

TTU Pathway to Graduate Degree

Admission

- I. Submit appropriate paperwork
 1. Application (online or paper)
 2. Application fee payment
 3. Official transcripts
 4. Letters of recommendation
 5. Official test scores—based on departmental requirements
 6. Student health form
- II. Complete application files will be evaluated by the appropriate department.
Master's and Ed.S. in Education are evaluated by the Graduate School
- III. Notification of admission decision sent to student.
- IV. 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 9 hours.
- V. **Nondegree Students** (Special Standing) wishing to change to a degree program must submit to the Graduate School a Change of Graduate Major form (<http://www.tntech.edu/graduatestudies/pdf/changeMajor.pdf>).
 - a. **No more than 9 hours earned in Special Standing may be counted toward a degree program.**

Advisement

- I. Contact the major department for advisement.
 - a. The contact name/number is provided on the Certificate of Admission.
- II. The departmental chair will provide student with PIN/RAC codes for registration.

Registration

- I. The student will register online using the information provided by the department.
- II. Once the course selection process is complete, the student will pay fees and **confirm enrollment**.
 - a. The enrollment confirmation must be completed, even if the student is not responsible for the payment of fees.

The Road to Graduation

- I. Complete the **Advisory Committee and Program of Study** Form (available at www.tntech.edu/graduatestudies/forms.html)
 - a. The advisory committee should be formed by the completion of 9 hours of graduate work.
 - b. Program of Study form **must** be completed by the time 15 hours of graduate credit have been earned or registration will not be permitted.
 - c. For the Master's programs, the Advisory Committee, Program of Study and Admission to Candidacy form is one document.
- II. Apply for **Reclassification to Full Standing**—this step is not required of students admitted to the Graduate School in full standing.
 - a. For students with incomplete application credentials--reclassification to full standing will be processed by the Graduate School when the deficiencies have been removed.
 - b. For students with other conditions noted on the Certificate of Admission (such as completion of 9 hours with a certain GPA, submission of final degree certificate, etc.)--submit the Application for Reclassification to Full Standing (available at

- http://www.tntech.edu/graduatestudies/pdf/reclass_mas_eds.pdf or http://www.tntech.edu/graduatestudies/pdf/reclass_phd.pdf). The degree sought will determine which of the two forms must be completed.
- III. Apply for *Admission to Candidacy*
- a. For the Master's programs, the Advisory Committee, Program of Study and Admission to Candidacy form is one document.
 - b. Ed.S. students will complete the Ed.S. Application for Admission to Candidacy form (available at http://www.tntech.edu/graduatestudies/pdf/eds_CanApp.pdf)
 - c. 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.
- IV. *Apply for Graduation*
- a. The application for graduation must be submitted **no later** than the first Friday of the semester in which graduation is expected.
 - b. The Graduate School will notify the student within **one week** of receipt of application of items needed/missing for graduation.
 - c. The applications may be found at http://www.tntech.edu/graduatestudies/pdf/mastersEds_grad.pdf or http://www.tntech.edu/graduatestudies/pdf/doctor_Grad.pdf. The degree sought will determine which of the two forms must be completed.
- V. Complete *Comprehensive Exam*—Master's, Ed.S.
- a. Master's, Ed.S.
 - i. This is scheduled directly with the department, not the Graduate School.
 - ii. Consult the department for exam date.
 - iii. The results of this exam must be received by the Graduate School **three weeks** prior to graduation.
 - b. Ph.D.
 - i. Consult with the Advisory Committee Chairperson regarding the timing and specific requirements of the Comprehensive Exam and Admission to Candidacy.
- VI. *Thesis/Dissertation Defense*
- a. This should be scheduled with the student's advisory committee.
 - b. Notify departmental chairperson and/or Associate Dean as appropriate.
 - c. The results of the defense must be received by the Graduate School **three weeks** prior to graduation.
- VII. *Thesis/Dissertation Submission*
- a. Thesis/Dissertation Preparation Guide available at www.tntech.edu/graduatestudies/thesis
 - b. The preliminary copy must be submitted to the Graduate School for review no later than **three weeks** prior to graduation.
 - i. Submit preliminary copy of the thesis/dissertation to the Graduate School.
 - c. The advisory committee chairperson must request the Graduate School to review the Thesis/Dissertation.
 - d. The final copies must be submitted to the Graduate School **one week** prior to graduation.
 - i. Two copies of a thesis are required.
 - ii. Three copies of a dissertation are required (includes one copy for microfilming).
 - iii. Thesis/Dissertations must be prepared using 25% cotton, 20 lb paper.