Statement of Community Standards of Civil Behavior

Middle Tennessee State University is committed to sustaining an environment of tolerance for diversity among its students, staff, and faculty. In addition, the University acknowledges a responsibility for encouraging all members of the community to observe certain standards of civility in their interactions with one another. The choice to associate one's self with this fellowship of scholars is freely made by each participant but obligates those who do to observe the following expectations for civilized conduct within the MTSU community:

- the practice of personal honesty in all matters;
- a positive regard for the dignity and value of each citizen in the community;
- respect for the individual rights and possessions of community members;
- disdain for bigotry and hatred expressed in any form or medium and directed toward identifiable groups or individuals in the community;
- tolerance for the convictions and opinions of others, even when not in agreement with one's own beliefs;
- a recognition of community members' mutual needs and concerns and acceptance of a responsibility held in common to support the personal growth and efforts of each individual in furtherance of the well-being of the entire community.
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WELCOME TO MTSU

We are pleased that you have chosen to join the College of Graduate Studies at Middle Tennessee State University. You are entering an exciting new chapter in your academic career that promises to be both academically challenging and personally enriching.

We have assembled this handbook to help you make the most out of your graduate student experience at MTSU. We have mapped out the basics of your degree progression and our academic policies. **But this handbook is only a starting point.** Nothing can replace clear and frequent communication with your academic advisor, the director of your graduate program, and the staff of the College of Graduate Studies.

The professional relationships and friendships that you develop during your time in graduate school will last a lifetime. Remember to take time to connect with your peers in your program and across the university. The Graduate Student Association exists to help you make these connections, to provide graduate students with a voice across campus, and to help you survive and thrive in this setting.

If you encounter challenges during your time with us, we hope that this handbook will point you quickly and easily to available resources. And if there is ever anything that we can do to help, please let us know.

Jackie Eller, Ph.D.
Dean of the College of Graduate Studies

Joshua Howard
President, Graduate Student Association
I. GETTING STARTED:

THINGS YOU NEED TO KNOW

First Things First:

MTSU ID CARD

As soon as possible after you register for classes, stop by the ID office (Room 306, James Union Building) and get your MTSU ID. This card gives you access to the Student Recreation Center and campus computer labs, allows you to check out books and other materials from the Library, and can even be used as a debit card on campus when you set up a Raider Funds account at the Bursar's Office (first floor of Cope Building).

MTSU PARKING PERMIT

Upon payment of all registration fees, you are eligible to receive a green parking permit. There is no additional charge as it is paid for by a portion of your fees. To obtain your permit, you must first make sure your correct license plate is on file with Parking Services. To do this go to https://mtsu.t2hosted.com and click on Manage My Parking Account. Once you have updated your account online take photo identification to the Parking Services office to pick up your permit. Parking Services is located at 1403 East Main Street. Permits are also available at the Evening School Office, KOM 126. Remember - everyone must pick up their own parking permit.

NOTE: Graduate Assistants and Resident Directors are eligible for a white parking permit. An additional fee is required in order to obtain a white parking permit.

GETTING A MAILBOX

MTSU students who are registered for the current semester receive a box for free if they live on campus. Current students living off campus may rent a box for $12.00 per semester.
Key People:

**THE GRADUATE PROGRAM DIRECTOR**

Every graduate degree program has an individual who is designated as the Graduate Program Director (GPD). You may already know and have spoken to the GPD for your degree program, as this individual is responsible for overseeing the application review and admission process in the program. However, the responsibilities of the GPD are much more than admissions. In some programs he or she also serves as the initial academic advisor for all graduate students. GPDs are also responsible for all aspects of the graduate program in their department. These responsibilities include initiating and implementing curriculum changes; overseeing comprehensive, qualifying and preliminary examinations; awarding graduate assistantships; and verifying student eligibility to graduate. The GPD is an important person in your graduate career and you should make it a priority to find this individual and introduce yourself if you have not already done so.

**YOUR ADVISOR**

In some graduate programs the Graduate Program Director serves as advisor for all graduate students; in other programs, once you have received initial advising from the Graduate Program Director, you are assigned an academic advisor based upon your area of study. It is reasonable to think that your interests may change over the course of your studies and it is possible to change your advisor if another graduate faculty member has a specialized expertise in your area of interest. Whoever your advisor is, he or she is critical to planning your program of study and to your overall success in graduate study. Consult with your advisor on a regular basis!

**COLLEGE OF GRADUATE STUDIES ANALYST**

The College of Graduate Studies Analyst is the staff member in the College of Graduate Studies who works with you and with your graduate program director during your graduate career. This individual is responsible for ensuring that you
have met all academic regulations and requirements. Know your analyst – this individual is here to assist you as you progress through your graduate career.

Registration & Enrollment:

How to Register

Once you have been admitted to graduate study, it is a fairly simple process to register. That said, sometimes it can seem complicated. Here is a step-by-step guide.

1. Log in to PipelineMT
2. Select RaiderNet tab
3. Select Student tab
4. Select Registration option
5. Select Look Up Classes
6. Choose appropriate Term in the drop-down menu and click submit
7. Select department/area of coursework to be taken and click course search
   a. You may also click Advanced search to narrow results
8. Choose course and click view sections
9. Place check mark, by clicking on box, in the select column then click Register at bottom of page to add course
   a. You can also choose to click on Add to Worksheet which will add it into the boxes on the bottom of the screen until you are certain that is the class you want to add.

