The Undergraduate Catalog

Accredited by:
The Higher Learning Commission of The North Central Association of Colleges and Schools

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For information on accreditation and to review copies of accreditation documents, contact Michael Harris, Associate Provost, 106 Welch Hall, Eastern Michigan University, Ypsilanti, MI 48197.

The University undergraduate bulletin covers a 24-month period, September 1 through August 31, 2003-2005. Courses, majors, minors, programs, degrees and certificates in this catalog are subject to change without notice and may not be available in the future.

Every effort has been made to include in this publication information that, at the time of preparation for printing, is accurate. However, the contents of this publication are not to be regarded as an irrevocable contract between students and Eastern Michigan University. The University reserves the right to change at any time and without prior notice any provision or requirement included, but not limited to policies, procedures, changes and academic programs. It is the responsibility of the student to meet and satisfy all University, College and program requirements.
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## Academic Year

The University undergraduate bulletin covers a 24-month period, September 1, 2003 through August 31, 2005. Courses, majors, minors, programs, degrees and certificates in this catalog are subject to change without notice and may not be available in the future.

### 2003-2004 University Calendar

#### Fall Semester 2003
- August 30, Sat. Freshmen Res. Hall Move-In Day
- August 30, Sat.-September 1, Mon. Freshmen Orientation
- August 31, September 1, Sun., Mon. Upperclass Res. Hall Move-In Day
- September 3, Wed. Classes Begin
- November 26, Wed. No Classes; Campus Open
- November 27-30, Thurs.-Sun. Thanksgiving Recess
  - **University Closed**
    - **Library Open Fri., Sat., Sun.**

#### Winter Semester 2004
- January 4, Sun. Move-In Day and Winter Orientation
- January 5, Mon. Classes Begin
- January 19, Mon. MLK Jr. Day — No Classes; Campus Open
- February 23-29, Mon.-Sun. Winter Recess — No Classes; Campus Open
- March 1, Mon. Classes Resume
- April 9-11, Fri.-Sun. Spring Recess-University Closed
  - **Library Open Fri., Sat., Sun.**

#### Spring Session 2004
- April 25, Sun. Commencement (Colleges of Arts and Sciences and Technology: 10:30 a.m., Colleges of Business, Education, and Health and Human Services: 2 p.m.)
- April 26, Mon. Close of Winter Semester

#### Summer Session 2004
- June 27, Sun. Move-In Day
- June 28, Mon. Classes Begin
- July 5, Mon. Independence Day — University Closed
- August 7, Sat. Last Day of 6-Week Classes
- August 18, Wed. Last Day of 7 1/2-Week Classes
- August 23, Mon. Close of Summer Session

### 2004-2005 University Calendar

#### Fall Semester 2004
- August 28, Sat. Freshmen Res. Hall Move-In Day
- August 28-30, Sat.-Mon. Freshmen Orientation
- September 1, Wed. Classes Begin
- September 4-6, Sat.-Mon. Labor Day Recess — University Closed
- September 7, Tues. Classes Resume
- November 24, Wed. No Classes; Campus Open
- November 25-28, Thurs.-Sun. Thanksgiving Recess
  - **University Closed**
    - **Library Open Fri., Sat., Sun.**

#### Winter Semester 2005
- January 4, Tues. Move-In Day and Winter Orientation
- January 5, Wed. Classes Begin
- January 17, Mon. MLK Jr. Day — No Classes; Campus Open
- February 28-March 6, Mon.-Sun. Winter Recess — No Classes; Campus Open
- March 7, Mon. Classes Resume
- March 25-27, Fri.-Sun. Spring Recess-University Closed
  - **Library Open Fri., Sat., Sun.**

#### Spring Session 2005
- April 20-26, Wed.-Tues. Final Examinations
- April 24, Sun. Commencement (Colleges of Arts and Sciences and Technology: 10:30 a.m., Colleges of Business, Education, and Health and Human Services: 2 p.m.)
- April 27, Wed. Close of Winter Semester

#### Summer Session 2005
- June 26, Sun. Move-In Day
- June 27, Mon. Classes Begin
- July 4, Mon. Independence Day — University Closed
- August 6, Sat. Last Day of 6-Week Classes
- August 18, Thurs. Last Day of 7 1/2-Week Classes
- August 22, Mon. Close of Summer Session
Eastern Michigan University Mission

Eastern Michigan University is committed to excellence in teaching, the extension of knowledge through basic and applied research, and creative and artistic expression. Building on a proud tradition of national leadership in the preparation of teachers, we maximize educational opportunities and personal and professional growth for students from diverse backgrounds through an array of baccalaureate, master’s and doctoral programs. We provide a student-focused learning environment that positively affects the lives of students and the community. We extend our commitment beyond the campus boundaries to the wider community through service initiatives and partnerships of mutual interest addressing local, regional, national and international opportunities and challenges.

Institutional Values

- Teaching and Learning
- Excellence
- Human Dignity and Respect
- Diversity
- Scholarship and Intellectual Freedom
- Public Engagement
- Leadership and Participatory Decision-Making
- Integrity

Guiding Principles

- Accessibility
- Relevancy
- Responsiveness to Change
- Flexibility
- Quality
- Collaboration
- Accountability
- Affordability

University Profile and History

Eastern Michigan University is a multipurpose university whose roots date back to 1849, when the Michigan Legislature designated it as Michigan’s first institution to educate teachers to serve the public schools. At that time the Detroit school system was only 10 years old and the transition from one-room school houses had just begun.

Graduate education was inaugurated in 1938, when the programs were conducted in cooperation with the University of Michigan. In 1953 Eastern gained approval to offer its own graduate programs.

During its first 100 years, Michigan State Normal School, as it was originally called, certified thousands of teachers and developed the broad-based academic curricula that prepared it for its evolution to university status in 1959. Within the new university, three colleges emerged: the College of Education, the College of Arts and Sciences, and the Graduate School. The University has expanded three times more: in 1964 with the College of Business; in 1975 with the College of Health and Human Services; and in 1980 with the College of Technology.

New colleges created a need for additional acreage. The University campus spread from its original 275 acres on the south side of the Huron River to encompass an additional 182 acres west of the campus where student residences, athletic facilities and the Convocation Center are located. Among the newest buildings are the Convocation Center (1998); the Porter College of Education building (1999); the Marshall College of Health and Human Services building (2000); the Terrestrial and Aquatic Ecology building (1998); and the Bruce T. Halle Library (1998).

Today’s student body reflects the national trend of mature adults returning to college to continue their education and prepare for new careers in a changing society. Women compose approximately 60 percent of the student body. Most students are from the state of Michigan, but 40 states and 103 countries are also represented. In fall 2002, 24,421 undergraduate and graduate students were enrolled at Eastern Michigan University.

EMU’s perspective has also grown, not only in on-campus program development, but also in online courses offered through the Office of Extended Programs.

Eastern Michigan University is known worldwide for its educational contributions. Its 105,000 graduates are scattered among many countries as well as coast-to-coast in the United States, both strengthening and supporting the foundation that is the multipurpose University in Ypsilanti, Michigan.

Accreditations of Colleges and Departments

The University is fully accredited by the Higher Learning Commission, a subcommittee of the North Central Association of Colleges and Schools. In 2001 the University received an unqualified accreditation for a period of 10 years.

Eastern Michigan University also retains membership in these organizations: American Association of Colleges for Teacher Education; American Music Therapy Association; Association of Baccalaureate Social Work Program Directors; Council on Hotel, Restaurant, and Institutional Education; International Facility Management Association; Michigan Coalition of Schools/Departments offering the MSW; Michigan Historic Preservation Network; National Association of Deans and Directors of Schools of Social Work; National Council for Preservation Education; National Trust for Historic Preservation; and The Pioneer America Society.

Colleges and Departments

College of Arts and Sciences
- Department of African American Studies
- Department of Art
- Department of Biology
- Department of Chemistry (accredited by the American Chemical Society)
- Department of Communication and Theatre Arts
- Department of Computer Science (accredited by the Computer Science Accreditation Board)
- Department of Economics
- Department of English Language and Literature
- Department of Foreign Languages and Bilingual Studies
- Department of Geography and Geology (accredited by the Association for Preservation Technology; Association for Collegiate Schools of Planning; Michigan Historic Preservation Network; National Council for Preservation Education; National Trust for Historic Preservation; Planning Accreditation Board; Pioneer America Society; Vernacular Architecture Board; Urban and Regional Planning accredited by the Association of Collegiate Schools of Planning and by the Planning Accreditation Board)
- Department of History and Philosophy
- Department of Mathematics
- Department of Music (accredited by the National Association of Schools of Music and American Music Therapy Association)
- Department of Physics and Astronomy
- Department of Political Science (Public Administration accredited by the National Association of Schools of Public Affairs and Administration)
The Undergraduate Experience

Eastern Michigan University prides itself on its commitment to undergraduate education. The University offers numerous academic majors and special programs and services that contribute to a stimulating and supportive learning environment. The Academic Advising Center, Career Services Center and Holman Learning Center help students map out and succeed in their academic careers at EMU. In addition, numerous student organizations offer students opportunities to be active members of the campus community.

