAL)

**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)

\_\_\_\_\_  
SIGNATURE OF RESPONDENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

ADDRESS OF RESPONDENT \_\_\_\_\_

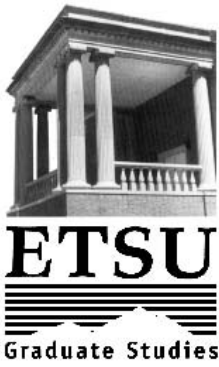
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-MAIL \_\_\_\_\_

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.**



## FEE PAYMENT OPTIONS

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

Your graduate school application cannot be processed without the required non-refundable application fee of \$25 (\$35 for international students). Please select one of the three options listed 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.)

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.

ETSU 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/safetysecurity/securityreport.aspx>

ETSU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia, Telephone number (404) 679-4501] to award certificate, associate, bachelor's, master's, educational specialist, doctor of education, Ph.D., and M.D. degrees.

Printed by East Tennessee State University Press. TBR 120-004-07 .5M