Confirming Registration

It is not enough to just register for specific courses, you must also confirm your registration. Students often forget this last step only to learn later that they are not enrolled in courses. To avoid that fate –

1. Login to PipelineMT
2. Select RaiderNet tab
3. Select Student tab
4. Select Student Account option
5. Select Confirm Enrollment/Registration Payment/ Account Detail for Term option
6. Select appropriate term in drop-down menu and click submit
7. Click Yes, I will attend during (appropriate term will be listed)
8. This will confirm registration and will take you to a screen that asks if you would like to continue to an additional site to pay account balance

ADDING AND DROPPING COURSES

You can add an additional course after your initial registration or drop a course for which you previously registered by following these steps.

1. Login to PipelineMT
2. Select RaiderNet tab
3. Select Student tab
4. Select Registration option
5. Select Add or Drop Classes option
6. Select appropriate term in drop-down menu and click submit
   a. To drop a course:
      i. Each course will be listed, and you can choose to drop in drop-down menu of Action section
   b. To add a course:
      i. Enter CRN for course(s) in Add Classes Worksheet boxes at bottom of screen
      c. Click submit once all information is selected/entered

Taking a Break:

While we encourage continuous enrollment during graduate study, we also recognize that events in life may result in a student needing to temporarily interrupt his or her studies. Regardless of the cause of the interruption, it is important to understand the process to be followed in order to resume your studies without penalty at a later date.
STOP-OUT

If you are unable to maintain continuous enrollment, you should request permission to interrupt your studies on a temporary basis. This is referred to as a stop-out. You must file a formal request to stop-out. It must be endorsed by your Graduate Program Director and approved by the dean of the College of Graduate Studies prior to the beginning of the stop-out period. If approved, the period of the stop-out is not counted toward the time limit for degree completion, and readmission to the degree program is automatically granted if you are in good academic standing at the beginning of the stop-out. Keep in mind that a stop-out may not be used more than once during the time limit for your degree. In addition, if the stop-out exceeds one academic year (Fall and Spring semesters) you may be required to fulfill degree requirements in existence at the time of your reenrollment.

WITHDRAWAL

If an event occurs that prevents you from finishing the remainder of a term of study, you must initiate a withdrawal. If you simply stop attending, without withdrawing from your classes, you will receive grades of F in those courses. These failing grades are posted to your transcript and will have a serious negative effect should you wish to reapply to graduate study at MTSU or at another institution. Contact the University College Advising Center at 898-2339 or online at http://w1.mtsu.edu/withdraw/index.php to initiate a formal withdrawal from courses.

READMISSION

If you fail to maintain continuous enrollment, you must submit an application for readmission if you wish to enroll in a subsequent semester. Readmission, if granted, is based on competitiveness with current applicants and is not guaranteed except in cases of approved stop-outs.
II. FEES AND FINANCES

The Graduate Student Budget:

Every year the university determines the cost of attending school based on the established tuition and fee rates as well as estimates of book, transportation, and miscellaneous living expenses. The amount of need-based financial aid that you may receive (grants, loans, work-study) is based on this budget. The current “cost of attendance” estimate for a full-time student can be found on the web page of the Financial Aid & Scholarship Office: http://www.mtsu.edu/financialaid/coa_finaid.php.

Getting the Bill:

MTSU does not print and send bills. After you enroll in courses, you can view your outstanding account balance using your PipelineMT account. Your account will show your outstanding balance, including tuition, course fees, out-of-state fees (if applicable), as well as any other charges you may have accrued (for example, library or parking fines).

CONFIRMING YOUR REGISTRATION AND PAYING YOUR BILL

It is necessary for you to pay your bill and confirm your registration by the established deadlines or your registration will be voided and your courses dropped. To avoid the difficulties of reenrolling (often in high demand courses) and the late registration penalty, you must pay your bill in full by the deadline. If your account is paid in full by a scholarship, fellowship, assistantship, or other financial aid, you must still confirm your registration. An excellent tutorial on the fee payment and registration confirmation process is found at: http://www.mtsu.edu/bursar/Instructions.php.

Important dates and fee payment deadlines are posted by the MTSU Bursar’s Office and can be found at: http://www.mtsu.edu/bursar/dates_fall.php.

MTSU offers a Deferred Payment Plan to eligible students. More information on this plan is found at: http://www.mtsu.edu/bursar/deferredpay.php.
Tuition, Fees, and Charges:

TUITION

Tuition rates are set annually by the Tennessee Board of Regents. While normally established for the entire academic year, they are subject to change by the Regents. Tuition rates differ by students’ residency classification (in-state / out-of-state). They also differ for students enrolled exclusively in on-line courses and in Regents Online Degree Programs (RODP). The most current tuition rates are posted by the Bursar’s Office and can be found at:

PROGRAM SERVICES Fee

This single fee is levied per student credit hour and includes charges for such things as Postal Services, Student Government Association, Parking Services, Health Services, Technology Access, in addition to various other student fees. The full list of individual fees that make up the Program Services Fee can be found at: http://www.mtsu.edu/bursar/12-13ProgramServFee_1.pdf.

OTHER FEES

Some graduate courses may also carry specific course or materials fees. Courses with specific fees are listed at: http://www.mtsu.edu/bursar/rates_main.php.

