



### Graduate School Admission Policy for Non-Degree Seeking Students

Responsible Official: Provost

Responsible Office: Graduate School, College of  
Graduate and Continuing Studies

#### Policy Purpose

This policy specifies the admission process for Non-Degree Seeking Graduate Student to East Tennessee State University.

#### Policy Statement

The Graduate School will consider a prospective student's completed application and required supporting documentation for admission as a non-degree seeking graduate student to East Tennessee State University (ETSU) and will issue a written Notice of Decision. ETSU has two categories of non-degree seeking students: Visiting Graduate Student and Graduate Non-Degree Seeking Student. ETSU may charge a one-time non-refundable application fee.

I. Visiting Graduate Student.

A prospective graduate student who is enrolled in a degree program at another higher education institution and intends to earn a limited number of credits for transfer to another college or university (not ETSU) may be admitted as a visiting student. The Dean of the Graduate School decides whether to admit or deny a Visiting Graduate Student.

II. Graduate Non-Degree Seeking Student.

A prospective graduate student who wishes to enroll in graduate courses, but who is not admitted into a graduate degree program, may be admitted as a non-degree seeking student.

Departments may exclude non-degree students from designated courses. It is a department's prerogative to require non-degree students be approved by the department chair or program coordinator prior to registering for a class. A student may petition to have a maximum of nine credits accepted for transfer upon subsequent admission to an ETSU graduate degree or certificate program. ETSU cannot assure any work completed in this status will apply toward a degree.

III. Application Fee.

ETSU does not waive the application fee except in these circumstances:

- A. McNair Scholars receive an application fee waiver; and
- B. On occasion, the Graduate School may provide a limited fee waiver as part of a special promotion at the discretion of the Dean of the Graduate School.

IV. Application Materials.

All application materials become the property of the university and will not be forwarded or returned.

The submission of official transcripts, degree certificates, and English translations of Official Transcripts to the Graduate School must be received no later than the last day of the first semester of enrollment. In rare circumstances, including but limited to the closure of an institution previously attended by the applicant, the Dean of the Graduate School at their discretion may approve alternative verification.

V. Accommodations.

To the extent possible and subject to the approval of the Program Coordinator, the Dean of the Graduate School or their designee may grant accommodations and other academic adjustments when necessary.

VI. Discrimination.

In accordance with ETSU's Policy on Discrimination and Harassment, ETSU does not discriminate against applicants for admission on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class.

VII. Appeals.

The appeals process is governed by the Graduate School Admission Appeals Policy. If a prospective student is denied admission to ETSU, the individual may qualify to file an appeal as indicated in the Graduate School Admission Appeals Policy. The written Notification of Decision will detail the process by which the prospective student may appeal the decision, if applicable.

VIII. Residency.

A prospective student's classification as in-state or out-of-state for residency purposes will be determined pursuant to ETSU policies, ETSU regulations, federal, and state law.

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

## Defined Terms

## Policy History

Effective Date: 06/30/2021

Revision Date:

## Procedures

All prospective Visiting Graduate Students and Non-Degree Seeking Students should review the Graduate School Admissions website before applying to ETSU. The procedures for the application and review process related to this policy are as follows:

I. Visiting Graduate Student.

A. Procedure for Applying to ETSU as a Visiting Graduate Student.

The procedure for a prospective Visiting Graduate Student to apply to ETSU is as follows:

1. submit a completed application;
2. submit a letter or certificate of good standing from the college or university in which the student is currently enrolled in a graduate program;
3. submit unofficial transcripts from all colleges and universities attended, including a transcript that reflects the individual has earned a bachelor's degree from a regionally accredited institution; and
4. pay the application fee.

B. Procedure for Review of Application.

After a prospective student has: (1) submitted a completed application; (2) paid the application fee (if required); and (3) submitted supporting documentation required by this policy, a graduate specialist reviews the application and required documentation. After a decision is made by the Dean of the Graduate School, the prospective student is notified in writing of the decision.

II. Non-Degree Seeking Student.

A. Procedure for Applying to ETSU as a Non-Degree Seeking Student.

The procedure for a prospective student to apply to ETSU under this section is as follows:

1. submit a completed application;
2. pay the application fee; and
3. submit unofficial transcripts from all colleges and universities attended, including a transcript that reflects the individual has earned a bachelor's degree from a regionally accredited institution (ETSU faculty who are applying to take GRAD courses in non-degree status have the option to have their transcript supplied by Human Resources.)

B. Procedure for Review of Application.

After a prospective student has: (1) submitted a completed application; (2) paid the application fee (if required); and (3) submitted supporting documentation required by this policy, a graduate specialist reviews the application and required documentation. After a decision is made by the Dean of the Graduate School, the prospective student is notified in writing of the decision.

#### **Procedure History**

Effective Date: 06/30/2021

Revision Date:

#### **Related Form(s)**

#### **Scope and Applicability**

Primary: Academic

Secondary: Students