



EAST TENNESSEE STATE
UNIVERSITY

Graduate School Policy on Matriculation (Time) Limits

Responsible Official: **Provost**

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

Policy Purpose

This policy specifies the time period in which course work can be applied to a graduate degree or certificate program and the process for revalidation of expired course work.

Policy Statement

I. Matriculation Limits.

The matriculation limit for graduate degrees or certificates at ETSU are as follows:

- A. Certificate – The time limit for the use of credit toward a certificate is four (4) to six (6) years from the date of enrollment in the earliest course applied toward the certificate, including transferred courses. (Consult graduate catalog of record for more specific information.)
- B. Master's Degree – The time limit for the master's degree is six (6) years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.
- C. Education Specialist Degree – For the education specialist degree, the time limit is five (5) years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.
- D. Doctorate in Educational Leadership
 - 1. For students who hold an Ed.S. prior to being enrolled in the Ed.D. program, the time limit for completion of the Ed.D. Educational Leadership program is five (5) years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.
 - 2. For students who do not hold an Ed.S. prior to enrolling in the Ed.D. program, the time limit is seven (7) years from the date of enrollment in the earliest course applied to the degree, including transferred courses.

- E. All Other Doctoral Programs – The time limit for completion of a doctoral program by students who begin a program after a bachelor's or master's degree is seven (7) years from the date of enrollment in the earliest course applied toward the degree, including transferred courses.

II. Revalidation of Coursework.

It is the graduate program's responsibility to recommend to the Graduate School one of the following actions for revalidating course content in each instance that exceeds the matriculation limits:

- A. Examine the student (orally or in writing) and report the results to the Graduate School; or
- B. Design an independent study if no course currently exists by which the student may update course content; or
- C. Have the student repeat the outdated course; or
- D. Have the student complete additional coursework.

This procedure may not be used to revalidate coursework for transfer purposes when the course already exceeds the matriculation limit at the time of application. All requests must be documented on the appropriate Graduate School form and the revalidation plan must be approved by the Dean of the Graduate School or designee.

Authority: Focus Act, TCS § 49-8-203, et seq.

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date:

Revision Date:

Previous:

Procedure

Revalidation of Coursework:

1. The student initiates an [Extension of Time/Revalidation of Coursework](#) form.
2. The program coordinator or faculty advisor makes a recommendation of the plan for revalidating coursework.
3. The Graduate Dean (or designee) reviews and approves the plan.

Procedure History

Effective Date:

Revision Date: June 30, 2021

Related Form(s)

INSERT IF APPLICABLE

Scope and Applicability

Primary: INSERT CATEGORY

Secondary: INSERT CATEGORY