

Frequently Asked Questions

Admission to the Graduate Reading Program

Question: What are the admission deadlines?

Answer: Fall: May 15
Winter: October 15
Spring: March 15
Summer: April 15

Question: Is the GRE required for admission?

Answer: NO

What do I do if I have attended a school that was regionally accredited, but that did not offer a valid teaching certificate in the area that I studied?

You must earn a valid teaching certificate before you can enter a master's program in the College of Education at Eastern Michigan University. If you do not possess a valid teaching certificate, then please make an appointment with the Coordinator of Post Graduate Studies in 206 Porter, who will advise you.

Question: What are the admission requirements?

Answer: Submit an application for Graduate Admission along with the application fee.

◆ Admission Requirements

1. Comply with the Graduate School's admission requirements.
2. Have earned a valid undergraduate degree from an accredited four-year institution of higher education. (An undergraduate student may apply after the final semester's registration is completed in the senior year.)
3. International students must have a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) or 80 on the Michigan English Language Ability Battery (MELAB). They must also submit a minimum score of 230 on the Test of spoken English (TSE).
4. Applicants seeking their first master's degree must have a 2.75 undergraduate GPA or a 3.0 GPA in the second half of the undergraduate program. Applicants seeking a second master's degree must have a 3.0 GPA or better on their previous graduate degree.
5. Applicants must submit recommendations from two professional supervisors and/or supervising professors that address the quality of the applicant's professional work.
6. Applicants must present evidence of a valid teaching certificate.
7. Applicants must submit a one-page resume detailing their professional and educational accomplishments and academic goals.
8. Applicants must complete (on the graduate application) the personal statement of accomplishments and academic goals portion describing the reasons for requesting admission. This essay must be a minimum of 250 words and will be reviewed as an indicator of writing ability.

Question: What is the time limit for completing the program?

Answer: 6 years.

Question: How many credit hours are required in this program?

Answer: 35-37 credit hours.

Question: Can I take courses in this program at off-campus sites?

Answer: YES. We offer the Graduate Reading Program on the campus and at Eastern Michigan University and at two off-campus sites: Brighton and Monroe.

Question: What can you tell me about tuition and fees?

Answer: Consult billing. The cost of tuition is calculated per credit hour each year. Program fees are also assessed.

Question: After I receive the letter of acceptance, what should I do?

Answer: After you have been accepted into the Reading Program, please make an appointment with an advisor so that you can design a planned program. **Please do not rely solely on the information on the website to guide your program planning.**

Question: I have been conditionally admitted to the graduate program. How and when do I get that admission status changed?

Answer: There are specific requirements for each of the conditional admit categories. You will need to fulfill requirements stipulated on your Graduate Admission Recommendation Form and follow the guidelines established by the Graduate School to change your admission status. You cannot graduate from a program to which you have not received unconditional degree admission.

Graduate Academic Records

Question: How do I obtain a program of study?

Answer: A program of study is the list of courses you must complete to finish your graduate degree. You will need to meet with your assigned academic adviser to obtain a program of study. This should be done during the **first** semester of your graduate studies. This official document will need to be signed by you and your academic adviser and submitted to the Office of Records and Registration 303 Pierce Hall. Your adviser submits the form.

Question: I have graduate credit from another institution or another EMU graduate program that I want to use in the Graduate Reading Program. How do I transfer these courses to the new program?

Answer: Your academic adviser can approve of transfer courses (6 credits) that meet Reading program requirements. Your adviser will need to complete and submit

the “Request for Transfer of Credit” form to the Office of Records and Registration 303 Pierce Hall.

Question: I am returning to college and some of my course work is more than 5 years old.

Answer: If your course work is older than 5 years, you will probably need to repeat or retake the courses.

No course in your academic program may be 6 years old at the date of graduation, unless you have an approved petition to waive policy. If your adviser recommends that you update/validate an old course, you must complete the “Petition/Authorization for Credit by Examination or Validation Form,” identify a faculty member who will test you on the content, obtain appropriate signatures, complete the required test or project, and pay the fees required (1 graduate credit of tuition). Only 9 credit hours can be validated. If you choose to validate an old course, you will need to finish your program in a timely manner so that all of your courses are considered current at the completion of your program.

Regionally or Nationally Accredited Institutions

Question: What is an Accredited Institution?

Answer: Accredited refers to a regionally or nationally accredited institution in the US higher education system or international institutions that are chartered by their national government or otherwise recognized to be similar in quality to accredited US institutions. Eastern Michigan University is accredited by the National Council of Accreditation and Certification of Teacher Education Programs (NCATE), which means that the institution is nationally accredited. All of the graduate degree programs are approved by the Michigan Department of Education. The Office of International Programs can provide assistance in evaluating transfer courses from international institutions.

Transfer Credit

Question: How does one receive transfer credit from a regionally or nationally accredited institution that is not in the Midwest region?