HEALTH INSURANCE

You may already have health insurance or be covered under the plan of your spouse, family, or scholarship provider. For individuals not currently covered by a health insurance plan, MTSU provides access to a student health insurance plan underwritten by a national insurance company. More information can be obtained from MTSU Student Health Services located in the Health, Wellness, and Recreation Center on campus. You can also get more information directly from the Insurer's website at:
GRADUATION FEES

The cost of your cap and gown is included in the program services fee paid when you registered for courses. There is no additional charge for these. If you have completed a thesis or dissertation as part of your program of study, there is a binding fee for these. Information about these fees is on the Intent to Graduate form that you submit during the first two weeks of the semester in which you plan to graduate.

Non-Resident Tuition and Fees:

MTSU is a member institution of the Tennessee Board of Regents, and we receive a portion of our annual budget through an allocation from the State of Tennessee in support of students who are Tennessee residents. Non-residents of Tennessee are welcome at MTSU, but like all state-supported public colleges and universities, students must pay tuition at the out-of-state rate. You should refer to the policies and regulations defining residency ([http://www.mtsu.edu/graduate/pdf/ResidencyReClass.pdf](http://www.mtsu.edu/graduate/pdf/ResidencyReClass.pdf)) to understand your classification and determine if you are eligible for reclassification.

Financing Your Graduate Education:

Arranging financial support for your graduate study can be a complicated process but it is important that you give it adequate attention. There are a variety of resources available and a number of different offices, agencies, and people involved in the process. The amount of financial support, as well as the type of support, available to you may also vary from year to year. Here are a few of the details you should consider:

**FILING YOUR FAFSA**

If you are a U.S. citizen, permanent resident, or immigrant, you should consider filing a Free Application for Federal Student Aid (FAFSA) on an annual basis. It can be filed at any time during the year but it is suggested that you submit it during January or February of each year. You can file online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). This document is used to determine your eligibility for Federal Direct Subsidized and Unsubsidized loans. You are not required to take out or accept loans. However, you will not be eligible if you do not file a FAFSA.
FELLOWSHIPS & SCHOLARSHIPS

A limited number of fellowships and scholarships are available through the College of Graduate Studies. Information about available fellowships and scholarships, as well as application deadlines, is found at: http://www.mtsu.edu/graduate/student/scholarship.php.

GRADUATE ASSISTANTSHIPS

The university offers a limited number of Graduate Assistantships to support students pursuing master's or doctoral degrees. Depending on the degree level, the field of study, and length of appointment these awards provide stipends ranging from $6,500 to $18,000. Graduate Assistantships also carry a waiver of in-state and out-of-state tuition and a portion of the program services fee. The total annual value of an assistantship can be as much as $27,500. Only fully admitted graduate students with a GPA of 3.0 or better (3.25 for doctoral students) are eligible to hold graduate assistantships.

A full-time Graduate Assistant has a service commitment of 20 hours per week. Graduate Teaching Assistants may work with students in a variety of ways including as the primary instructor of a course. Graduate Research Assistants may be appointed by a department with Graduate School funding or by the principal investigator of an externally funded research project. In these positions the student may be responsible for a wide range of duties, such as data collection, laboratory or library work, etc. Administrative Assistants may be employed by a wide variety of departments (academic and administrative) to perform duties that are not research or teaching-related. These duties may include clinical, administrative or clerical responsibilities.

Students interested in opportunities to serve as a Graduate Assistant should contact their department for further information about availability of positions.
Travel Grants

Graduate students may apply to the College of Graduate Studies for funds to support travel related to presentation of research and creative scholarship at major conferences and venues. Applications for Graduate Student Travel Fund support are available at: http://www.mtsu.edu/graduate/pdf/StuTravelAppl.pdf. Individual programs, departments, and colleges may also have funds to support professional travel for graduate students.
III. GETTING THE DEGREE

Your experiences during your time in graduate school will be unique to you. However, there are also a number of aspects of graduate study that are common to all students. This section of the Handbook explains the requirements for your graduate degree, what you should expect, and the steps (and forms) that are required of all graduate students. Keep in mind that a primary goal of the College of Graduate Studies is to assist students in completing their degree objectives in the most efficient manner. You can help us by knowing the requirements of your degree and following established processes and related administrative procedures.

Forms for Everything:

DEGREE PLAN

This is the official record of your graduate program of study. Every graduate student is required to have an approved degree plan on file with the College of Graduate Studies. The sooner you and your advisor can complete this form and submit it to the College of Graduate Studies, the easier it is for you to plan for your future semesters. Degree plans must be on file in the College office before you are allowed to continue to register once you have earned a specific number of credits (generally 21 credits in master's programs and 30 credits in doctoral programs, although some programs have established other limits). Degree plans for all graduate programs can be found online at: http://www.mtsu.edu/graduate/forms.php.