EMU is dedicated to providing personalized instruction to students through small class sizes, supplemental instruction and individual tutoring. At EMU, the average ratio of students to professors is 20:1. Students can also access advanced technology in residence halls, in the McKenny Union and in the Halle Library.

EMU is also recognized for its ethnic and cultural diversity. We’re a metropolitan University with a student population of 24,421 and representation from more than 100 nationalities. Eastern Michigan is situated in the larger metropolitan Detroit area, facilitating a wide range of career and cultural opportunities. Internships and cultural events are minutes away, and many cultural events are offered right on campus throughout the school year.

FIGs
Every fall, the university offers numerous Freshmen Interest Groups (FIGs), which are clusters of three courses, scheduled in a block, that up to 25 students take together. FIGs, which are also called learning communities, help students form productive connections for social and academic support. Students in FIGs work closely with their instructors and with the other students in the courses. They form study groups and develop lasting friendships. For more information, see page 16.

UNIV177
The University also offers a one-credit Freshmen Seminar course titled “Introduction to the University.” The course meets two hours a week for the first seven-and-a-half weeks of the fall semester. In it, students learn about campus resources and develop skills for being successful at EMU. Topics that are covered include identifying learning styles and appropriate learning strategies, taking notes, using technology, and using the library to do research. For more information, see page 16.

General Education
All students take general education courses throughout their academic careers at Eastern. These courses, which address a wide range of subjects, give students a well-rounded education that prepares them for life’s challenges and for functioning in an increasingly global economy. For more information, see pages 20 – 24.

Celebration of Student Writing
At the end of every fall and winter semester, hundreds of students from English 121 classes display their written work at the semi-annual Celebration of Student Writing. For the Celebration, sponsored by the English Department and the Provost’s Office, students create products representing the research they do in their 121 classes. Students who display their work are joined at the Celebration by EMU faculty and administrators, students from other EMU courses and visitors ranging from prospective EMU students to students in writing courses from other colleges. Attendees wander the room and talk with student authors about their Celebration projects and their research work for the semester.

University Honors Program
EMU students who are intellectually motivated and academically capable can apply to the University Honors Program. Honors students at EMU take many of their general education classes in small Honors sections, with other honors students and special honors faculty, and have other opportunities to work closely with professors on research projects in their fields. The Honors Program offers competitive scholarship awards to honors students and members of the program participate in numerous on- and off-campus classes, special events and trips. For more information, see page 29.

Academic Service-Learning
Undergraduate students gain a deeper understanding of course objectives, acquire new knowledge and engage in civic activity through the Academic Service-Learning program at EMU. Academic Service-Learning encourages networking, and it connects students to a broader learning community that encompasses both EMU and the community. Students in Academic Service-Learning classes conduct community-based action research projects with the guidance of faculty who are trained in service-learning theory. Grant programs and research opportunities are also available for both students and faculty through the program. For more information, see page 28.

American Humanics
For students who want to make a difference, the American Humanics program prepares undergraduates for careers in the nonprofit sector. Students can enhance their regular bachelor’s degree with a certificate that demonstrates their capacity as nonprofit professionals. Certification is completed through a variety of experiences, such as working directly with nonprofits, attending workshops, participating in the student association and attending an annual conference. Students will meet and learn from others who share their interest in community involvement. For more information, see page 29.

Writing Across the Curriculum
Students at EMU develop the skills they need to write inside and beyond the University. They do this both through designated writing courses and through courses that are part of EMU’s Writing Across the Curriculum program. In their undergraduate experience, students take courses taught by faculty who have participated in a summer institute in order to infuse more writing into their courses. Students benefit from these faculty members’ dedication to the development of their critical thinking and communication skills.

Opportunities for Transferring from Community Colleges
The office of Community College Relations works collaboratively with the faculty and staff of EMU and Michigan community colleges to enhance the educational transition process for community college students. The purpose of the office is to promote a seamless transfer process, which minimizes the loss of academic credit and time in obtaining a bachelor’s degree. Many EMU academic programs have articulation agreements with community colleges that coordinate curriculum requirements for both an associate degree and a bachelor’s degree in a program area. Students who use an articulation agreement can receive credit for courses that do not transfer outside of the agreement. The agreement also provides students with a curriculum guide that, if followed, minimizes the possibility of taking the wrong courses. Community college students can check with their counselor or program advisor about the availability of articulation agreements, or visit the CCR Web site at www.emich.edu/public/ia/acr. For more information, see page 30.
Admissions

Undergraduate Policies and Information

Admission

The following sections: tuition and fees, financial aid, academic procedures and graduation requirements represent the official policies of Eastern Michigan University as adopted by its Board of Regents.

Eastern Michigan University is open to students who have the potential to succeed academically as determined by a review of official high school records and/or college records. Admission to the University is based on a combination of factors including, but not limited to, the review of high school or college grade point average, high school or college curriculum and scores on standardized tests.

Acceptance into the University is dependent upon meeting the admission criteria described below. Eastern Michigan University admits students at the Freshmen and transfer level to the University. Separate admission is required for the College of Business and the College of Education, as well as for the Nursing and Occupational Therapy programs. Some academic programs are designed to include courses from more than one college.

The Admissions Office, 401 Pierce Hall, provides information to meet the various needs of prospective students. The Academic Advising Center, 301 Pierce Hall, assists students in selecting courses applicable to their planned programs or appropriate to their academic needs after the students have been admitted to the University.

Application for admission to the University requires completion of an admission application, submission of an official high school transcript and/or official college transcript and a $25 non-refundable application fee. Evidence of graduation is required after admission (if still in high school). Evidence of the high school diploma or GED is required. Non-traditional students may be required to take selected tests for advising and course placement purposes. Applications are available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html).

The Graduation Requirements section of this catalog. Applications are available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html). Students may also apply on the Web.

Freshmen Applicants

Freshmen applicants entering college for the first time must submit official high school transcripts with grades posted through the sixth semester of high school, official college transcripts if dually enrolled in high school and college, standardized test results from either the ACT or SAT and the $25 non-refundable application fee. Evidence of graduation is required after admission (if still in high school). Evidence of graduation or the General Educational Development (GED) certificate is required if the applicant is no longer attending high school. Applicants over 21 years of age should refer to the non-traditional category. Applications are available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html).

Transfer applicants

Students who have enrolled in classes at a college or university other than Eastern Michigan University must provide an official transcript of credit hours attempted and earned from each institution attended. Transfer applicants may also be required to submit an official high school transcript (or GED certificate). Applicants under the age of 21 who have earned fewer than 12 credit hours of transferrable credit (18 quarter hours) are also required to submit results of the ACT or SAT. Information about the MACRAO Agreement can be found in the Graduation Requirements section of this catalog. Applications are available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html).

Non-traditional students

Applicants who are 21 years of age or older and have a high school diploma or GED but have not attempted college work previously may be considered for admission without further requirements. Evidence of the high school diploma or GED is required. Non-traditional students may be required to take selected tests for advising and course placement purposes. Applications are available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html).

Veterans

Veterans who have served in the U.S. Armed Forces for more than 181 consecutive days will be admitted upon receipt of the high school transcript, or its equivalent, and a DD214 document verifying military duty. Veterans released from active service for reasons of disability will be considered as having met the 181 consecutive day requirement. If the veteran has attempted college work since release from active duty or while on active duty, the application will be reviewed as that of a transfer student.

Re-enrollment

Former EMU students desiring to re-enroll at EMU after an absence of two years should make application in the Office of Records and Registration, 303 Pierce Hall, at least one month prior to the first day of classes. The applicant should complete the application and return it to the same office. A printable re-enrollment form is available on the Admissions Web site (www.emich.edu/public/admissions/admissions.html). Students may also apply on the Web.

Students who have a past due obligation to the University must clear their obligation through the Student Accounting Office, Pierce Hall, before they will be allowed to register.

Students who have attended any institution of higher education since being enrolled at EMU must have an official transcript sent from that institution to the Office of Records and Registration. If absence from EMU was by request of the University due to academic dismissal, the student must initiate for re-admission with the Academic Advising Center, 301 Pierce Hall.

Guest Students

Guest students are admitted (provided space is available) when regularly matriculated and in good standing at another regionally accredited college or university. The student assumes full responsibility for determining whether or not the courses selected at this university will apply to his/her program of study. While at EMU, the student is subject to Eastern Michigan University’s academic policies and student code of conduct. Application for admission as a guest student may be obtained either at the student’s home institution or EMU’s Office of Admissions. Guest applicants who possess a bachelor’s degree must apply as a graduate student through the Office of Admissions.