Answer: Courses from a regionally or nationally accredited institution that has a professionally accredited program in a given discipline are generally transferable, if they meet the requirements of a course in the Program Area. If you wish to earn transfer credit for a course, please bring the course description and syllabus for the course. We will evaluate the course content using the set of criteria, the NCATE and IRA Standards, which are used to evaluate coursework in the Reading Program Area.

Question: What is the policy on acceptance of transfer credits from colleges/universities that are regionally accredited, but do not have a professional program in a given discipline?

Answer: Courses from a regionally accredited institution that does not have a professionally accredited program in a given discipline may not be transferable. A department that has a professionally accredited program may consider transfer courses from such a non-professionally accredited institution as not being equivalent to courses (i.e., the courses would transfer in a department that offers the course at this institution and must be approved by the relevant Dean's office.

Question: What is your policy on acceptance of transfer credits from colleges/universities that are not regionally accredited, but are, instead, accredited by faith-related, private career or other specialized/professional accrediting agencies?

Answer: Whereas automatic transfer of coursework from non-accredited institutions are generally considered not to be transferable by the Council of School Deans exceptions to this policy may be considered on a course (not on an individual student) basis, who may be able to transfer up to six credits in reading.

Before we would agree to accept transfer from institutions that are not regionally accredited or those that are accredited by a faith-related private or career agency, we check that the accrediting body is recognized by both the U.S. Secretary of Education *and* CHEA (Council for Higher Education Accreditation):

<http://ope.ed.gov/accreditation/>

<http://www.chea.org/search/search.asp>

If you have attended a program that is not regionally accredited, but you plan to request transfer credits when you meet with an advisor, then please bring course descriptions and syllabi for all courses content that you would like us to consider transferring. If the academic program strongly supports the transfer request, we would look at the individual course carefully rather than just saying "no" outright -- just like we would coursework from an international institution. We will evaluate the course content using the set of criteria, the NCATE and IRA Standards, which are used to evaluate coursework in the Reading Program Area.

Question: What do I need to do to graduate?

Answer: Complete the Graduation Application for Graduate Students (available on line). Sign the form and submit it along with a copy of your program of study (dated within the last 30 days and signed by your adviser) to the Cashier's Office in 201 Pierce. You will also need to pay the graduate fees noted on the form and submit the form by the deadline.

Endorsements

Question: When I have completed the Master of Arts in Reading, earned a passing score on the endorsement exam and received my certificate from the Michigan Department of Education, what grades will I be able to teach?

Answer: When you complete the Master of Arts in Reading and have gained the K12 endorsement as a reading specialist, you may serve in the role of reading specialist or literacy coach in a K12 school setting.

What will I need to do if I have a valid secondary certificate, but I want to earn an elementary endorsement?

Answer: You must complete the coursework related to the elementary endorsement before you can teach in an elementary classroom. Please make an appointment with the Coordinator of Certification and Professional Development in 206 Porter. The Coordinator of Certification will help you to develop a program of study, which usually requires you to complete 20 credits in elementary education and provide you with information about the MTTC exams that you must take and about how to apply for the endorsement, which is granted by the State of Michigan.

Question: What if I have a valid secondary certificate, but it is not in a subject area that is approved by the Michigan Department of Education? When I complete the Master of Arts in Reading, will I be considered highly qualified in reading?

Answer: If you hold a valid K-12 certificate in music or art education, for example, then you have a secondary endorsement. If the endorsement you earned is not in a subject that is approved for the elementary certificate, then you must complete the requirements for the elementary endorsement before you can teach in a self-contained K-5 classroom.

At the completion of the Master of Arts in Reading, you will have earned a Reading Specialist degree (BR) if you successfully pass the appropriate Michigan Test of Teacher Certification.

If you wish to earn a certificate in elementary education, then you meet with Coordinator of Teacher Certification and continuing Professional Certification, who will provide you with the planned program of coursework that the State has approved for the elementary endorsement, which currently involves 20 additional credits of undergraduate coursework, and you must pass the appropriate MTTC.

Question: If I am a teacher with provisional certification, am I required to take the Reading Assessment course, which is required for permanent certification?

Answer: That depends. Any candidate who successfully completes the following two courses—RDNG 672: Literacy Assessment and RDNG 673: Designing Literacy Intervention Programs—will have completed the requirements for the State-mandated Reading Assessment course through their graduate coursework.

If you do not complete the Master's Degree Program in Reading and if you do not earn the endorsement, then the State may require you to take the required course.

Directions to Sites:

Eastern Michigan University Campus: <http://www.emich.edu/admissions/visit/directions>

Brighton and Monroe Campuses: <http://www.ce.emich.edu/>

Disclaimer: The purpose of this document is to provide information about frequently asked questions. The document is subject to revision.