CHANGING YOUR PROGRAM OF STUDY

Occasionally after applying to a program of study or even after commencing studies, you may desire to change from your current degree program to a different program. The process for this change is different for domestic and international students. For international students, a Change of Program form must be submitted in order to initiate this change. The form is found at: http://www.mtsu.edu/graduate/pdf/ChangeOfMajor.pdf. Domestic students who wish to change their program should use the Readmission application available online.
TRANSFER EQUIVALENCY FORM

If you wish to use a graduate course taken at another institution toward fulfillment of your MTSU degree requirements you must request this using the Transfer Equivalency form. An official transcript from the institution from which you wish to transfer the course(s), showing the course(s) taken -including course number(s), and indicating the grade(s) received is required, In addition, copies of the course descriptions, from the institution’s graduate catalog. Normally, courses more than seven years old or used to satisfy requirements of a previous degree are not accepted for transfer. Also, no grades below a B are accepted. The Transfer Equivalency Form is found at:

http://www.mtsu.edu/graduate/pdf/TransferEquivalency2.pdf.

REQUEST FOR OVERLOAD FORM

Occasionally a graduate student may have a need to register for more than 12 credits during a semester (e.g., courses are not available in future semesters, scheduled to graduate, repeating a course). It is in the best interest of all students to complete degree requirements in an expeditious manner, however taking an “overload” without careful consideration of the potential impact on academic performance is not advised. Contact your advisor if you are considering this decision. Students requesting permission to register for an overload must provide justification and approval is only granted after consideration of factors including the student's current academic performance. The Request for Overload form is available at

http://www.mtsu.edu/graduate/pdf/OverloadRequest.pdf.

REQUEST TO REPEAT A COURSE FORM

A Request to Repeat a Course must be submitted to the College of Graduate Studies if you are retaking a course in order to replace a previous grade. You are limited to two course repeats for the purpose of grade replacement. While additional graduate courses beyond two may be repeated, the grade earned in the first attempt will be included in the calculation of the cumulative GPA. The request form is found at:

http://www.mtsu.edu/graduate/pdf/RepeatCourseRequest.pdf.
INTENT TO GRADUATE FORM

All students are required to submit a Notice of Intent to Graduate during the first two weeks of the semester in which they plan to graduate. Before submission to the College of Graduate Studies, the Intent form must be signed by your advisor or graduate program director. Submission of this form initiates the degree checkout process, including verification of completion of degree requirements, which must be completed before a graduate student is placed on the graduation list. The Intent to Graduate is found at:
http://www.mtsu.edu/graduate/pdf/RepeatCourseRequest.pdf.

Common Degree Requirements:

Graduate degree programs allow students, in collaboration with their advisors, to design programs of study that meet their unique needs and interests. However, there are certain common requirements of all students pursuing graduate degrees at MTSU.

MASTER’S DEGREE:

- All applicants must hold a bachelor’s degree from an accredited university.
- All master’s students must successfully complete a thesis or other capstone experience. In some programs this is a specific course. In other programs a comprehensive examination is administered. These may be oral, written, or both. This test is not merely a reexamination of coursework, but it is an assessment of your ability to integrate scholarly information linking the major and related fields. The comprehensive examinations may be taken no more than twice. Capstone experiences are generally scheduled during the semester of enrollment in which the student expects to graduate.
- If your program of study requires a thesis, it must be submitted to the College of Graduate Studies no later than the deadline posted each semester. It must be approved by the major professor, the reader(s), and the department chair prior to submission to the College of Graduate Studies. Guidelines for the thesis vary from department to department.
Note: While the responsibility for the technical quality and content of the thesis or dissertation lies in the graduate committee, the College of Graduate Studies imposes format requirements to ensure an appropriate appearance for your thesis or dissertation and recognizes the quality of the product you have produced by accepting it. Final responsibility for the thesis or dissertation lies with the author. The University reserves the right to refuse any manuscript that is not in agreement with the MTSU Thesis and Dissertation Manual formatting guidelines, is not in suitable condition for archiving in Walker Library, is in any form plagiarized or fabricated, or does not meet the quality standard expected of a graduate thesis. Thus a thesis not meeting standards may be rejected by the dean of the College of Graduate Studies and graduation delayed. Once you begin taking thesis research, you are expected to enroll in at least 1 semester hour of thesis research (course 6640) until the thesis is completed.

- There is a six-year time limit for completion of all degree requirements.

Specialist in Education Degrees:

- In addition to holding a bachelor’s degree, applicants for the Ed.S. degree must also hold a master’s degree from an accredited university.
- You should complete all applicable coursework after receipt of the master’s degree.
- No courses at the 5000 level or lower may apply toward the specialist degree.
- Successfully complete a written (and/or oral) comprehensive examination. The examination may be taken no more than twice.
- There is a six-year time limit for completion of all degree requirements.

Doctoral Degrees:

Doctoral degrees are highly specialized and emphasize individualized study and research. Successful completion of a doctoral degree requires perseverance in addition to a high level of academic achievement. It is vitally important that you work closely with your major professor and advisory committee. In addition to the unique requirements of your degree program, there are some common characteristics of all doctoral degree programs:
- You may be required to take a Qualifying Examination early in your program of study, often at the end of your first year of study. This examination is used to assess your overall knowledge and, in part, to plan your program of study. A less than satisfactory outcome (including a fail decision) on any component of the examinations may result in additional academic requirements and/or a re-examination. A re-examination may be given only once. A second fail decision on any component of the examinations results in a recommendation to the dean of the College of Graduate Studies for academic dismissal.

- The Ph.D. student must also pass an additional or subsequent written and/or oral examination. This examination is referred to as the Preliminary Examination. You must be in good academic standing and must have at least a 3.25 grade point average in all graduate work. The preliminary examination is intended to assess whether a candidate is qualified to continue in a doctoral program, advance to candidacy, and pursue dissertation work. It may be a written examination, oral examination, or a combination of written and oral. A re-examination may be given only once. A second fail decision on any component of the examinations results in a recommendation to the dean of the College of Graduate Studies for academic dismissal.