Dual Enrollment

Dual enrollment may be approved for a student whose primary enrollment is in a high school provided space in the classroom is available. Applicants must submit a high school transcript, obtain high school and parental approval, and meet current academic eligibility requirements for that program.

International Student Applicants

International student applicants are welcomed by the University, which is authorized under federal law to enroll non-immigrant alien students. They may apply for admission to any semester and will need the following documentation in support of the application:

1. Complete an application for admission.
2. Provide official documents of transcripts of academic credit or true attested copies of official documents. (If the documents are not in English, they must be accompanied by an official English translation.)
3. Provide evidence of proficiency in the English language (e.g., TOEFL or MELAB). In some cases, foreign students will be required, as a condition of admission, to take one or more courses in spoken or written English as a Second Language (ESL).
4. Present a statement of financial responsibility covering the total cost of attending the University.

Undergraduate foreign student’s English proficiency requirements are listed under the Department of Foreign Languages and Bilingual Studies, see page 85.

For answers to your questions about admission to Eastern Michigan University, call 734.487.3060 or 800.GO-TO-EMU (800.468.6368).

8 eastern michigan university
Post-Baccalaureate Academic Options

Please refer to the EMU Graduate catalog if you are pursuing a master’s degree or would like to take graduate-level courses for self-improvement.

Post-Baccalaureate Certification Programs

Post-baccalaureate certification programs are designed for individuals who have a bachelor’s degree or higher who want to obtain a teaching certificate. The number of additional courses required to obtain a certificate will vary for each individual, depending on how many program requirements are met by courses taken as part of the bachelor’s degree. The elementary education test and subject matter tests of the MTTC must be passed prior to recommendation for certification.

Information on curricula for obtaining elementary and secondary certification is listed under the Department of Teacher Education. Information on obtaining an endorsement in any area of special education while obtaining an elementary or secondary teaching certification can be found under Department of Special Education. Information on obtaining certification in specialized programs (e.g. art, business education, marketing education, technology and design, music, physical education) must be obtained through the department that houses the program.

Second Bachelor’s Degree

Students who wish to obtain a second bachelor’s degree should apply as a second bachelor’s candidate through the Office of Admissions, 401 Pierce Hall. The office requires an application, a $30 non-refundable application fee and official transcripts from each college, university or other post-secondary school attended.

After the admission process is complete, the prospective candidate should make an appointment with the coordinator of second bachelor’s degree programs in the Academic Advising Center, 301 Pierce Hall (734.487.2171) for evaluation of transcripts and development of a program of study. The program is approved by the appropriate academic department and is the basis for degree completion.

Teacher Certification

Students who possess a bachelor’s degree and are seeking teacher certification should contact the Teacher Certification Office in the College of Education (734.487.2075) for an advising appointment. Candidates whose undergraduate GPA was less than 2.5 should apply as a second bachelor’s candidate (see Second Bachelor’s Degree, above). Candidates whose undergraduate GPA was 2.5 or better should apply using the graduate application.

Undergraduate Transfer Center

200 Pierce Hall
734.487.1442
734.487.1446 (fax)
E-mail: transfer.center@emich.edu

Hours: Monday-Friday 8 a.m. to 5 p.m. (fall and winter semesters – also open Tuesdays and Wednesdays until 7 p.m.)

The Undergraduate Transfer Center (UTC) is designed to assist prospective and current transfer students.

Staff in the EMU Undergraduate Transfer Center, working in conjunction with EMU faculty and other staff, can provide information about important aspects of the transfer process including:

• unofficial tabulations. A prospective student may submit a copy of their unofficial transcripts or grade reports from domestic colleges or universities and the UTC will provide unofficial tabulation of credits and EMU equivalencies;

• equivalencies for coursework from undefined or out of state schools that a student wishes to transfer to EMU;

• instructions on how to obtain equivalency information for defined schools on the Web;

• general applicability for tabulation of credit report;

• identifying which courses will apply to the student’s program of study at EMU; including those with a second admit;

• identifying courses which can be taken from a community college or university and how they will transfer to EMU;

• reverse equivalency information for defined schools. The UTC will identify reverse equivalencies for current EMU students wishing to take courses at a community college and transfer it back to EMU;

• information on graduation residency requirements. The UTC will explain the minimum number of credit hours required to graduate, the number of required hours to be taken at a four year institution and the number required to be taken from EMU;

• scheduling appointments for students with college advising centers as appropriate;

• guest application process;

• informing students of procedure once admitted (i.e. appointment w/advising; official tabulation; registration);

• general information and materials on various departments/colleges across campus including the Holman Learning Center, Commuter Center and Financial Aid;

• information regarding MACRAO, applicability of transfer credits toward general education and basic program requirements.

• information on current articulation agreements; and

• communicating with two-year and four-year school regarding transfer student issues including general education and course equivalency updates.

Financial Information and Student Accounts

Tuition and Fees

All University fees and assessments are subject to change without notice at any time by action of the Board of Regents.

Registration

Official registration day is the day students complete the initial registration for the semester or session. Students must be registered before attending class.

The registration fee is $40 for each semester. This service fee is assessed at the time the student registers.

An additional late registration fee of $50 is charged to students who do not complete registration prior to the official first day of classes each semester. The last day to register is at the mid-point of the term or session.

Financial obligations must be met by students by the posted due dates in order for students to be eligible for the next registration period (or graduation). Transcripts, diplomas or other statements of record will be withheld and students will be ineligible for further registration until obligations have been fulfilled.

Cancellation of registration by a student who decides not to return to EMU after registering in advance for classes must be initiated by the student on a signed cancellation-of-registration form either in person or by letter to the Office of Records and Registration, 303 Pierce Hall. If students have applied for University housing, they also must cancel the contract in the Housing Office. This is necessary for cancellation of tuition and room and board assessments.
Failure to withdraw may leave students with responsibilities for payment of tuition, fees and housing charges that will not be paid by financial aid.

Tuition
Tuition is assessed for all credit hours for which the student is registered. Regardless of student class level, undergraduate tuition is assessed for all courses 500-level or above.

Off-campus tuition rates are the same as on-campus tuition rates (with the exception of online classes).

Tuition for auditing classes is the same as for-credit classes.

2002-2003 Michigan and Ohio Resident Rates, per credit hour:
Undergraduate courses up to 499 ........................................... $134.90
Graduate courses lower level (500-600) ............................ $246
Doctoral assessment upper level (700 and above) .............. $285.75

2002-2003 Non-Resident Rates, per credit hour:
Undergraduate courses up to 499 ........................................... $426
Graduate courses lower level (500-600) ............................ $500
Doctoral assessment upper level (700 and above) .............. $567

Residence Classification for Tuition Purposes Policy
I. Regulations for determining residence classification
A person enrolling at Eastern Michigan University shall be classified as a resident or a non-resident for tuition purposes. A student’s residence status shall be determined at the time of his/her initial admission to the University. In order to determine the domicile of a student, the following regulations will be utilized:

A. Establishment of Residence
No student shall be eligible for classification as a resident for tuition purposes unless the student has demonstrated that he/she has established domicile in Michigan.

B. Minors and Dependents over 18
The domicile of a student who is not yet 18 years of age follows that of the student’s parents or legal guardian. If that student’s parents or legal guardian would qualify in accordance with the University’s regulations for determining residence classification, that student shall be considered a Michigan resident for tuition purposes.

Students 18 years of age or older who are claimed as dependents for federal income tax purposes by their parents or guardians at the time of registration and for the tax year preceding the year in which they register will be classified for tuition purposes as though they were minors.

C. Nondependent Students
An independent student 18 years of age or older is considered eligible for residence classification if the student has demonstrated that he/she has established domicile in Michigan.

D. Spouse
The domicile of a student who otherwise would be classified as a nonresident for tuition purposes will follow that of the student’s spouse, if the spouse is eligible for classification as a Michigan resident for tuition purposes (applicable only to U.S. citizens or to aliens admitted to the United States in accordance with Subsection E).

E. Aliens
An alien (non-citizen) student shall be eligible for classification as a Michigan resident for tuition purposes if he/she is domiciled in the United States and also qualifies in accordance with the University’s Regulations for Determining Residence Classification.

In order to demonstrate that he/she is domiciled in the United States, the student must be a permanent resident, or an alien with one of the following visa classifications, or an alien with other documentation from the Immigration and Naturalization Services that reflects such status.

Visa classifications: E-1 — treaty trader, spouse, and children; E-2 — treaty investor, spouse, and children; G-4 — international organization officer or employee and members of immediate family; H-1 — temporary worker of distinguished merit and ability; H-2 — temporary worker performing services unavailable in the U.S.; H-3 — trainee; H-4 — spouse or child of H-1, H-2, or H-3; J-1 — exchange visitor (limited to persons engaged as trainee, teacher, professor, or research scholar); J-2 — spouse or child of J-1 as limited above; L-1 — intracompany transferee; L-2 — spouse or child of L-1.

