Information about Petitions and Their Purpose

Repeating Courses

Purpose: To request an exception to the following policy:
Students who meet the prerequisites and all other conditions for enrollment may repeat a course one time. A course may be repeated if the first grade is a B- or lower.

Important when filling out the petition:
- Attach an updated program of study (developed with your program coordinator) to your petition.
- If you are requesting to use a different course as a repeat, be sure your program coordinator provides an explanation as to why this is necessary.

Maximum course type waiver

Purpose: To request an exception to the following policy: No more than six hours in one of the following categories may be used to satisfy graduate degree requirements:
- Special Topics (usually numbered as): 590, 591, 592, 679, 680, 681
- Independent Study (usually numbered as): 597, 598, 599, 697, 698, 699
- Seminar (usually numbered as): 693, 694, 695, 696
- Workshop (usually numbered as): 594, 595, 596, 682, 683, 684, 685
- Thesis/Final Project (usually numbered as): 690, 691, 692, 790, 791, 792

A graduate program of study may not include more than 12 hours of special topics, independent study, seminar and workshop courses, in combination, and no more than nine hours of 400-level courses.

Important when filling out the petition:
- Specify the exact waiver you are requesting, e.g. 9 hours of independent study (to be done by student and verified by the program coordinator and department head)
- Attach an updated program of study (developed with your program coordinator) to your petition

Use of Prior Degree Credit

Purpose: to request use of transfer credit from prior graduate degree

EMU recognizes the value of prior graduate degree completion.
Credits earned during completion of a graduate certificate may be applied to a master’s or specialist degree if in the same field of study, with the approval of the academic department.

Up to six hours of appropriate credit from a previous graduate degree may be applied to a new master’s or specialist degree, with the approval of the academic department. Graduate degrees earned at Eastern Michigan University or another accredited institution may be applied (in part or in total) to a student’s doctoral program of study at the discretion of the student’s doctoral program adviser.

**Important when filling out the petition:**
- Attach an updated program of study (developed with your program coordinator) to your petition
- Ensure a copy of your transcript is on file with the Admissions Office

**Time extension (to degree)**

**Purpose:** To request an exception to the following policy due to extenuating circumstances:

Students have seven years to complete the requirements for the doctoral degree from the date of first enrollment in the doctoral program at EMU. Specialist’s degree requirements must be completed within six years of degree admission if entering with a master’s degree or eight years if entering with a bachelor’s degree. Master’s degree requirements must be completed within six years of first enrollment in the master’s degree program. Graduate certificate requirements must be completed within three years of first enrollment in a course applicable to the certificate.

Regardless of time limitations above, no student will be allowed to graduate using any coursework older than 10 years, whether it be taken at EMU or at another institution.

**Important when filling out the petition:**
- Specify the semester the student plans on graduating (to be done by student and verified by the program coordinator). The criteria used to determine the graduation semester is availability of courses.
- Provide documentation of the extenuating circumstance (to be done by the student).

For information about all Graduate School Academic Policies go to [http://www.emich.edu/registrar/universitypolicies/index.php](http://www.emich.edu/registrar/universitypolicies/index.php)