- All doctoral students are required to successfully defend a completed dissertation. Completion of the dissertation is the capstone experience of the program of study, and the defense usually occurs after you have completed all requirements of the degree. The defense is scheduled by the chair of your dissertation committee in consultation with the other committee members. The College of Graduate Studies must be notified at least two weeks prior to the scheduled date of the defense. Successful defense requires the approval of all members of the dissertation committee.

- All doctoral students are required to be in Residency during a set portion of their program of study. Specific length of residency as well as requirements of the residency is set by the individual doctoral programs. You should confirm the requirements of your program at the beginning of your studies.

- There is a ten-year limit for completion of all doctoral degree requirements. This includes all coursework as well as the dissertation.
Standards of Scholarship:

**Repeating Courses**

You may repeat courses in which a grade of B- or lower was earned. However, there are certain restrictions and limitations. A maximum of two (2) courses may be repeated for the purpose of replacing the previously earned grade. A Request to Repeat a Course must be submitted to the College of Graduate Studies in order to replace a previous grade. While additional graduate courses beyond two may be repeated, the grade earned in the first attempt continues to be included in the calculation of the cumulative GPA. The request form is found at:

http://www.mtsu.edu/graduate/pdf/RepeatCourseRequest.pdf.

**Incomplete Grades**

You may receive a grade of “I” signifying that you did not complete all course requirements due to illness or other uncontrollable circumstances, especially those which may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of “I”. The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, it converts to a grade of F. You should not make up the “incomplete” by registering and paying again for the same course. The “I” grade carries no GPA value until converted to a final grade.

**S/U Grading**

Some courses, including thesis and dissertation research, are graded on the Satisfactory/Unsatisfactory basis. S/U grades are not used in determining the grade point average. However, satisfactory grades do count toward graduation credit requirements and are treated in every other respect as being equivalent to traditionally graded courses. Any course in which an “unsatisfactory” is received does not count toward graduation credit requirements.
PROBATION AND SUSPENSION

Graduate students must maintain a minimum GPA to remain in good academic standing. Master’s and Ed.S. students are expected to maintain a cumulative GPA of 3.0 for all graduate work completed at MTSU. Doctoral students must maintain a 3.25 cumulative GPA after the initial two semesters of enrollment. Students failing to maintain these standards of scholarship are subject to probation and / or suspension from graduate study.

Probation:

A graduate student who fails to meet the applicable minimum cumulative graduate GPA retention standard is placed on academic probation for the subsequent term. Probation in itself has no serious consequences other than to alert the student of potential academic problems and the requirement to (re)establish satisfactory academic status. Once on probation, the graduate student has three consecutive semesters in which to restore the cumulative GPA to the required minimum. Once off probation, a second failure to maintain the required minimum GPA results in immediate suspension.

Suspension:

A graduate student placed on suspension will not be allowed to continue coursework in subsequent semesters. A student wishing to reenroll must formally appeal the suspension to the Graduate Council Appeals Committee. If a suspended student, who was subsequently allowed to enroll through the appeals process, fails to maintain the required minimum GPA, there is no second appeal available, and the student is permanently suspended from graduate study at MTSU.

Appeals:

Students may appeal academic suspension by petitioning in writing the Graduate Council Appeals Committee. Appeal forms are available on the College of Graduate Studies web site or by calling the College offices at 615-898-2840.

SATISFACTORY PROGRESS

You are expected to maintain continual advancement toward your degree objective in the judgment of the faculty and dean of the College of Graduate Studies. To be deemed as making satisfactory progress, you must maintain a cumulative GPA of 3.00 (3.25 in doctoral programs) or greater and must successfully complete sufficient and appropriate graduate courses. These
Graduate courses must apply toward the graduate curriculum in a manner consistent with completion of the degree objective and within the established time limit. Failure to make satisfactory progress is a basis for dismissal from graduate study.

**RIGHT OF APPEAL**

Graduate students have the right to appeal for cause any decision affecting their academic standing as a graduate student. Cause excludes grade appeals, which are under the purview of the MTSU Grade Appeal Committee.

The Appeal Advisory Committee of the Graduate Council is an ad hoc committee reporting to the dean of the College of Graduate Studies and is convened at the discretion of the dean. Further information and guidelines are contained in the document *Appeals Advisory Committee* of the Graduate Council which is found on the College of Graduate Studies website.

**Ethics in Scholarship:**

**PLAGIARISM**

Plagiarism is the use or reproduction of material from another person's work (e.g., publications, productions, or intellectual property) without revealing the source and/or clearly acknowledging the degree of dependency. If materials are reproduced verbatim from another source, or even reproduced in large part with only minor modification, proper citation must occur. To avoid allegations of plagiarism, clearly cite the source and use quotation marks to identify the excerpts, or clearly acknowledge the source by indenting and single-spacing the reproduced selections.
IV. CAMPUS RESOURCES

Your Mental and Physical Health:

Graduate study, by its very nature, is stressful, and it is important that you take care of your mental, emotional, and physical well-being if you are to be successful. MTSU offers a number of services and programs that are geared especially toward meeting these needs. Check them out now, and be prepared to make use of all that the university offers.