F. Migrants
Migrant status is one factor considered when determining if a student is domiciled in Michigan for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the state of Michigan, and have traveled interstate for this purpose.

Migrant students shall be considered Michigan residents for tuition purposes if they, or their parents or legal guardian, were employed in Michigan for at least two months during each of three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence also may be used by migrant workers to establish their status.

G. Spouse or Dependent of a U.S. Military Service Person
The spouse or dependent of a person currently serving in a branch of the United States military service (excluding reserve programs) or of a person who died while serving in a branch of the U.S. military service shall be eligible for classification as a Michigan resident for tuition purposes if that military service person qualified in accordance with the University’s regulations for determining residence classification immediately before entering the military service as a Michigan resident.

H. U.S. Military Service Veteran
A veteran of a branch of the U.S. military service (excluding reserve programs) shall be eligible for classification as a Michigan resident for tuition purposes if that person qualifies in accordance with the University’s regulations for determining residence classification immediately before entering the military service as a Michigan resident.

II. Guidelines And Criteria For Determining Residence Classification
Since a student normally comes to Eastern Michigan University for the primary or sole purpose of attending the University rather than to establish domicile in Michigan, one who enrolls in the University as a nonresident shall continue to be so classified throughout his/her attendance as a student, unless and until he/she demonstrates that his/her previous domicile has been abandoned and a Michigan domicile is established.

The following guidelines and criteria shall be applied when reviewing a student’s classification. It is recognized that no one of the following criteria shall, standing alone, necessarily be controlling. All factors indicating an intent to make Michigan the student’s domicile will be considered by the University in classifying a student.

A. The following facts and circumstances, although not necessarily conclusive, have probative value in support of a claim for residence classification:
1. Domicile in Michigan of family, guardian, or other relatives or persons legally responsible for the student.

2. Establishing continuing residence in Michigan.
3. Representation to the University that said domicile was established.
5. Holding or previously holding a Michigan driver’s license.
8. Ownership of real property in Michigan.
9. Business or professional association in Michigan.
10. The title to personal property in Michigan.

Failure to withdraw may leave students with responsibilities for payment of tuition, fees and housing charges that will not be paid by financial aid.
2. Former domicile in Michigan and maintenance of significant connections therein while absent.
3. Self-supporting reliance upon Michigan sources for financial support (verification of Michigan income tax liability must be provided).
4. Continuous presence in Michigan during periods when not enrolled as a student.
5. Long-term military commitments in Michigan.
6. Acceptance of an offer of permanent employment in Michigan (in a position not normally filled by a student).
7. Ownership of real estate in Michigan.

B. Please Note: The following circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations:
1. Voting or registration for voting.
2. Employment in any position normally filled by a student.
3. The lease of living quarters.
4. A statement of intention to acquire a domicile in Michigan.
5. Automobile registration, driver’s license.
6. Other public record, e.g., birth records.

III. Reclassification of Residence Status
A student’s residence status may be reviewed at each subsequent registration. If a student’s circumstances should change to the extent that he/she would no longer be considered a Michigan resident for tuition purposes, as herein described, that student shall be reclassified as a nonresident for tuition purposes 12 months thereafter.

It shall be the responsibility of all students, prior to registering, to raise questions in the Student Business Services regarding their right to be registered as a resident for tuition purposes.

The administration is authorized to establish procedures and delegate authority for determining the residence status of students for tuition purposes.

A tuition reciprocity agreement with Ohio, entered into by the Michigan State Board of Education and the Ohio Board of Regents in 1980, allows an Ohio resident to attend Eastern Michigan University at Michigan resident tuition rates. Monroe County residents can attend the University of Toledo at Ohio resident tuition rates.

Fee Adjustments
Beginning with the start of classes, a program adjustment fee of $10 per drop transaction will be assessed for each student-initiated program adjustment.

For final adjustment deadlines and coordinate fee schedules, see the Class Schedule Books or on the Web at www.emich.edu.

No program adjustment fees will be assessed for changes required as a result of University actions.

Credit Adjustment for Total Withdrawal
A credit adjustment of 100 percent of tuition and fees for the fall and winter semesters, less an administrative fee, will be made to those students who cancel their registration or withdraw from the University through the eight class day. For the spring and summer sessions, a 100 percent credit adjustment, less an administrative fee, will be made during the first four days of classes. Actual dates are printed in the class schedule book for each semester and session or on the Web.

A credit adjustment of 50 percent of tuition and fees for the fall and winter semesters, less an administrative fee, will be made to those students who withdraw from the University (all classes) from the ninth through the nineteenth class day. For the spring and summer sessions, a 50 percent credit adjustment, less an administrative fee, will be made from the fifth through tenth class day of the session. Actual dates are printed in the Class Schedule for each semester and session.

A credit adjustment of 25 percent tuition and fees for the fall and winter semesters, less an administrative fee, will be made to those students who withdraw from all classes between the 20th through the 38th class day. For the spring and summer sessions, a 25 percent credit adjustment, less an administrative fee, will be made from the eleventh through nineteenth class day of the session. Actual dates are printed in the class schedule for each semester and session.

No credit adjustment will be made after the above stipulated dates.

Decrease in Academic Load
For the fall and winter semesters, 100 percent tuition credit, less a $10 program adjustment fee, will be processed for those students who decrease their academic load prior to the ninth day of classes. For the spring and summer sessions, a 100 percent credit adjustment, less a $10 program adjustment fee, will be made during the first four days of classes. Actual dates are printed in the class schedule for each semester and session.

No credit adjustments will be made after the above stipulated dates.

If a student’s account is past due for a current semester, enrollment, University housing and other University services (such as re-release of a transcript) are subject to suspension until the account is brought into current status. Payment of assessments for a current semester does not relieve the student of the obligation for payment of any balance from a prior semester.

Any exceptions shall be by authority of the vice president for business and finance.

Workshop sessions offered for one, two and three weeks during the spring and summer sessions are assessed the same registration and tuition fees as regular class sessions. Only one registration fee for enrolling in a session is assessed.

An adjustment of 100 percent of the tuition assessment will be made to students who withdraw from a workshop prior to the close of business (5 p.m.) on the first day of the workshop. No other adjustment or refund will be granted.
1. Obtain a Tuition and Fee Appeal Application from the Student Business Services in 203 Pierce Hall. Complete and return the application along with an explanation of the extraordinary circumstances involved and supporting documentation of those circumstances. An approval or denial will be issued in writing by return mail. If the application is denied:
2. Appeal in writing to the Director of Student Business Services at the address above. Be sure to include any additional pertinent information with your written appeal.
3. If, after following the procedures in steps 1 and 2, an acceptable solution is not achieved, a final written appeal may be made to the Controller, 107 Welch Hall.

Tuition and fee appeal applications must be submitted as early in the semester as possible. Applications received later than 15 calendar days after the close of the semester may be denied.

**The General Fee**

EMU has the responsibility to maintain certain services and facilities on campus for the comfort and convenience of students, and to maintain academic accreditation. Examples are: improvements to academic facilities, Snow Health Center, learning technology labs, athletic facilities, performing arts facilities and Student Government. These are funded through a general fee of $20 per credit hour and assessed to all students. Not every supported service or facility is used by every student, but the overall good of the student body is served.

**The Program Fee**

Students in upper level and graduate courses in certain areas of study will be charged program fees ranging from $15 to $40 per credit hour.

**Student Union Fee**

Effective summer 2003, a student union fee of 75 cents per credit hour is charged to all students to service the debt on the new student union building. The fee will increase each summer by 75 cents per credit hour for three years, capping at $3 per credit hour beginning summer term 2006, and thereafter.

**The Technology Fee**

Each student will be charged a technology fee of $10 per credit hour to update the technology of the university. This fee applies to any on campus, off campus and online classes.

**Service Fees**

Room and board fees are published by the Housing Office and are set by action of the Board of Regents.

A per-credit-hour health care fee is charged. Payment entitles the student to health care at reduced rates.

Students’ spouses, faculty and staff and their spouses may avail themselves of health center services, but at somewhat higher rates. If they desire, these persons may pay the participation fee at Snow Health Center and become eligible for reduced rates. The complete schedule of health service fees is available at Snow Health Center.

A graduation fee is charged to each student who makes application for graduation. It covers the cost of mailing of diplomas and other specific graduation items. The fee is assessed once for each degree and is non-refundable.

- Undergraduate degree fee ................................................... $30
- Master’s and Specialist’s degrees ........................................ $35

Parking your motor vehicle in University parking lots requires the proper parking permit. To purchase your parking permit, you must first register your motor vehicle with the Public Safety Department, located on the ground floor of the parking structure. The application will contain information to indicate whether the permit will be mailed to you or whether you must pick it up in person.

