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## CREDIT REQUIREMENTS

The minimum credit requirement for a master's degree is 30 hours; and 32 hours beyond the master's for a specialist's degree.

### Time Limitations

Graduate credit earned more than six years prior to the date on which the degree is to be granted may not be applied to meet graduation requirements. It is possible, however, that out-of-date credit may be validated by examination, subject to departmental and Graduate School approval.

### Transfer of Credits to Degree Programs

#### 1. From Other Institutions

Of the total number of credits required on a Master's Degree program, a minimum of 18 semester hours must be taken at Eastern Michigan University; for specialist's degree programs (the 32 hours required beyond the master's) a minimum of 24 hours must be taken at this University. Any graduate credit transferred must:

be applicable to the degree program;

have associated with each course a grade of B or higher;

be on an official graduate transcript from an accredited degree granting institution;

be upon recommendation of the adviser and the approval of the Graduate school.

Such credits are recorded on the student's permanent record card only when a program of study is on file in the Graduate School office.

#### 2. From Non-Degree Admission Status

Students admitted to non-degree or certification status may apply for admission to a degree program after meeting all special entrance requirements of the academic area of specialization selected. Program Transfer Request forms are available in the Graduate School office and must be submitted to that office at least two months prior to the semester or session that transfer is contemplated. A request for admission to a degree program will be approved only upon written recommendation of the coordinator of advising in the area of specialization.

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Credits earned while on a non-degree or certification status do not apply automatically to the requirements of a degree program. Transfer of credits depends upon the requirements of the program, the recommendation of the adviser, and the approval of the Graduate School office. A student transferring from non-degree admission status must complete a minimum of 10 graduate hours after admission to a degree program.

### 3. From a Previous Master's Degree

On occasions, individuals may wish to obtain another master's degree. Appropriate credit from a previous master's degree may be applied to the second program under these conditions:

the degree be in a field different from the previous master's degree;

not more than 6 semester hours of appropriate credit applied to meet the cognate requirement of the second degree program;

any credit utilized on the second degree from the first must meet the 6 year time requirement for the second degree.

#### General Prerequisites for Graduate Credit in Field of Specialization

Students wishing to enroll in a graduate major or area of concentration must possess an undergraduate major, or its equivalent, as a prerequisite. In some cases, related fields of concentration at the undergraduate level may be accepted upon the written recommendation of the coordinator of advising.

Deficiencies in undergraduate preparation must be removed by the completion of prescribed courses prior to enrollment in regular graduate courses. Credit earned in removing course deficiencies cannot be applied in meeting graduate degree requirements.

#### **ACADEMIC LOAD**

Twelve hours of graduate credit for the fall or winter semester is the usual full-time load. The usual full-time load for the spring or summer session is six hours. The coordinator of advising and the dean of the Graduate School approve programs in excess of this.

The usual academic load for a graduate student who is employed in remunerative work on a full time basis is six credit hours per semester. Special permission for a program in excess of this is obtained from his/her adviser and the dean of the Graduate School.

Since graduate assistantships and teaching fellowships are granted for the support of students making substantial academic progress, each person holding an assistantship or fellowship is expected to enroll for a minimum of six credit hours per semester during the period of appointment. For the spring/summer session, two or three hours per session are required.

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## **ENROLLMENT IN GRADUATE COURSES BY SENIORS**

A student of senior standing at Eastern Michigan University may register for specified graduate courses if recommended by the adviser and approved by the dean of the Graduate School. Credit so earned may be used for only one of two purposes:

to meet the requirements of the baccalaureate degree, thus receive undergraduate credit;

to apply towards a master's degree, thus receive graduate credit.

A student may not use graduate credit for both.

To be eligible for either, a student must have undergraduate admission at Eastern, have acquired 85 hours or more of undergraduate credit and have a cumulative grade point average of 2.50 or better in all course work completed at the University. Senior students who hold guest or special admission in the undergraduate school are not eligible to enroll in graduate courses.

Permission to enroll in graduate courses as a senior should not prolong the completion of the undergraduate degree requirements.

The maximum number of graduate hours that can be taken as a senior is 10. Graduate courses which qualified seniors may take are identified by an asterisk (\*) in the course description section of the Graduate Catalog. Seniors are not permitted to enroll in graduate level independent study courses.

There are several restrictions on the use of credit earned in graduate courses by seniors:

Permission to take graduate courses does not represent admission to the Graduate School.