MTSU Health Insurance Plans

All students should have health insurance. Some of you will be covered by a plan through parents, a spouse, a job, or another source. MTSU, through the Tennessee Board of Regents, has arranged with a national insurance company to underwrite a health insurance program designed specifically for students who are not currently covered by a health insurance plan. To obtain more information about coverage and cost, stop by the Student Health Services office in the Health, Wellness, and Recreation Center or email: mtsu@studentinsurance.com

Student Health Services

Health Services provides MTSU students with a wide variety of services, including health education; outpatient services; treatment; travel and allergy clinic; and women’s health. They are conveniently located in the Health, Wellness, and Recreation Center, and the staff includes board-certified physicians, certified physician assistants, and certified nurse practitioners and RNs. Your prepaid student health fee (part of the Program Services Fee that all students pay at registration) covers the cost of basic office visits. There may be additional charges for other professional services such as laboratory tests, medications, injections, suturings, and EKGs. Payment of these fees is expected at the time of service and may be paid by cash, check, American Express, MasterCard or Visa. For more information, please contact Student Health Services at 615-898-2988.

The Health Services Office is open Monday-Thursday, 8:00 a.m. to 4:30 p.m. and Fridays 8:00 a.m. to 4:00 p.m. during fall and spring semesters. During summer and semester breaks, it is...
open Monday-Friday 8:00 a.m. to 4:00 p.m., and closed during university holidays. When Health Services is closed, local hospital emergency rooms and a number of walk-in centers are available.

COUNSELING SERVICES

The Counseling & Testing Center, within the Division of Student Affairs, offers personal counseling, assisting MTSU students in their emotional, intellectual, and social growth. Services are provided in a non-judgmental and confidential environment. You can contact the office of Counseling Services at 615-898-2670, and additional information can be found on their website.

Information Resources and Technology:

LIBRARIES AND ARCHIVES

James E. Walker Library (Main Library)

The MTSU Library, an active partner in the scholarly research process, provides information resources and instructional services to meet the needs of students, faculty, staff and researchers. The library contributes to the university’s quest to develop educated men and women through a commitment to strong collection development; innovative, responsive and expert assistance; creative collaboration that expands the availability of resources; careful resource management; and a conducive atmosphere for library service and study. Hours vary each semester; please check their website. Phone: 898-2817.

Albert Gore Research Center

The mission of the Albert Gore Research Center is to educate the MTSU community and the public about the histories of MTSU, of American democracy, of equine studies, and of life in Middle Tennessee, and to preserve materials vital to those histories. The center is located in Todd Building, Suite 128, and is open Monday – Friday 9:00 a.m. to 4:00 p.m. Summer hours vary.

Art Department Slide Library

The Department of Art’s Visual Resource Center is a teaching resource designed to meet the needs of Art faculty and their students. The Art Raiders Digital Image Database has over 10,000 digital images available for teaching and study. The slide collection has over 50,000 35mm slides illustrating the history of art and architecture. The library is located in the Todd building, Room 223. Hours: Monday-Friday 8:00 a.m. to 4:30 p.m. Phone: 898-5532.
Center For Popular Music

The Center for Popular Music (CPM) is a research center devoted to the study and scholarship of popular music in America. The Center maintains an archive of research materials stretching from the early eighteenth century to the present and develops and sponsors programs in vernacular music. Anyone is welcome to use the CPM’s collections and services for research and scholarly pursuits. CPM is located in Bragg Mass Communications Building, Room 140. Open Monday – Friday 9:00 to 4:30. Phone: 898-2449.

Howard Music Library

Temporarily located in Walker Library, the Howard Music Library houses audio and video recordings, music scores, and books. Anyone with a valid MTSU ID may borrow scores and books or recordings. The holdings are primarily classical, with jazz and popular music as well.

The music librarian is available at the circulation desk, as are music reserve items, music audio, and video. Scores that circulate can be found in the reference section of Walker Library. Phone: 898-2892.

Women’s and Gender Studies Library

The Women’s and Gender Studies office, located in James Union Building 308, maintains a library on a variety of topics related to women and feminism. Anyone with a valid MTSU ID may check out books. The library is open from 8:30 a.m.- Noon, and 1:00-3:30 p.m., Monday – Thursday. Closed on Friday.

INFORMATION TECHNOLOGY

Pipeline MT

“Pipeline” is your “gateway” to MTSU. Using Pipeline MT, you can register for classes, pay fees, check your email, keep a calendar, view your employee information (if you are GA), and access your personal data. Log in and choose the “RaiderNet” tab for registration, fee payment, and other personal data services.

ITD Help Desk

The Information Technology Division supports products and services you will use every day to complete tasks related to your studies or your jobs. The Help Desk is available 24 hours a day, 7 days a week by calling 898-5345.

D2L

Desire2Learn Learning Environment (D2L) is MTSU’s “platform for delivery of online course development, delivery, and management.” If you register for an online course at MTSU, you will use D2L. If you are teaching a course or serving as a teaching assistant, you will use D2L. It is a good idea to get comfortable with D2L as soon as possible.
Center for Educational Media (CEM)

The Center oversees the operation of Instructional Media Resources, Audio/Visual Services, the CEM classrooms and facilities, as well as the Graduate Student Multimedia Development Center. The GSMDC provides graduate students with computer hardware and software, digital cameras, video cameras, scanners, audio-visual equipment, technical support, and workshops designed to assist in development of multimedia projects. Digital cameras, video cameras, and zip disks are available for check-out.

