

**BOARD OF REGENTS**  
**EASTERN MICHIGAN UNIVERSITY**

**RECOMMENDATION**

**EDUCATIONAL POLICIES COMMITTEE**

**ACTION REQUESTED**

It is requested that the Board of Regents approve a modification to Board of Regents policy 6.1.1 Academic Programs and Requirements, Degrees, Certificates and Requirements for Graduation.

**SUMMARY**

The proposed policy revision updates the summary listing of all degree awards to reflect degree and certificate awards approved by the Board of Regents since the last revision of the policy. It also updates information regarding teacher certification to reflect current certification processes and requirements. The revision also clarifies details surrounding degree audit and graduation.

**FISCAL IMPLICATIONS**

There are no fiscal implications to these revisions.

**ADMINISTRATIVE RECOMMENDATION**

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer  
Provost and Vice President

Date



## Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.1.1

Issue: Degrees, Certificates and Requirements for Graduation

Effective Date: 6-9-1960

Revision Date: 10-30-2012

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### DEGREES

The Board of Regents of Eastern Michigan University, on recommendation of the president and the faculty, confers the following degrees:

Doctorate in Education, Doctor of Philosophy

Specialist in Arts

Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Arts Teaching, Master of Fine Arts, and Master of Public Administration, Master of Health Administration, Master of Liberal Studies, Master of Music, Master of Occupational Therapy, Master of Science in Nursing, Master of Social Work

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Graduate Certificates

Post-baccalaureate Certificates

Bachelor of Science,

Bachelor of Arts

Bachelor of Fine Arts

Bachelor of Business Education

Bachelor of Business Administration

Bachelor of Music Education

Bachelor of Art Education

Bachelor of Music

Bachelor of Music Therapy

Bachelor of Science in Nursing

Bachelor of Social Work

Undergraduate Certificate in African Studies

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### TEACHING CERTIFICATES

Teaching certificates are issued by the State Board of Education upon recommendation of Eastern Michigan University.

The University will recommend for provisional certification only those individuals who have satisfied the curricular requirements in one of the many teacher education degree programs and successfully passed the appropriate State of Michigan Board of Education subject competency tests (MTTC).

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The Michigan State Board of Education issues six-year provisional certificates which always expire on June 30. Certificates issued in January are valid for only five and one-half years.

Following are the certificates issued:

#### State Elementary Provisional Certificate\*

Qualifies the holder to teach in elementary grades (Kindergarten through grade 5 and majors and minors through grade 8) in any public school in Michigan. Also qualifies the holder to teach in a self-contained classroom Kindergarten through grade 8.

#### State Secondary Provisional Certificate\*

Qualifies the holder to teach their major and minor in grades 6-12.

#### State Secondary Provisional Vocational Certificate in Office and/or Marketing Education

Qualifies the holder to teach office and/or distributive subjects in schools offering programs that are reimbursed by federal and state funds allocated for that purpose.

#### State Secondary Provisional Vocational Certificate in Trade and Industrial Education

Qualifies the holder to teach trade and industrial subjects in schools offering programs which are reimbursed by federal and state funds allocated for that purpose.

\*A holder of this certificate who has completed Eastern's curricular requirements in art, technology and design education, select foreign languages, music, physical education, or special education is eligible to teach in the area of his or her specialty in grades K-12, providing student teaching experience includes both elementary and secondary grades.

### **CERTIFICATE OF ADVANCED STUDIES IN CURRICULUM AND INSTRUCTION**

#### **GENERAL INFORMATION CONCERNING CERTIFICATION**

Teaching certificates will be granted only to persons who are 18 years of age or older.

Continuing teaching certificates will be granted only to individuals who are citizens of the United States.

#### **PROCEDURE FOR CONTINUING CERTIFICATION**

The holder of an elementary or secondary provisional certificate who wishes to obtain a continuing certificate must meet the following qualifications:

1. Be a United States citizen.
2. Teach successfully for three years subsequent to the issuance of the Michigan provisional certificate within the validity of the individual's Michigan provisional certificate.
3. Earn 18 semester hours credit subsequent to the issuance of the Michigan provisional certificate in a planned course of study. The first 18 semester hours on a master's program following the issuance of the provisional certificate is acceptable, as are other planned programs with an approved teacher training institution. A person with an earned master's or higher degree has met the academic requirements. The planned program should be approved in advance by the Office of Academic Records and Teacher Certification.

