



Graduate School Policy on Degree and Certificate Graduation and Transcript Requirements	
Responsible Official: Provost	Responsible Office: Graduate School

Policy Purpose

This policy specifies the requirements graduate students must meet to be eligible for graduation and degree conferral and the process to request credits above requirements for a degree.

Policy Statement

Students must complete the specific course and other program requirements for earning a graduate certificate, master's degree, education specialist degree, or doctoral degree from ETSU that can be found in the graduate student's catalog of record. In addition, the following conditions must be met:

I. Required GPA.

To be eligible for graduation, a graduate student's overall graduate GPA and graduate program of study GPA must be 3.0 or higher. No exception will be granted to the minimum GPA requirement. Programs may have higher graduation GPA requirements.

II. Matriculation Limit.

All coursework must be within the matriculation limit or have been approved for extension and revalidation per the Matriculation Limit Policy.

III. Catalog.

Degree requirements for programs of study are listed in the Graduate Catalog. Students are assigned to the Graduate Catalog at the time of first enrollment as a graduate student. Students must use a single catalog for all graduation requirements and cannot use a combination of catalogs. Students can change to a more recent catalog, but cannot change to a catalog that pre-

dates their enrollment. Students request a catalog change by completing a [Change in Program-Catalog](#) form found on the Graduate School website.

IV. Program of Study and Degree Audit.

All courses for the program of study are listed in Degree Works as are most of the program requirements per the individual student's catalog of record. In order to be cleared for graduation, the student's degree audit must be fully complete.

V. Incompletes.

Degrees or certificates will not be conferred until all incomplete grades are resolved. Refer to the Graduate School Retention Standards Policy. Once an incomplete grade is changed to a letter grade, the GPA will be calculated, and the student must meet the GPA requirement for graduation.

VI. Apply to Graduate.

Each student must complete an "Apply to Graduate" form [found on Goldlink](#) with the Graduate School by the deadline published on the [ETSU Academic Dates](#) for each graduate program and/or graduate certificate. If the student does not graduate in the term to which they applied for graduation, the student must complete the [Change of Graduation Term form found on the Graduate School website](#) prior to the published deadline for the desired graduation term. If a student is dually enrolled in two programs (e.g., a degree program and a certificate or two degree programs) and will graduate from each program in different terms, the student must complete a "Change of Graduation Form" for the second program. For general information on graduation, please go to the Graduate School website.

VII. Credits Earned Above Requirements for a Degree.

When students earn credits in addition to those required in the planned program of study, a request may be made to the Dean of the Graduate School to have the extra coursework defined on the transcript as post-degree credit. The request must be made prior to awarding of the degree and cannot be so defined once the degree is awarded. The Graduate School will not interpret or alter the transcript once the degree is awarded.

VIII. Filing Thesis or Dissertation.

Deadlines for each step involved in completing a thesis or dissertation are published on the [ETSU Academic Dates](#) calendar. These deadlines are firm and will not be extended. Students in a thesis or dissertation program must file a "Notification of Oral Defense" form with the Graduate School. In addition, the student must successfully complete the oral defense of the thesis or dissertation, make any revisions to the thesis or dissertation required by the committee and/or the Graduate School, and submit the final version of the thesis or dissertation. If a student does not complete

the process and/or submit by the deadline, their degree will not be conferred until the next term, and they must submit a Change in Graduation Term form. The student may also need to remain in Continuous Enrollment status; refer to the Graduate School Enrollment Policy.

IX. Participating in Commencement Ceremony.

Students are not required to participate in a commencement ceremony but are encouraged to do so. Students graduating in Spring should plan to attend the May commencement ceremony. Students graduating in Summer and Fall should plan to attend the December commencement ceremony. If extenuating circumstances exist that prevent a student from participating in their designated ceremony, graduate students who wish to participate in an alternate ceremony should petition the Dean of Graduate and Continuing Studies for permission to attend an alternative ceremony.

X. Other University Requirements.

Other university level requirements for graduation apply and can be found at the [Office of the Registrar's website](#).

XI. Consideration of Exception.

The Dean of the Graduate School may consider granting an exception to a graduation requirement on a case-by-case basis if permitted by this policy. The Dean will notify the requesting party in writing. The decision of the Dean is final.

Authority: Focus Act, TCA 49-8-101 et. al.

Defined Terms

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

Policy History

Effective Date: 03/09/2023

Revision Date:

Procedure

I. Credits Earned Above Requirements for Degree.

To request that extra coursework be defined on the transcript as post-degree credit, the student makes a request in writing (email) to the Dean of the Graduate School within the timeline stated in this policy. The Graduate Dean notifies the student of the decision in writing.

II. Participating in Alternate Commencement Ceremony.

To request participation in an alternate commencement ceremony, the student makes a request in writing (email) to the Dean of the Graduate School. The Graduate Dean notifies the student of the decision in writing.

Procedure History

Effective Date: 03/09/2023

Revision Date:

Related Form(s)

["Apply to Graduate"](#) found on Goldlink

["Change Graduation Term"](#) found on the Graduate School website

["Change in Program-Catalog"](#) found on the Graduate School website

Scope and Applicability

Primary: Academics

Secondary: Students