Learning, Teaching, and Innovative Technologies Center

The LT&ITC is located in the James E. Walker Library, room 348, and can assist Graduate Teaching Assistants with professional development, teaching methodologies, and course design. They can be reached at 494-7671 for questions and appointments, and they also have walk-in hours. Check their website for hours of operation.

Student Support Resources:

The College of Graduate Studies

The College of Graduate Studies provides academic, financial, and other support services for graduate students, while upholding academic standards. From receipt and processing of initial applications for graduate study to certifying that every candidate has fulfilled all academic requirements for conferral of a graduate degree, the College is the central collegiate component for uniting the entire graduate academic community at Middle Tennessee State University. You can contact CGS at graduate@mtsu.edu or 898-2840, or you can stop by the office, located on the first floor of the Sam H. Ingram Building.

Graduate Student Association

As a graduate student at MTSU, you are automatically a member of this organization. The GSA, as a representative organization of the entire graduate student body, strives to advance communications between the graduate student body and the administration, allows graduate students a voice in decisions concerning the University, seeks to improve the quality of graduate programs by encouraging the highest standards of graduate instruction, provides means for graduate students to contribute
more effectively to campus life, and assists graduate students in transitional degree phases of their academic or professional endeavors.

Sign up to receive GSA emails about upcoming events, volunteer opportunities, and professional development: 1) Send an email to listserv@lists.mtsu.edu. 2) Leave the subject line blank. 3) Type this text in the body of the email: \texttt{subscribe MTSUGSA Firstname Lastname} (Example: \texttt{subscribe MTSUGSA John Doe}) 4) You will receive a confirmation email within a few minutes.

\textbf{JUNE ANDERSON CENTER FOR WOMEN AND NON-TRADITIONAL STUDENTS}

This \textit{center} provides student support services conducive to learning and personal development for both women students and for the adult students who generally work full-time, are married, have children, and other adult responsibilities beyond their college experiences. The center sponsors several student organizations and offers many varied programs that function as a support system for women and nontraditional students. The Center conducts learning opportunities to enhance self-esteem, intellectual growth, leadership development; to discuss gender issues; and to appreciate diversity, so that students may experience academic success, retention, and graduation. The center facilitates a monthly legal clinic, an enrichment and professional development series, and other programs promoting awareness of domestic violence and sexual assault prevention and celebrating National Women's History Month and National Nontraditional Student Week. All center programs and services are available to both men and women. All efforts are made to ensure confidentiality, and volunteers are welcome to assist with the programs. For more information stop by the Center in KUC 320, or call 898-5989.

\textbf{CAREER DEVELOPMENT CENTER}

The \textit{Career Development Center} provides students with assistance in job searching, career exploration, resume writing, interview practice, and information on career fairs. Their offices are located in Keathley University Center (KUC), Room 328 and they are open Monday-Friday, 8:00 a.m.-4:30 p.m. To learn more about services available to graduate students, call (615) 898-2500 or email: career@mtsu.edu.
VETERAN’S AFFAIRS

This office assists veterans and eligible disabled veterans’ dependents in requesting educational assistance from the Department of Veterans Affairs. All veterans and eligible disabled veterans’ dependents seeking assistance in applying for Montgomery GI Bill benefits should visit the Veterans Affairs Office located in Room 102 of the Cope Administration Building. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. You can also contact them by telephone at: 898-2601.

DISABLED STUDENT SERVICES (DSS)

MTSU’s Disabled Student Services office assists the University in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at MTSU.

DSS offers a wide variety of services to students with disabilities, including testing accommodations, providing access to the latest in adaptive computer technologies, and acting as a liaison to University departments. The DSS office is located in Room 120 of the Keathley University Center (KUC). Regular office hours are 8:00 a.m. to 4:30 p.m. Monday - Friday. The staff is available to answer questions during these hours and may be reached at 615-898-2783. You may also email their office at dssemail@mtsu.edu.

EDUCATION ABROAD OFFICE

MTSU offers over 300 educational options in 65 countries, many of which may be used to fulfill graduate degree requirements. The Office of Education Abroad is the point of contact for information about opportunities to study abroad. Note that this process can be extensive, so start your planning early. Aside from researching their website, they encourage you to visit them in Peck Hall Room 207. Phone: 898-5179.
INTERCULTURAL AND DIVERSITY AFFAIRS CENTER

The IDAC is located in the Keathley University Center (KUC), room 124 and is dedicated to creating a relevant environment for every student. The staff of the IDAC work to create an environment conducive for a smooth transition to the American educational system for international students and to ensure that international students have the best experience possible while at MTSU. IDAC also works to provide a safe environment for issues related to the LGBTQ population on campus.
V. MAINTAINING A BALANCE DURING GRADUATE SCHOOL

Family Resources:

MTSU Child Care Lab

The MTSU Child Care Lab, located in the center of Womack Lane Student Housing on Alumni Drive, provides quality child care services for children ages 3-5 with parents who are attending or working at Middle Tennessee State University. In the fall and spring semesters first priority is given to students needing Monday-Wednesday-Friday care OR Tuesday-Thursday care; second priority is given to students needing full-time care (Monday through Friday). There are 24 slots available each day. In the summer semester only, first priority is given to parents needing full-time care (Monday through Friday).

