

POLICIES FOR SCHEDULING GRADUATE CLASSES

This document provides an overview of relevant policies for scheduling graduate classes that have been developed collaboratively with the Graduate Council and Registrar's office. Links to policies are included.

I. SCHEDULING GRADUATE COURSES

- A. All graduate classes (5000 and above, including 5xx7 and 5956) **must** be taught by graduate faculty who hold degrees appropriate to their assignments. Adjunct faculty must be used sparingly in graduate programs; when it becomes necessary to assign an adjunct faculty member to a graduate course, the individual must hold a graduate faculty appointment. When warranted, an adjunct faculty member and department chair may request a temporary appointment by completing the temporary appointment form and submitting it to the Dean of the Graduate School.

Criteria, guidelines, and processes for Graduate Faculty appointment can be found on the [Graduate School website](#) and in the document "Guidelines for Graduate Faculty Appointment."

- B. Graduate and undergraduate classes must not be scheduled together (e.g., in the same room at the same time). The only approved exceptions are 4xx7/5xx7 and 4956/5956 classes. Other exceptions can be granted by the Dean of the Graduate School in consultation with the Registrar.
- C. All 4xx7/5xx7 and 4956/5956 classes **must** be taught by graduate faculty.
- D. Classes numbered in 4xx7/5xx7 and 4956/5956 sequences must be offered simultaneously. For example, if a 4xx7 or 4956 course is offered, its companion 5xx7 or 5956 course must be offered, or vice versa. Both the undergraduate and graduate sections must be advertised in the class schedule, even though there may be low enrollment, or no enrollment, at one level.
- E. The [Graduate School Enrollment Policy](#) provides specific enrollment guidance for students and programs.
- F. Both SACSCOC and the Tennessee Conference of Graduate Schools (TCGS) maintain that a graduate assistantship should augment the student's academic growth and development. ETSU is committed to honoring this standard. Toward this end, the Academic Council approved in 1997-1998 the development of three courses for graduate assistants: 5019 Supervised Experience in Teaching, 5029 Supervised Experience in Research, and 5039 Supervised Experience in Administration. In order to honor the university's commitment to these courses, it is important to ensure that all students in a department who hold a graduate assistantship—including students who are assigned to non-academic departments—are enrolled in one of the three courses every appropriate semester.

II. CONTINUOUS ENROLLMENT POLICY

ETSU's [Graduate School Enrollment Policy](#) states that students who will be using support services and/or

require faculty guidance for studies, research, or preparation of a prospectus while not enrolled in coursework, thesis, or dissertation must be registered for the appropriate non-degree Readings and Research credit during each term, including a summer term. Students who have previously registered for thesis, dissertation, and/or Readings and Research must be continuously registered for a minimum of one graduate credit every subsequent semester, including summer, until completion of the degree.

III. PERMITS FOR UNDERGRADUATES IN GRADUATE COURSES

Permits for an undergraduate student to take a graduate course must be approved by the Dean of the Graduate School (or designee). Undergraduates taking graduate courses must meet the criteria outlined in the [Graduate School Enrollment Policy](#) and/or the [Graduate School Accelerated Bachelor's to Master's Degree Program](#) policy.

History

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