

# SCHOOL OF GRADUATE STUDIES

Box 70720  
(423) 439-4221

## POLICIES RELATED TO SCHEDULING GRADUATE CLASSES

### A. Policies Related to SACS Accreditation

1. All graduate classes (5000 and above, including 5xx7 and 5956) **must** be taught by graduate faculty who hold degrees appropriate to their assignments. Adjunct faculty **must** be used sparingly in graduate programs; when it becomes necessary to assign an adjunct faculty member to a graduate course, the individual **must** hold a graduate faculty appointment. When warranted, a department chair may request a temporary appointment by completing the temporary appointment form and submitting it to the Dean of the Graduate School. Policy and procedures for appointment to the graduate faculty are available in the Graduate Office, in the Faculty Handbook, and on the web at

<http://www.etsu.edu/gradstud/documents/forms/gradfacproc212.pdf>

(Guidelines for Graduate Faculty Appointment)

<http://gradfacstat.etsu.edu>

(Appointment or Reappointment Form)

<http://www.etsu.edu/gradstud/documents/forms/gradfactemp.pdf>

(Temporary Appointment Form)

2. Graduate and undergraduate classes **must** not be scheduled together (in the same room at the same time). The only approved exceptions are 4xx7/5xx7 and 4956/5956 classes. Other exceptions can be granted by the Dean of the Graduate School.

3. All 4xx7/5xx7 and 4956/5956 classes **must** be taught by graduate faculty.

4. Classes numbered in the 4xx7/5xx7 and 4956/5956 sequences **must** be offered simultaneously. For example, it is inappropriate to roster the 4xx7 or 4956 component of the course without the 5xx7 or 5956 component, or vice versa. Both the undergraduate and the graduate sections must be advertised in the class schedule, even though there may be low enrollment, or no enrollment, at one level.

5. Graduate Assistant Courses: Both the Southern Association of Colleges and Schools (SACS) and the Tennessee Conference of Graduate Schools (TCGS)

maintain that a graduate assistantship should augment the student's academic growth and development. ETSU is committed to honoring this standard. Toward this end, the Academic Council approved in 1997-98 the development of three courses for graduate assistants: 5019 Supervised Experience in Teaching, 5029 Supervised Experience in Research, and 5039 Supervised Experience in Administration. In order to honor the university's commitment to these courses, it is important to ensure that all students in your department who hold a graduate assistantship – including your majors who are assigned to non-academic departments – are enrolled in one of the three courses every appropriate semester.

### **B. Continuous Enrollment Policy**

Students who are pursuing a thesis or dissertation option must, after enrolling in thesis or dissertation hours, be continuously enrolled for a minimum of one graduate credit hour each semester, including summer sessions, until the completion of the degree and must be enrolled in the semester in which they graduate. Most students meet this requirement by enrolling in 1 – 3 hours of Readings and Research (5990, 6990, 7990).

### **C. Permits**

No undergraduate student should be given a permit (electronic or paper) for any graduate course. All cases should be referred to the Graduate Office.