The procedure after three years of successful teaching and the earning of 18 semester hours credit in an approved planned program subsequent to the issuance of the provisional certificate is as follows;

The applicant will:

1. Obtain an application blank from the Office of Academic Records and Teacher Certification
2. Fill out the application as required and return it to the Office of Academic Records and Teacher Certification.

The office will

1. Evaluate the credits earned and contact the school district of the candidate for recommendations concerning the teaching experience to ascertain if the requirements for the continuing certificate have been met.

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2. Recommend the candidate to the State Board of Education for continuing certification if the candidate's qualifications are found satisfactory. The Michigan State Department of Education will mail the continuing certificate to the candidate.

## OTHER PROFESSIONAL CERTIFICATES

### Certificate in Medical Technology

The American Society of Clinical Pathologists awards a certificate for registration as a medical technologist upon successful completion of the medical technology curriculum and the national examination conducted by the Board of Registry of Medical Technologists.

### Certificate in Occupational Therapy

The American Occupational Therapy Association issues a certificate in occupational therapy upon successful completion of the Occupational Therapy curriculum and the board examinations administered by the American Occupational Therapy Association. This certificate qualifies the holder for professional registration with the American Occupational Therapy Association.

### Certificate in Dietetics

The American Dietetic Association issues a certificate in dietetics upon successful completion of the coordinated dietetics curriculum. Successful completion of the national examination administered by the American Dietetic Association results in professional registration status with the American Dietetics Association.

### Certificate in Speech Pathology

The American Speech and Hearing Association issues Certificates of Clinical Competence to individuals who present satisfactory evidence of their ability to provide independent clinical services to persons who have disorders of communication (speech, language, and/or hearing). An individual who meets these requirements may be awarded a Certificate in Speech Pathology or in Audiology, depending upon the emphasis of his preparation. Note: The program at Eastern Michigan prepares individuals to meet the requirements in Speech Pathology only. Specific requirements may be obtained from the advisers in Speech Pathology.

### Licensure in Nursing

Graduates of the nursing program receive a bachelor of science degree and are eligible to qualify as registered nurses through the Michigan State Board of Nursing Licensure Examination. This examination is given at times and places specified by the State Board of Nursing, usually three times a year. Candidates should file application immediately after official completion date of degree requirements. Upon receipt of application and all credentials, a temporary permit to practice will be issued and examination date assigned. Licensure is granted upon successful completion of the State Board of Licensure Examination.

## REQUIREMENTS FOR GRADUATION

Each student will be responsible for the fulfillment of the requirements or their equivalents of the Eastern Michigan University catalog in force at the time of his or her initial registration at a college or university or a subsequent catalog including the one in effect at the time of his or her graduation.

In the event the student does not complete the degree requirements within seven years of the date of his or her original registration at a college or university, the student may be required to have his or her credits re-evaluated by the academic department(s) of his or her major/minor in keeping with catalog requirements in force during the year of his or her graduation.

## APPLICATION FOR GRADUATION -FINANCIAL OBLIGATIONS

A formal application for graduation must be filed by candidates for graduation and/or certification during their final semester. The application should be filed after final registration is complete but as near the beginning of the final semester as possible. Failure to meet an application deadline could result in the candidate's graduation being delayed until the following graduation period.

Applications must be submitted with the graduation fee.

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Students are eligible for diplomas and final academic transcripts only after all of their financial obligations to the University have been met.

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 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.

**Authority for Creation or Revision:**

Minutes of the State Board of Education, June 9, 1960.

Minutes of the Board of Regents, March 19, 1969, para. .763M.

Minutes of the Board of Regents, March 19, 1980, para. .2214M.

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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	for April
graduation	graduation
Winter registration	for June
graduation	graduation
Spring registration	for August
graduation	and October 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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## **Policies, Rules and Regulations**

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