In addition to educational programming, a hot lunch and two snacks are provided daily. The hours of operation are 7:00 am to 5:00 pm Monday-Friday. The Lab is open when classes are in session. The lab uses a sliding fee scale, and parents are not charged for the days the Lab is closed.

New Student and Family Programs

The Office of New Student and Family Programs provides a variety of services to MTSU students relating to student involvement. For example, the Distinguished Lecture Fund promotes appearances by nationally and internationally known speakers who focus on the timely discussion of regional, national, and global issues in a variety of fields.
Exercise, Recreation, and Adventure:

**CAMPUS RECREATION**

Enrolled graduate students may use the Campus Recreation Center and participate in the many programs offered to MTSU students and their families.

There are activities almost year-round in aquatics, fitness, intramurals, sport clubs, adaptive recreation, and outdoors. In addition to cardio and weight rooms, the Rec Center also has two fitness / aerobic rooms, six basketball courts, six racquetball courts, an indoor track, an indoor soccer arena, an indoor swimming pool with a slide and diving board, and a zero-entry, 5-ft. deep outdoor pool. The Outdoor Equipment Rental area offers equipment for outdoor activities and regularly plans group trips for weekends and break periods.

**MURFREESBORO GREENWAY**

Murfreesboro has the Greenway System, which is a ten-mile paved trail along the river through the heart of the city. You can walk, run, rollerblade, or cycle down the trail. You may also learn a little bit about the history of the area. Part of the trail goes through the Stones River National Battlefield, where a historic Civil War battle took place. For more information or a list of the individual trailheads and their addresses, visit their webpage or call 893-2141.

**CITY OF MURFREESBORO PARKS AND RECREATION**

Murfreesboro has many parks throughout the city, including bark parks and recreational facilities for your use. They also offer numerous recreation and sport programs. Please visit their website for information about each of the parks.

**MTSU SPORTS**

As a member of the Sun Belt Conference, MTSU competes in the NCAA’s highest level in all sports, including football, women’s and men’s basketball, softball, baseball, soccer, volleyball, track and field, women’s and men’s golf, and women’s and men’s tennis. Graduate students may attend any sport event at no charge by showing their MTSU ID. For more information, event times, or additional tickets, visit their website or call 898-2450.
Housing:

ON-CAMPUS

Living on campus places you at the center of the university community. More than 3500 students and families make their homes in twenty-one residence halls and apartments. The majority of students living on campus are undergraduates, but some graduate students also live in university housing, particularly Womack Lane apartments. A convenient location with easy access to campus facilities is the primary reason for students choosing this option. The main office for Housing & Residential Life is located in the Keathley University Center, room 300. Regular office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. If you have any questions regarding on-campus living, you should stop by or call 898-2971.

OFF-CAMPUS

The campus is surrounded by numerous apartments and private homes and most graduate students take advantage of the convenient location and wide availability of off-campus housing opportunities. If you are planning to live off campus, you will find MTSU’s off-campus website useful. You can search for rental houses, apartments, townhomes, and duplexes, or you can search for a roommate, furniture, sublet, or houses for sale. The website provides comprehensive information about a variety of off-campus housing resources.

Transportation:

TRANSPORTATION AND PARKING SERVICES

If you are going to park on campus, you will need a parking permit (see First Things First). The university provides sufficient parking facilities to allow faculty, staff, and students to park at a reasonable cost and within a ten to fifteen-minute walk or ride to the core of the MTSU campus. All legal parking areas are designated by signs, painted stripes, or other marks. Be sure to check the posted signs BEFORE you park your
automobile. If it isn't marked, don't park! Parking Services office is located at 1403 East Main Street. Office hours are 7:30 a.m. to 4:30 p.m. Monday through Friday.

**RAIDER XPRESS**

The Raider Xpress shuttle service is designed to transport faculty, staff, students, and visitors throughout the campus and to help alleviate congestion at the campus core. Service is available only when classes are in session. All shuttles are accessible to persons with disabilities. Shuttle service is available from 7:00 a.m. to 10:00 p.m., Monday through Thursday (Red, Blue and Green Routes), 7:00 a.m. to 6:00 p.m. on Friday (Red, Blue and Green Routes), and 8:00 a.m. to 11:30 a.m., Monday through Thursday (Silver Route). The Raider Xpress Map shows the current bus routes. For further information regarding this service, please call 898-2850.

**RELAX AND RIDE**

Graduate students living in Nashville and Davidson County may want to consider utilizing the Relax and Ride bus service between several stops in Nashville and Murfreesboro. Save some money, save the hassles of finding a parking space, and reduce your impact on the environment by using this comfortable express bus service that stops on the Middle Tennessee Blvd. side of the campus. To check the schedule for the Relax and Ride between Nashville and Murfreesboro, go to the website.

**ROVER**

Murfreesboro now operates a local bus service known as Rover. Buses stop at MTSU and connect to points all around the city, including grocery stores, shopping malls, medical offices and the hospital. You can even bring your bike along, as every Rover bus has a bike rack. Check the Rover website for routes and times of operation.

**NASHVILLE INTERNATIONAL AIRPORT**

This is the closest commercial airport to the university and provides comprehensive airline service connecting middle Tennessee with the world. Visit their webpage for additional information.