**Motor vehicle rates are as follows:**

**Commuter Permits:**
- FA and WI ................................................................. $100
- SP and SU ............................................................... $50

**Resident Permits:**
- Apartment housing FA and WI ..................................... $50
- Apartment SP and SU .................................................. $25
- Res. Hall FA and WI ..................................................... $100
- Res. Hall SP and SU ..................................................... $50
- Brown-Munson FA and WI .......................................... $100
- Brown-Munson SP and SU ......................................... $50
- Graduate Assistant FA and WI ..................................... $40
- Graduate Assistant SP and SU ..................................... $20

All students meeting the requirements of the law are eligible to operate and maintain motor vehicles on campus. Motor vehicles are required to be operated within the provisions of the Traffic, Parking and Pedestrian Ordinances of the University and the city of Ypsilanti.

Further details are available in the Parking and Traffic Regulations brochure available from campus police. Permit cost is subject to change.

**Special Fees**

Music fees are charged for private lessons according to the following schedule:

- **Music Majors:** $60 per semester (maximum) for all instruction.
- **Other University Students:** $60 per semester for one-hour lesson, $30 per semester for half-hour lesson.

Students from public schools, the community and EMU staff and families: lessons are available through the EMU Community Music School. Fees vary depending on the length of the lesson and the instructor. Call the Department of Music for details.

Lessons are arranged through the Department of Music. The applied music fee is assessed to each student’s account at the close of the program adjustment period. This fee is not refundable after the first lesson.

Nursing fees of $15 per credit hour for clinical laboratory courses are charged in addition to per credit hour fees. These courses are listed below:

- NURS209 The Art and Science of Nursing I Laboratory (3 hrs) .......................................................... $45
- NURS251 The Art and Science of Nursing II Laboratory (3 hrs) ............................................................ $45
- NURS305 Nursing Care of Childbearing Families Laboratory (3 hrs) ...................................................... $45
- NURS307 Nursing Care of Childbearing Families Laboratory (3 hrs) ...................................................... $45
- NURS331 Adult Health Nursing I Laboratory (3 hrs) .......................................................... $45
- NURS341 Community Mental Health Nursing (3 hrs) ....................................................... $45
- NURS351 Psychiatric/Mental Health Nursing Laboratory (3 hrs) .......................................................... $45
NURS405 Adult Health Nursing II Laboratory (4 hrs) ....... $60
NURS451 Community Health Nursing Practice (3 hrs) ...... $45

Materials and extra costs are assessed at the close of the program adjustment period in certain courses.

Student Expenses

Estimated Academic Year Costs
(Residence Hall and Commuter Students)

The following budget represents typical expenses for a Freshmen student, Michigan or Ohio resident, taking a total of 31 undergraduate credit hours during fall and winter semester, living in a University residence hall or off-campus apartment and attending the full academic year (fall and winter semesters).

Tuition and fees ........................................... $5,192
Books and academic supplies .............................. $900
Residence hall room and board ............................ $5,473
Estimated additional costs of personal, transportation and miscellaneous expenses ...................................... $1,700

Personal expenses include: clothing allowance, medical/dental expenses, recreation, personal hygiene articles. Out-of-state students should allow for additional tuition and transportation costs.

Students can anticipate the following total costs: tuition and fees, books, room and board, personal and miscellaneous expenses and transportation for an eight-month academic year:

On-campus student ....................................... $13,265
Commuter student ........................................ $10,492
Off-campus student ..................................... $13,265

The above budgets are based on financial aid average costs for 2002-2003.

Financial Assistance

During 2002, Eastern Michigan University provided $100 million in financial aid to more than 15,000 students in the form of scholarships, grants, awards, GA tuition/stipends, athletic grants-in-aid, part-time employment and fellowships.

The federal government, state of Michigan, Eastern Michigan University and private sources provide program funding. While most awards are based on financial need, scholarships often have academic achievement requirements or other eligibility criteria.

Federal and state aid is awarded to help pay college costs based on the assumption that parents and students will contribute as much as they are financially able. To the extent that the family does not have sufficient resources to meet the costs of higher education, students may qualify for need-based financial aid.

Academic Scholarships

• New freshmen who are admitted by February 15 and transfer students by May 15 for the following fall are considered for scholarships through the EMU Admission application.
• Continuing students apply annually, by completing the University Scholarship Application. Applications are available at the Office of Financial Aid in October and are due in January.

Presidential Scholarship — Four-year award that pays 30 credit hours per year of in-state tuition, housing, food allowance and mandatory fees. Awards are based on competitive exam. High school seniors must have either a 3.7 GPA or a 3.5 to 3.69 GPA with a minimum 25 ACT or 1150 SAT. Requires an additional application, available at high schools beginning each September. Fifteen awards are made per year. Minimum 3.5 GPA for renewal. Recipients must live in University residence halls their first two years. Deadline to apply is generally November 20 of each year.

Regents Scholarship — Four-year award that pays $2,600 per year. High school seniors must have a 3.7 GPA with a 25 ACT or 1150 SAT. Minimum 3.5 for renewal. Recipients must live in University residence halls their first two years. Must be admitted by February 15 for the fall semester (or May 15 for transfer).

Recognition of Excellence Scholarship — Four-year award that pays $1,500 per year. High school seniors must have a 3.5 GPA with a 21 ACT or 1000 SAT. Minimum 3.3 for renewal. Recipients must live in University residence halls their first two years. Must be admitted by February 15 for the next fall semester (or May 15 for transfer).

National Scholars Program — Four-year award that pays 30 credit hours per year (fifteen per semester) of out-of-state tuition differential. High school seniors must have a 3.5 GPA with a 21 ACT or 1000 SAT. Minimum 3.0 for renewal. Recipients must live in University residence halls their first two years. Must be admitted by February 15 for the next fall semester.

Valedictorian and Salutatorian Scholarship — One-year award of $2,000. This scholarship will be awarded to new freshmen who graduate as the Valedictorian or Salutatorian from their high school. Notification deadline is June 30.

Great Lakes Award — Four-year award that pays $6,000 per year. Available to new freshmen who have permanent residency from Canada, Wisconsin, Minnesota, Illinois, New York, Pennsylvania, or Indiana. High School seniors must have a minimum of 3.0 high school GPA for consideration and be admitted by February 15.

Eastern Michigan Merit Plus — One-year award that ranges from $500 to $1,250. Available to new freshmen who have a minimum 3.0 high school GPA and who have earned a qualifying score on the MEAP for the Michigan Merit Award.

Wade McCree Scholarship — Eastern Michigan University participates in this scholarship program. The program originates at the high school and determines the student eligibility. Students receiving the scholarship should contact the program administrator about activating their scholarship or transferring remaining scholarship eligibility to EMU. The value of this scholarship is the full cost of tuition less any tuition specific scholarships or grants.

Leader Award — One-year award of $500-750. High school seniors must have a GPA of 3.0 and must show volunteer involvement in their school or community for consideration. Students must be admitted by February 15 for the next fall semester.

Community College Scholarship — One-year award of $1,000. Students must have completed at least 30 credit hours with a minimum cumulative 3.5 college GPA and must be admitted by May 15 for the next fall semester.

Departmental Scholarship — Award amounts vary and are made by departments. Selections can be based on academic as well as representative talent within that department or major.

Music Service Awards — Award amounts vary. Awards are made to students who perform in EMU’s music programs or provide outstanding service to the Music Department. Deadline is June 1 for the next fall semester.
Communication/Theatre Arts Service Awards — Awards are made to students who perform in forensics, theatre arts programs or make outstanding contributions to the Communication Theatre Arts Department.

Army and Air Force ROTC Scholarships are also available. Contact the ROTC office at 734.487.1020 for more information.

Many academic scholarships are provided by external sources, including community agencies, service organizations, charitable organizations, civic groups and foundations. Students should investigate these potential resources by checking with public and university libraries for scholarship resource books and by contacting the agencies directly.

General Eligibility Requirements for Financial Aid
By completing the Free Application for Federal Student Aid (FAFSA), eligible students will be considered for all federal and state aid programs. To receive aid, students must:

- Be enrolled in an eligible program;
- Be a U.S. citizen or an eligible noncitizen;
- Demonstrate need;
- Make Satisfactory Academic Progress toward a degree;
- Not be in default on a federal student loan; and
- Not owe a refund on any Federal Title IV, state or university aid program.

Determination of Need-based Financial Aid Awards
The award process for the upcoming academic year begins in April. Aid is awarded to students once they have been officially admitted to the University and EMU receives the institutional record of the Student Aid Report from the federal government. Once the Office of Financial Aid has determined the aid package, a Financial Aid Award Statement will be made available to the student applicant. The award statement contains information regarding the type and amount of aid, disbursement information and other instructions necessary to complete the aid process.

Financial aid awards are processed and funds disbursed in compliance with established federal, state and institutional policies.

