

## Admission Classifications

Several admission classifications are utilized by The Graduate School. Applicants should apply for admission according to the one classification which applies to their educational objectives. International students, however, must apply for admission as Degree Regular Graduate students only.

### Degree Regular Graduate

Admission as a degree student to a master's, specialist or doctoral program is by departmental recommendation and graduate school approval only. Thus, an applicant who wishes to be admitted as a degree graduate must file an application, statement of purpose/intent, transcripts, specified test scores and supplemental application materials far enough in advance to allow for evaluation by the department or school. The evaluation will include a review of the applicant's undergraduate program and the specification of any prerequisite courses needed to ensure adequate background for the graduate program. In addition to the above requirements, students whose native language is not English are required to submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants may ask The Graduate School for an exemption from the TOEFL or IELTS requirement if they: 1) have received a degree from a regionally accredited institution in the United States (or a similarly accredited institution in a country/region where the predominant spoken language is English) within the last two years, or 2) have worked full time in the United States or a predominantly English-speaking country/region for at least two of the preceding four years. Applicants who wish to apply for such an exemption should check with The Graduate School office for appropriate instructions and/or forms.

Some degree programs may require that international applicants also demonstrate the ability to speak English effectively. Programs with this requirement will list the specific assessment procedures that will indicate proficiency in English oral communication. For more information on English proficiency requirements, see “*International Students*” above.”

### Degree Conditional Graduate

The University offers conditional admission status to degree programs to students who do not meet one of the academic standards of the University. Some graduate degree programs do not admit students with conditional status; therefore, a student must check the specific program requirements. A student admitted in conditional status must advance to the next academic semester as prescribed below.

A full time student admitted to conditional status is eligible (not guaranteed) for advancement to the next academic semester after earning a cumulative 3.00 GPA or better on the first six hours of regular graduate level courses taken during the first semester at the University of Tennessee at Chattanooga. A student admitted in conditional status must take six hours in the first semester enrolled. Graduate programs will specify for each student admitted in conditional status the academic requirements that must be met to advance to the next academic semester. Once the required six hours is met an admission decision will be made. Neither transfer credits nor credits earned while in Non-degree status can be used to satisfy this six-hour requirement. A student in conditional status will be dismissed from the graduate program if the student does not attain the required cumulative 3.00 GPA or better on all courses taken while in conditional status. Students attaining the 3.00 GPA or better on the six hours of graduate coursework will be considered for regular admission status. Students not attaining the minimum 3.00 GPA will be ineligible for regular admission and continuation in the particular degree program. These students may pursue admission to another degree program or to non-degree admission status. Academic departments may set higher standards for students admitted conditionally into their programs. While in the conditional status, a student is not eligible to hold a graduate assistantship but is eligible to receive financial aid if admitted conditionally into a graduate degree program.

## **Non-degree Graduate Admission**

An applicant who meets admission requirements and wishes to enroll in graduate or undergraduate courses and earn credit without reference to a degree program may be admitted as a non-degree graduate student. Students holding non-degree status are not eligible for financial aid.

A student classified as non-degree who subsequently wishes to be admitted to a degree program must file a formal request for this change with The Graduate School office by completing a degree objective change form. In addition, the student must submit supplemental application materials as required for the proposed degree program. A maximum of nine semester hours earned as a non-degree student may be accepted toward degree requirements. The Graduate School cannot assure a student classified as non-degree that all or any work completed in this status will apply toward a degree.

The UTC Graduate School uses the following classifications to distinguish among the types of non-degree graduate students.

### **• Post-Master's Graduate**

An applicant who has a master's or terminal degree from an accredited institution and who is not working toward a degree may be admitted as a non-degree graduate student. A graduate application, application fee and transcripts from the university which awarded the master's or terminal degree are required.

### **• Post-Doctoral Graduate**

This classification includes persons who have earned a doctoral degree from a regionally accredited institution or international equivalent and who wish to enroll in graduate courses offered by The University. The policies and procedures for a non-degree admission shall apply for the post-doctoral admission.

### **• Auditor**

Adults who wish to attend classes without earning credit or receiving grades may be admitted as auditors. A graduate application and transcripts are required. (Elder scholars do not need to submit transcripts.) Individuals may register as auditors provided space is available in the class desired and the instructor accepts auditors. Fees for audit are the same as for credit registration.

Auditors are under no obligation of regular attendance, preparation, recitation, or examination, and academic records are maintained only for audited courses in which the student attends at least 75 percent of the class sessions. They receive no grades and no credit. The degree of their participation in class discussion, laboratory, or field work shall be determined by the instructor of the class. (For fee schedule please see "Student Fees and Expenses" section.)

### **• Graduate Certificate**

Admission to a graduate certificate program requires that a person meet the minimum admission requirements and any additional program requirements (see Admission Requirements). Refer to the appropriate department for specific requirements for admission to the certificate program.

Admission to a graduate certificate program does not constitute admission to a degree program. To receive a graduate certificate, students must be admitted to a certificate program or a degree program.

Certificate programs require the student to complete 9 – 18 hours. Students should check programs for specific hour requirements. Students must file an Application for Graduation, Certificate Award and Candidacy form the

semester prior to the semester they will complete the certificate course requirements. Students receiving certificates do not participate in commencement.

- **Transient Graduate**

An applicant who has been admitted to a graduate program at another institution and wishes to take UTC courses for transfer to that institution may be admitted as a transient student. A graduate application, application fee, and letter of good standing or certificate of transient admission are required. The letter of good standing or certificate of transient admission must be signed by the graduate dean or major adviser at the institution where the student is pursuing his or her graduate degree.

Upon completion of approved courses, the student should request that the UTC Records Office forward a copy of his or her transcript to the appropriate institution.