Students desiring to continue graduate study and utilize the graduate credit earned in courses taken as a senior must apply and meet all requirements for admission to the Graduate School and degree program.

Graduate courses taken for either undergraduate or graduate credit and taken prior to receipt of a Provisional Teaching Certificate cannot be used to satisfy any requirement of the Continuing Certificate.

## **UNDERGRADUATE COURSES APPROVED FOR GRADUATE CREDIT**

Each department determines which of its upper division undergraduate courses may be taken for graduate credit and applied toward its degree program(s) and/or are appropriate for use as cognate courses on other degree programs. A list of approved courses appears at the end of the course description section of each department's catalog copy.

Graduate School policy provides that a maximum of 15 semester hours of appropriate undergraduate courses may be approved for graduate credit within the maximum. Each department determines the number of hours of such credit that may be applied to satisfy requirements of its degree program(s). A graduate student enrolled in approved undergraduate courses should expect to do additional work in order to receive graduate credit.

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## STANDARDS AND POLICIES

### The Instructional Year Change

The instructional year is divided into two semesters of 15 weeks each, a spring session of 7½ weeks and a summer session which offers 6 and 7½ week courses. In addition, workshops of 1 to 3 weeks duration are offered. Students who have satisfied admission requirements may enroll at the beginning of any semester or session.

### Credits

The unit of work and of credit is the "semester hour". A semester hour is the credit granted in a course meeting once a week for 15 or more weeks.

### Grading System

The grades used in the Graduate School of the University are listed below together with their grade point values:

Grade		Grade Points per Semester Hour
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
E	Unsatisfactory (Denotes failure)	0
I	Incomplete	
W	Withdrawal	
Credit/No Credit	These grades are given by some departments in specified courses such as Thesis, Practicum, and Internship.	

### Use of "I" and "W" Grades

"I" - Incomplete - An "I" grade is awarded when these conditions prevail:

illness or extenuating circumstances beyond the control of the student have prevented completion of the required components of the course;

academic performance for the completed portion of the course was equivalent to a grade of B or better.

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In such cases, the instructor will provide the student and the department head with a statement of the reason or reasons for the "I" grade and will specify the amount and nature of the work required in order to remove the Incomplete.

An "I" grade must be removed within one calendar year from the end of the semester or session in which that grade was given. The time for removal of a "I" may be extended upon written recommendation of the instructor and department head, and approval of the Graduate Dean. Such an extension will be granted only under unusual circumstances. The initiative for conversion of an "I" to a letter grade rests with the student. If not converted to a letter grade by the end of the one year period, the "I" will remain as a permanent part of the student's academic record.

Incompletes received in thesis type courses are not governed by these regulations.

"W" -Denotes Withdrawal -The grade of "W" will be assigned only when the previously described withdrawal process has been completed. If a student stops attending a class without officially withdrawing, the grade of "E" will be assigned for the course.

#### Grade Point Average Requirements for Graduation

No student will be recommended and approved for a master's degree unless he has achieved a grade point of 5.0 (B grade). Some specialist's degree programs require a 6.00 or B+ average for graduation.

The grade point average requirement *for* graduation applies to:

- a. all graduate credit earned at Eastern Michigan University; and
- b. all graduate credit included in the area of specialization.

Only the grades received in courses taken for graduate credit at Eastern Michigan University are used in computing a student's grade point average. Grades received in courses accepted as transfer credits are not included in the grade point average.

Students who do not meet minimum graduation requirements may be permitted to enroll in additional courses in the area of specialization subject to Policies governing academic probation and dismissal.

#### Application for Graduation

Candidates for graduation must submit a Diploma Application to the Graduate School office at the time of registration for the semester or session in which they plan to complete requirements for a graduate degree.

Fall registration	for December graduation
Winter registration	for April graduation
Spring registration	for June graduation
Summer registration	for August and October graduation

Failure to apply for graduation will result in a one-semester delay in receiving the degree.

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A candidate for graduation who enrolls at another college or university for credit to- be transferred to Eastern Michigan University and applied toward meeting degree requirements must submit an official transcript of such credit not later than one month prior to the closing date of the semester in which the degree is to be awarded. Delay of at least one enrollment period in granting the degree will result if transfer credit has not" been received by that time. Grade reports and/or letters from instructors will not be accepted in lieu of official transcripts.