Federal and State Financial Aid
To be considered for federal and state aid programs, students complete the Free Application for Federal Student Aid (FAFSA) available through high schools and college financial aid offices beginning each November. The FAFSA must be filed every year to determine eligibility for the upcoming academic year.

Priority funding will be offered to students who receive their Student Aid Report from the FAFSA processor dated March 15 or earlier. To meet this deadline, applications should be filed during the month of January.

The application collects information about family income and assets, family size and the number of family members attending college at least half time. Based on an analysis of this data, the federal government determines the Expected Family Contribution that is identified on the Student Aid Report. The Expected Family Contribution is subtracted from the University’s cost of education to determine whether there is a difference between the family’s ability to pay and the college budget. Most federal and state programs are awarded based on a student’s need.

The cost of education consists of an estimate of direct and indirect expenses. The direct costs are tuition, fees and room and board. The indirect costs are books and supplies, transportation and miscellaneous personal expenses. The cost of education at EMU is determined annually.

The cost of education* for undergraduate students for fall and winter 2002-2003 semesters was:

<table>
<thead>
<tr>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus</td>
<td>$13,265</td>
</tr>
<tr>
<td>Off-campus</td>
<td>$13,265</td>
</tr>
<tr>
<td>Commuter</td>
<td>$10,492</td>
</tr>
</tbody>
</table>

NOTE:
*Estimated and subject to change.

Federal Financial Aid Programs
The maximum amounts of aid described below are subject to change by federal and state regulations or university policy.

Federal Pell Grant — Annual awards of up to $4,000 are available to undergraduate students who are enrolled and have demonstrated financial need.

Federal Supplemental Educational Opportunity Grant — Awards range from $100 to $2,000 per year. Priority is given to students who receive a Federal Pell Grant.

Federal Perkins Loan — Annual awards are available to undergraduate and graduate students who are enrolled at least half-time and have demonstrated financial need. Undergraduates may borrow up to $4,000 per year ($20,000 maximum) and graduate students may borrow $6,000 per year ($40,000 maximum including loans borrowed as an undergraduate). Priority is given to students who receive a Federal Pell Grant.

Federal Subsidized and Unsubsidized Loan Program — Loans are provided through banks, savings and loan institutions and credit unions. Following is the maximum annual amount a student may borrow, based on academic level:

<table>
<thead>
<tr>
<th>Level</th>
<th>Maximum Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>$2,625</td>
<td>$2,625</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Teacher Certification
Students admitted to the teacher certification program will be automatically packaged with a Stafford loan limit of $5,500 for a two-semester loan period for dependent students.

Federal PLUS Loan Program
The Federal Parent Loan for Undergraduate Students (PLUS) is a loan from private lenders to parents of dependent students. Parents may borrow up to the cost of education less any other financial aid (including the Unsubsidized Stafford Loan amount). The PLUS loan is available to parents after a credit check to determine ability to repay. Interest rates are determined by the bond equivalent rate of the 91-day Treasury Bill plus 3.10 percent, not to exceed 9 percent. A three percent origination fee is paid directly to the federal government from the loan proceeds. Repayment begins within 60 days after loan disbursement. Repayment may take up to 10 years. Minimum monthly payment is $50.

Submit a pre-application to the Office of Financial Aid for a credit check. Upon successful completion of a promissory note, the loan funds are made payable to the parent and Eastern Michigan University. The funds are sent electronically to EMU in two disbursements.

Michigan Financial Aid Programs
Michigan Competitive Scholarships — This state-funded scholarship program is based on a combination of ACT tests score and financial need, as determined by completing the FAFSA. Students initially apply by taking the ACT no later than October of their senior high school year. The second step of the application process is to submit the FAFSA. The State has a deadline of February 21 for freshmen, and March 21 for continuing students to receive a processed FAFSA. Students may annually renew the scholarship by maintaining a 2.0 GPA and demonstrating continued financial need.

Michigan Adult Part-Time Grant — Need-based gift aid available to undergraduates who are enrolled on a part-time basis. Students must meet independent criteria as indicated on the FAFSA. Grants of up to $600 are available for a maximum of two years.
Michigan Educational Opportunity Grant — Need-based gift aid to undergraduates enrolled at least half time. Students who meet the basic requirements for the Michigan programs are eligible. Grants of up to $1,000 per year are available.

Michigan Work-Study Program — Need-based program that provides work opportunities for undergraduates. Both nonprofit and profit-based employers may sign agreements with Michigan colleges to participate in this program. Students who meet the basic requirements for the Michigan programs are eligible. Awards range from $900 to $3,000 per year.

Payment of Financial Aid
A financial aid file must be complete and verified, if required, before aid is paid to a student’s account. The following aid is paid directly to a student’s account:

- Federal Pell and Supplemental Educational Opportunity Grants
- State of Michigan grants and scholarships
- University grants and scholarships
- Outside scholarships
- Federal Subsidized and Unsubsidized Stafford Loans with electronic funds transfer
- Federal Perkins Loans

Proceeds from paper checks from lenders participating in the Federal Subsidized and Unsubsidized Stafford Loan Program will be applied to a student’s account once the check is endorsed by the student.

Federal and state college work-study checks are issued directly to students for hours worked on a bi-weekly basis.

Students will be issued a refund check for aid applied to their account that exceeds the charges on that account. Financial aid will not pay for library fines, late/installment fees, hang tags or telephone charges.

Verification of Financial Aid Application Information
Applicants selected for verification must provide documentation to prove the accuracy of certain items reported on the FAFSA before aid is disbursed. Major items verified include:

- Copies of federal income tax returns with schedules
- W-2 forms
- Verification worksheet
- Most recent year-end statements for:
  - Child support
  - Social security benefits
  - Other forms of income/benefits not included on a W-2
  - Benefits received from other federal and state agencies
- Documentation of Orphan or Ward of the Court status

The deadline by which verification documentation must be submitted is published annually by the Office of Financial Aid but no later than the student’s last date of enrollment for the fiscal year. Failure to submit required documents by the due date will result in the cancellation of financial aid offers.

Satisfactory Academic Progress
Federal regulations require that students must progress satisfactorily toward graduation. Satisfactory Academic Progress (SAP) is evaluated using three factors: grade point average, percentage of attempted courses completed and maximum credits of eligibility in which to complete a degree. Students who fail to maintain satisfactory academic progress may lose eligibility to receive funds from federal Title IV, state or university need-based aid programs.

Students must maintain the following requirements:

Undergraduate: overall GPA of 2.0 or better;
Graduate: overall GPA of 3.0 or better;
Completion of 75 percent of all attempted credit hours;
Completion of program of study within the maximum of 150 percent of the total program hours, including transfer credits.

Students who do not meet the SAP requirements will be put on probation. Failure to improve SAP while on probation will result in cancellation of future financial aid eligibility.

Students who had extenuating circumstances that resulted in failure to maintain SAP may appeal the cancellation. Students must submit a letter of appeal addressed to the Financial Aid Review Committee and attach third party documentation, as appropriate.

Repayment Policy
Some students who withdraw from all classes before the end of the semester and who have received federal or state aid may be required to repay aid paid toward room and board, and personal costs.

Financial aid is used for expenses incurred while attending school. Any portion allocated to the weeks the student did not attend classes must be repaid.

Students are notified when funds are returned to their lender and/or when they are required to repay aid. Consult the Office of Financial Aid before dropping a class or withdrawing from all classes to determine whether aid and/or scholarships must be repaid, reduced or cancelled.

Loans without a FAFSA
Students may apply for the following loans without a FAFSA:

University Short Term Loans (USTL) — Available to part-time and full-time students who:

1. are currently enrolled at the University;
2. have earned previous credit at Eastern;
3. qualify academically (minimum G.P.A. of 2.0 “C” undergraduate, G.P.A. of 3.0 “B” graduate);
4. have no past due obligations, and
5. have repaid previous loans satisfactorily.

Students may borrow up to $250 without a co-signer or up to $500 with a co-signer. Applications may be obtained at the Student Loan Account Office, 203 Pierce Hall. Loans are processed within 24 hours, Monday–Friday.

The Small Loan Fund — Provides 30-day, short-term, interest-free loans to $15 maximum to help students meet an emergency. Loans are available at the Cashier’s Office, Pierce Hall.

Tax Information
Grants and scholarships received in excess of qualified tuition, fees, books, supplies and equipment may be taxable income. Students who do not earn enough money to file an income tax return may need to determine if their financial aid makes a difference in their tax filing status. EMU will issue 1098T and 1098E forms to assist in determining taxable income and eligibility to claim the Hope or Lifetime Learning Tax Credits for Student Loan Interest deduction. Contact the IRS with any questions regarding tax issues.
Academics

Orientation

EMU’s new student orientation provides helpful information about university life and give students a head start in their college career.

EMU’s commitment to helping you succeed begins the minute you set foot on campus, where new friends, faculty, and staff are instrumental in helping you clarify your goals and realize your vision. These people are the academic architects who are there to get you started and help you finish. They won’t leave you high and dry the day after Orientation. While your talents are being polished and proven, and when your skills are finally refined and rewarded, you’ll discover that many of the faces in the crowd were there from the very beginning.

