

TU Pathway to Graduate Degree

Tennessee Tech University • Office of Research and Graduate Studies • (931) 372-3233

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GRADUATION

Welcome to The Graduate School of Tennessee Tech University in Cookeville, TN. The Graduate School works closely with the graduate departments and schools at the University to carefully select students who can be successful in graduate study and provides structure and support needed to help assure student success. We are available to answer your questions, guide your progress, and assist with your development through workshops. It is our goal to admit excellent students and do all we can to support them throughout their academic careers.

Pursuing a graduate degree is a journey into inquiry and learning that results in the attainment of a body of knowledge and the skills to discover new ways to solve problems. The attainment of a graduate degree can lead to the enhancement of your life and to using your knowledge for the betterment of society. We hope you have a rewarding experience at Tennessee Tech University.

Please use this document as a guide to navigate the Pathway to Graduate Degree.

Admission

1. Submit appropriate paperwork
 - Application (online or paper)
 - Application fee payment
 - Official transcripts
 - Letters of recommendation – based on departmental requirements
 - Official test scores – based on departmental requirements
 - Student health form(s)
 - Other – based on departmental requirements
2. Complete application files will be evaluated by the appropriate department.
 - **Master's and Ed.S. in Education (with the except of Instructional Leadership) are evaluated by Graduate Admissions.**
3. Notification of admission decision sent to student.
4. If admitted in Provisional Standing as a result of incomplete application credentials, the deficiencies must be removed **prior** to enrollment in a second semester. Lack of test scores will restrict enrollment to a maximum of 9 hours the first semester. Major departmental test score requirements must be met or registration will not be permitted beyond the first semester of enrollment.
 - **Nondegree Students** (Special Standing) wishing to change to a degree program must submit to the Graduate School a Change of Graduate Major form.
 - **No more than 9 hours earned in Special Standing may be counted toward a degree program.**

Advisement

1. Contact the major department for advisement.
 - The contact name/number is provided on the Certificate of Admission.
2. **The departmental chair or advisor will provide student with "Alternate PIN" codes for registration.**

Registration

1. The student will register online using the information provided by the department.
2. Once the course selection process is complete, the student will pay fees and **confirm enrollment.**

All forms may be found at www.tntech.edu/graduatestudies/forms



The Road to Graduation

1. Complete and submit the Advisory Committee and Program of Study Forms — Forms required.
 - For all degrees, the Program of Study form and the Advisory Committee form **must** be completed by the time 15 hours of graduate credit have been earned, or within the term in which 15 hours will be earned, otherwise future registrations will not be permitted.
 - **For the Master's programs, the Advisory Committee, Program of Study and Admission to Candidacy form is a two-page document.** It is a fill and print pdf. Both pages are required.
 - For Ed.S. students, the Program of Study and Advisory Committee form is a two-page document. It is a fill and print pdf. Both pages are required.
 - For Ph.D. students, the Program of Study form and Advisory Committee form are two separate forms. They are fill and print pdfs. Both pages are required.
2. Apply for Reclassification to Full Standing — Forms required.
 - This step is not required of students admitted to the Graduate School in full standing.
 - For students with incomplete application credentials--reclassification to full standing will be processed by the Graduate School when the deficiencies have been removed.
 - For students with other conditions noted on the Certificate of Admission (such as completion of specific courses, submission of final degree certificate, etc.) submit the Application for Reclassification to Full Standing appropriate for your degree level.
3. Apply for Admission to Candidacy — Forms required.
 - **For the Master's programs, the Advisory Committee, Program of Study and Admission to Candidacy form is two-page document.**
 - Ed.S. students will complete the Ed.S. Application for Admission to Candidacy form. It will be processed after the students have completed 15 credit hours.
 - Ph.D. students—**once the Comprehensive Exams are complete, the student's advisor will send a memo to the Graduate School indicating such and requesting that the student be admitted to candidacy. This memo must be approved by the student's advisory committee, the departmental chairperson, and the Associate Dean of the college.** Consult with the Advisory Committee Chairperson regarding the timing and specific requirements of the Comprehensive Exam and Admission to Candidacy.
4. Apply for Graduation — Forms required.
 - The application for graduation must be submitted **no later** than the first Friday of the semester in which graduation is expected. Choose appropriate form for your degree level
 - The Graduate School will notify the student of receipt of application and of items/courses needed/missing for graduation.
5. Complete Comprehensive Exam — Forms required.
 - **Master's, Ed.S.**
 - This is scheduled directly with the department, **not** the Graduate School.
 - Consult the department for exam dates.
 - The results of this exam must be received by the Graduate School **three weeks** prior to graduation.
 - Ph.D. — Consult with the Advisory Committee Chairperson regarding the timing and specific requirements of the Comprehensive Exam and Admission to Candidacy.
6. Thesis/Dissertation Defense — Forms required.
 - **This should be scheduled with the student's advisory committee well in advance of the deadline.**
 - Notify departmental chairperson and/or Associate Dean as appropriate.
 - The results of the defense must be received by the Graduate School **three weeks** prior to graduation.
7. Thesis/Dissertation Submission
 - The final copy must be electronically submitted to eTD ProQuest no later than **two weeks** prior to graduation. ProQuest site can be found at www.etsadmin.com/tntech. Instructions and assistance may be found at www.tntech.edu/graduatestudies/etd.
 - The advisory committee chairperson must notify the Graduate School the Thesis/Dissertation has met all standards of excellence and is free from punctuation, spelling, grammar, and format errors.
 - All approved Theses/Dissertations will be electronically submitted to ProQuest by the Graduate School for electronic publication **one week** prior to graduation.
8. Thesis/Dissertation Binding — Forms required.
 - Any student desiring to have his/her approved theses/dissertations bound may do so through the Graduate School office at a reduced cost of \$10 per bound copy.
 - If copies are to be shipped, the cost is \$5 per copy for U.S. addresses and \$6 per copy per international address. There is no shipping cost if picked up by the student.
 - The student is responsible for printing as many copies as is to be bound. The bound copies, a binding order form, and \$10 per copy to be bound should be taken to the Graduate School office.
 - The bindery picks up and delivers once a month.