#### Residency Requirement

For a master's degree, at least six hours of graduate credit used on a degree program must be earned on campus at Ypsilanti. This requirement may also be met by enrollment in travel-study tours sponsored by Eastern Michigan University and at the facilities of the Kresge Environmental Center.

For the specialist's degree, at least 16 hours of credit must be earned on the campus at Ypsilanti. It is also expected that one semester or two summer sessions will be spent in full-time work on the campus.

#### Withdrawal

Policy and procedures have been established for withdrawal from the University and from individual classes. Because of this, appropriate procedures must be followed and non-attendance and/or non-payment of tuition does not absolve one of academic and financial responsibility nor does it constitute withdrawal.

**First Three Weeks** -Students who find it necessary to withdraw from an individual class, or from all course work in which they are enrolled, do so through the Registration Office as a part of the registration adjustment process.

**Fourth through Tenth Weeks** -During this period a student completes an appropriate withdrawal form in the Graduate School office. The student will receive a grade of "W" in each course if officially withdrawn during this period.

**Beginning with the Eleventh Week** -Students may drop or withdraw with a grade of "W" for any reason up to one week before the end of the semester or session, providing the academic performance in each course at the time of withdrawal is a grade of B or better. Poor academic performance is not recognized as a valid reason for withdrawal. Because of this, students not performing at least at B level will be denied permission to withdraw with a grade of "W". Exception may be granted when due to extended personal illness, verifiable by a physician, or death in the student's family.

Withdrawal *forms* are obtained from the Graduate School office. Prior to considering withdrawal, a student should consult with the instructor(s).

The Spring and Summer sessions time schedules should be consulted *for* the calendar regulating withdrawals during these enrollment periods.

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### Academic Probation and Dismissal

A graduate student will be placed on academic probation when the cumulative grade point average in courses taken for graduate credit at Eastern Michigan University is less than 5.00 (B average). Grades in courses taken for undergraduate credit and in courses accepted as transfer credit from other institutions are not used in computing the grade point average.

A graduate student placed on academic probation according to the provisions of the above who is not off probation by the end of the second enrollment period will be subject to dismissal from the University.

A graduate student whose cumulative grade point deficiency at the end of any enrollment period is 15 points *or* more may be dismissed *for* academic reasons.

### Research Paper

Graduate students are encouraged to write a research paper.

### Auditing of Courses

Graduate students who wish to audit a course must register for audit status and pay the same tuition and fees as for academic credit. No student may receive academic credit *for* audited courses.

### Advising

In an effort to provide guidance for a student granted admission to a graduate degree program, a system of advising has been established. Upon notification of admission to a degree program by the Graduate School Office, the student is given the name, office address and telephone number of the designated adviser. The advising program assists in the exploration of degree requirements, evaluation of applications for admission to a degree program, preparation of a plan of study, approval of program changes and when applying for a diploma.

Each prospective degree student is therefore encouraged to make use of this service since a program of study is valid only when properly authorized by a designated adviser and when it conforms with the minimum requirements of the Graduate School.

Students who are interested in completing a Provisional or Continuing Certificate should contact the Office of Academic Records and Teacher Certification for specific requirements. Because credits earned to satisfy certification do not automatically apply to a degree program. Students seeking certification are also urged to contact a degree adviser if the completion of a master's program is contemplated for a later date.

## **WORKSHOPS, INSTITUTES AND TRAVEL COURSES**

Workshops and institutes for graduate credit in a number of subject- matter areas are offered both on and off campus. Graduate students who have been admitted to the Graduate School are eligible to enroll. New applicants who wish to enroll in any of these courses must satisfy the requirements of the type of admission they are seeking as provided in the graduate catalog.

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Travel courses which provide graduate study opportunities abroad have been organized by a number of departments. These courses are usually offered during the summer session and vary in duration from four to six weeks each. More complete information is available upon request.

### **INDEPENDENT STUDIES**

Independent Study is designed to enable graduate students to pursue academic interests beyond those normally covered in conventional courses. Independent Study is structured on a tutorial basis, affording opportunity for student and faculty interaction on a project of joint interest.

#### Expectations Regarding Instructional Requirements

- a. A clearly defined study is presented by a student and approved by a professor before enrollment.
- b. Regular student/faculty meetings to monitor progress and to provide assistance.
- c. Evaluation established on basis of the completed product.

<b>Authority for Creation or Revision</b>
Minutes of Board of Regents, October 18, 1978; para. .1997M.