Not only will you feel comfortably “in the know” about campus amenities, class schedules and extra-curricular offerings, but along with other students, you will share the feelings of newness, and being on your own … together.

While other college orientations take place in the middle of summer, EMU’s New Student Orientation happens right before the fall semester starts. You’ll feel the campus vibe as you take your place in your freshmen class. Four full days allow students to participate in important sessions, have fun and even move in a little early.

Student involvement at EMU makes a huge difference. About 120 upper-class superstars (New Student Orientation Assistants, or NSOAs) volunteer a week of their lives to help guide you through Orientation. They do this because they loved the experience they had at Orientation. You’ll be grouped with 30 other new students, and each group is assigned a specific NSOA for the full four days.

For more information about orientation, visit campus life at the EMU Web site at www.dsa.emich.edu/campuslife, or go to www.emufusion.com.

First-Year Programs

First-year programs allow new students to gain support from other freshmen, faculty and advisers, and help freshmen cope with the sometimes stressful first year of college. Eastern’s most comprehensive first-year student program begins with Orientation. Orientation introduces new first-year and transfer students to academic, personal, social and involvement opportunities, and offers opportunities for students to explore their new learning environment and the campus resources to help them successfully navigate their first year.

Freshmen Interest Group (FIG)

A Freshmen Interest Group (FIG) provides an opportunity for students to form connections for social and academic support. Each FIG is a learning community block that consists of about 25 students who, as a group, take the same three to four courses, scheduled in a block. Some blocks are organized by themes and can allow students with specific interest to begin to work toward a major in their selected field. Each block includes a section of UNIV177.

UNIV177

UNIV177 is a one-credit Freshmen Seminar course that meets for two hours per week for the first 7 1/2 weeks of the semester. During this course, students are introduced to a variety of campus resources and have opportunities to develop skills for being successful EMU students. This course helps first-time college students transition into university life.

Promote Academic Survival and Success (PASS)

Pass is an academic support program that was designed to benefit students during their transition from high school to college. Students are eligible to participate in PASS if they have high school GPAs and ACT/SAT test scores that fall below the average incoming freshmen. In an effort to help students achieve success during their first year of college, PASS provides block scheduling, supplemental instruction, small class sizes and continuous academic advising. The foundation of the block is a three-credit, Introduction to the University course (UNIV177) which focuses on study skills, test-taking and goal-setting. An incentive for PASS participants is a scholarship awarded to high achievers in the program.

Degrees

Basic undergraduate degrees conferred by the Board of Regents on recommendation of the president and faculty are the Bachelor of Science (B.S.) and the Bachelor of Arts (B.A.) degrees, described fully in the introduction to the College of Arts and Sciences.

Bachelor’s degrees are also awarded in fine arts (BFA) and art education (BAE) — see Department of Art, College of Arts and Sciences; business administration (BBA) — see College of Business; bachelor of business administration and bachelor of arts in language and world business (BBA/B.A.) — see College of Business or Department of Foreign Languages, College of Arts and Sciences; business education (BBE) — see Department of Business and Technology Education, College of Technology; music education (BME), music-performance (BMU), and music therapy (BMT) — see Department of Music, College of Arts and Sciences; nursing (BSN) — see Department of Nursing, College of Health and Human Services.

Many students also select pre-professional fields of study such as medicine, dentistry and forestry (listed in departments) or seek certification and/or licensing in teaching, medical technology, and similar fields (listed at the end of this section).

Graduate degrees offered by this University are: Master of Arts, Master of Science, Master of Fine Arts, Master of Business Administration, Master of Science in Accounting, Master of Public Administration, Master of Business Education, Master of Science in computer-based information systems, Master of Individualized Studies, Master of Social Work, Master of Nursing, Master of Occupational Therapy, Master of Science in organizational behavior and development, and Master of Liberal Studies. In addition, there is a Specialist in Arts degree and doctorates in educational leadership and psychology. All are listed in the graduate catalog.

Bachelor’s degree programs require all students to take courses in various subject areas as specified both in the general education requirements and in departmental majors and minors.

Majors/Minors

Each student must complete a major subject of at least 30 credit hours and a minor subject of not less than 20 credit hours with the following exceptions:

1. A student on the elementary teaching curriculum may present three minors of not less than 20 credit hours—each of which are subject fields taught in the elementary grades.

2. A student who completes a self-contained curriculum of 50-60 hours will automatically satisfy major/minor requirements.

Hours of credit counted on a minor may not be applied to a major or another minor or vice versa. General education courses may be applied toward a major or a minor where appropriate.

Professional education courses do not count toward majors and minors except in cases in which such courses are specifically required or indicated as permissible as part of a major or minor.

All students, including transfer students, must complete at Eastern Michigan University the following minimum requirements in advanced courses numbered 300 or above in their majors and minors, unless specifically exempted by the department concerned:


1. At least nine hours in majors.
2. At least six hours in minors.
3. At least 15 hours in curricula that encompass both major and minor requirements.

Degree Requirements

Residency: Candidates for the bachelor’s degree must earn at least 30 semester hours at Eastern Michigan University. These 30 hours may be taken on or off campus.

Of the last 30 semester hours, prior to the granting of a bachelor’s degree, at least 10 hours must be taken in courses offered by Eastern Michigan University. These 10 hours may be taken either on or off campus.

Students with credit from a junior or community college must earn a minimum of 60 semester hours exclusive of junior or community college credit. This rule is waived if a specially designated program-to-program articulation agreement is involved and if that agreement is approved by the appropriate Eastern Michigan University departmental faculty, department head, and college dean and a Provost’s office representative.

Subject Limitation: No more than 60 hours in any one academic department may be applied toward the minimum of 124 hours required for a bachelor’s degree.

Distance Education/Independent Learning Credit: No more than 15 credit hours of correspondence course credit may be applied toward a bachelor’s degree, or used meet any of the residence requirements. There is no restriction on other types of distance learning or independent learning course formats, which may be applied toward a bachelor’s degree, residency and grade point average.

Minimum GPA: Students will not be graduated if their grade point average in their degree program (major and minor) is less than 2.0. Credit earned at EMU must average at least 2.0.

Physical Education and Health: All students must earn at least two credits of physical education and health as follows:

- Students who started any college fall 1996 or later must select from the following options:
  1. PEGN210 Lifetime Wellness and Fitness
  2. Any two courses in Military Science and Leadership (2 semesters)
  3. PEGN140 Marching Band (2 semesters)
  4. PEGN activity course requirements of the Music Therapy program (2 courses)

  Students who started any college prior to fall 1996 may select from 1 through 4 above OR two credit hours from any PEGN activity courses.

This requirement may be modified or waived if, for reason of physical disability, the student is unable to participate in physical education activity courses. Physical disability shall be determined by the health service and, in conference with the department chair of Health, Physical Education, Recreation and Dance, a decision will be made as to appropriate modification or waiver of the requirement to ensure maximum benefit to the student.

Any student may apply up to eight hours of credit earned in physical education activity courses to the minimum 124 credit hours required for graduation.

Students majoring in physical education, recreation or dance may apply to the minimum 124 credit hours the minimum number of hours in activity courses required for their respective majors.

All grades received in physical education activity courses, including those which exceed the credit hour limits prescribed above, are used in computing the student’s grade point average.

Military Service/Science: Students who have been in military service will be granted credit in Military Science and Leadership as follows:

1. Those who have served for one year in the Army, Navy, Air Force, Marine Corps, Coast Guard (including attendance at service academies) will be given credit for the first two years of Military Science and Leadership; those who have served for six months in service will be given credit for the first year of Military Science and Leadership.

2. Students who have completed two years Junior ROTC will be given credit for the first year of Military Science and Leadership with departmental approval; those who have completed three years will be given credit for the first two years of Military Science and Leadership with departmental approval.

Veterans who are awarded credit for Military Science and Leadership under 1. above are, nevertheless, eligible to enter the advanced course voluntarily, if qualified, and should consult the Department of Military Science and Leadership on special opportunities that are available (see Department of Military Science and Leadership Advanced Program).

Military Science and Leadership courses are credited in the 124 minimum credit-hour requirement for the bachelor’s degree.

Degree Candidates

Candidates for a degree and/or certificate must make formal application for graduation during the first two weeks of the final semester or session. (The application should be made after final registration is complete but not later than the last day of program adjustment for the semester or session in which the student expects to graduate.)

Application forms, obtained in the Office of Records and Registration, 303 Pierce Hall, must be submitted with the $30 graduation fee to the Cashier’s Office, 201 Pierce Hall, or charged to the student’s account.

Failure to meet the application deadline will result in the candidate’s graduation being delayed until the following graduation period. Failure to satisfy degree requirements, including the removal of incompletes in required courses or providing official transcripts for course work taken at other colleges or universities, will necessitate that the student file a new application for graduation for the subsequent graduation period. However, only one application fee is required.

Financial obligations must be met before students may receive their diplomas.

Certification

Six-year Provisional Teaching Certificates are conferred by the Michigan State Board of Education upon recommendation of Eastern Michigan University. The University recommends for provisional certification only those students who have satisfied the curricular requirements in one of the teacher education degree programs, and have completed and passed the appropriate state competency tests.

Certificates always expire on June 30 of the calendar year. The two certificates recommended by Eastern Michigan University are:

State Elementary Provisional Certificate*, which certifies the holder to teach all subjects in elementary grades (K-5) and appropriate majors and/or minors in grades 6-8 middle school, and 6-8 self-contained.

State Secondary Provisional Certificate all subjects*, which certifies the holder to teach majors and minors in grades 7-12.

Certificates are issued by the Michigan State Department of Education. Issue date and expiration date are printed on the face of the certificate.
Other professional certificates and procedures are as follows:

Vocational certificates qualify the holder to teach in the programs named below in schools offering programs that are reimbursed by state funds allocated for that purpose. The vocational certificates issued are:

- State Secondary Provisional Certificate with vocational endorsement in Office and/or Distributive Education.
- State Secondary Provisional Certificate with vocational endorsement in Trade and Industrial Education.

Information on continuing certification may be obtained from the coordinator of continuing certification, 206 Porter.

Professional certificate
As of July 1, 1992, the Continuing Certificate was discontinued. It was replaced by the Professional Certificate.

The Professional Certificate is issued for a period of only five years, and must be renewed every five years. Renewal of the Professional Certificate requires an additional six hours of credit.

Other professional certificates and procedures are as follows:

Registration in Dietetics: The American Dietetic Association issues a certificate of membership 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 Dietetic Association.

Certification as a Medical Technologist: There are four certifying agencies for medical technologists: (1) American Society of Clinical Pathologists, (2) National Certifying Agency for Clinical Laboratory Personnel, (3) International Society of Clinical Laboratory Technologists and (4) American Medical Technologists. Because there can be differences in hiring practice and salary differentials based on agency certification, it is recommended that students carefully consider agency certification before the examination is taken. The clinical laboratory sciences office has information on each of the agencies mentioned.

Certification in Occupational Therapy: The National Board for Certification in Occupational Therapy, Inc. (NBCOT) requires successful completion of all academic requirements and fieldwork experiences for candidates to be eligible for the national certification examination. A Registered Occupational Therapist (OTR) is one who has passed the certification examination and has applied to the NBCOT for certification.

Registration in Music Therapy: The National Association for Music Therapy, Inc. (NAMT) grants the Registered Music Therapist (RMT) status. Upon successful completion of the approved curriculum in music therapy and a continuous six-month, 1,040-hour clinical training (internship) period at an NRMT-approved clinical training center, the student is eligible to apply for registration as a music therapist.

Certificate in Speech Pathology: The American Speech-Language-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 or her 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.

Certification for Teachers of the Hearing Impaired: The Council on Education of the Deaf issues certificates to individuals who satisfactorily complete training programs at approved teacher preparation centers. Eastern Michigan University has been an approved center for training teachers of the hearing impaired since 1967.

International Diplomas in Business French, German and Spanish: The Chamber of Commerce and Industry of Paris awards a “Certificate pratique de langues économiques et commerciales” and a “Diplôme supérieur de français des affaires” upon successful completion of examinations held at Eastern Michigan University. Candidates should be enrolled in the language and international trade curriculum or in the business French major.

The Carl Duisberg Society, in cooperation with the Goethe Institute of Madrid, awards a “Certificado de español de negocios” upon successful completion of examinations held at Eastern Michigan University. Candidates should be enrolled in the language and international trade curriculum or in the business Spanish major.

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

Graduation

Graduation Requirements

To graduate from Eastern Michigan University, students must earn a bachelor of science degree, a bachelor of arts degree or one of the bachelor’s degrees pertinent to their field of study. To accomplish this, students must fulfill general education requirements, a major of 30-36 hours and a minor of 20-24 hours or a self-contained program of 50-60 hours, two hours of physical education and health and electives to equal the minimum total of 124 college-level credits.

The catalog requirements in effect at the time of the student’s initial registration at a college or university or the requirements of a subsequent catalog, including those in effect at the time of the student’s graduation, may be used to complete graduation requirements. In the event the student does not complete degree requirements within seven years of the date of his/her original registration, the student may be required to have his/her credits re-evaluated by the Office of Records and Registration in keeping with more recent catalog requirements. (See special time requirements in the description of the nursing program.)
Graduation Audit

Students who have completed 95 credit hours or more should request a graduation audit by completing the required form at the Office of Records and Registration, 303 Pierce Hall, or completing the form usually printed in the class schedule book each semester.

The form requires the student to record their expected date of graduation, legal name, social security number and major(s) and minor(s) elected. In addition, a check list is provided for degree expected and teacher certification expected. Accurate information is essential.

Forms are filed in the Office of Records and Registration and processed according to expected graduation date. A graduation auditor checks the credit hours taken and records the credit hours still needed. One copy of this audit is mailed to the student, another is sent to the student’s major department and the third copy is filed. Students should receive their audits a semester before they apply for graduation. A graduation audit does not take the place of regular, thorough advising.

Students may return the forms by mail or in person in Room 303 Pierce Hall. Time is required by the office staff for processing, and immediate responses to requests for information cannot be made at the time of the request.

Academic Assessment

The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), EMU’s regional accrediting body, has mandated that every college and university in the region have a plan for assessing both general education and each existing academic major for all students entering in the fall 1995 semester and later. EMU endorses this mandate and believes that the University will benefit by identifying the key skills and concepts that academic programs are developing and how well these skills and concepts are being developed in our students.

Because it is important to assess a representative sample of students, Eastern Michigan University considers involvement in this assessment mandatory for students asked to participate.

In some cases all students will be asked to participate, in other cases where it is impractical to assess all students, a representative sample will be selected. In either case, the above stated requirement will apply.

General education will be assessed through use of the Educational Testing Service’s “Tasks in Critical Thinking.” Between 200-250 students will take this test each year and students who participate in academic assessment activities will be helping Eastern Michigan University continually refine and improve its excellent academic programs and further enhance the reputation of all degree awarded.

Commencement

Commencement at Eastern Michigan University represents the culmination of a student’s academic achievement. It is a time of celebration and reflection for students, families, faculty and staff. It brings together a diverse community to share in the joy of the accomplished goals of students.

The commencement ceremony at Eastern Michigan University serves a dual purpose: to mark a point of accomplishment, thus completing a chapter in the lives of students and those who support them, and to encourage continued pursuit of education and personal fulfillment.

Commencement eligibility includes students who have submitted an application for graduation by the posted deadline (beginning of the semester) for the indicated semester. Commencement ceremonies are held in April and December only (June and August graduates will participate in the December ceremony following their graduation date).

Basic Degree Curricula

Bachelor of Arts and Bachelor of Science

In symbols and communication, science and technology, social science and arts and humanities listed below, the usual number of credit hours to be completed is given, but it is the courses that must be completed, not a minimum or maximum number of credit hours in each. (A course must be awarded a minimum of two credit hours. The B.A. degree requires completion of one year college credit in a foreign language.)

<table>
<thead>
<tr>
<th>Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbolics and Communication</td>
<td>8-18</td>
</tr>
<tr>
<td>One course in written composition</td>
<td></td>
</tr>
<tr>
<td>One course in speech communication</td>
<td></td>
</tr>
<tr>
<td>One course in the following:</td>
<td></td>
</tr>
<tr>
<td>a. an upper-level course in written composition</td>
<td></td>
</tr>
<tr>
<td>b. an upper-level course in speech communication</td>
<td></td>
</tr>
<tr>
<td>c. a course in foreign language composition</td>
<td></td>
</tr>
<tr>
<td>One course in mathematical reasoning</td>
<td></td>
</tr>
<tr>
<td>One course in computer literacy</td>
<td></td>
</tr>
<tr>
<td>One course in science</td>
<td>10-13</td>
</tr>
<tr>
<td>a. You must complete a course in chemistry or physics unless you submit appropriate evidence that you completed a one unit course in high school with a grade of C or above.</td>
<td></td>
</tr>
<tr>
<td>b. If you have submitted proof of having completed a one unit high school course in chemistry or physics, you may satisfy this requirement by choosing among chemistry, earth science/ geology or physics/astronomy.</td>
<td></td>
</tr>
<tr>
<td>One course in life science (biology or psychology)</td>
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<tr>
<td>One course in science or technology, chosen from a department other than ones in which you have completed your physical and life science requirements</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>12</td>
</tr>
<tr>
<td>One course in United States government</td>
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<tr>
<td>One course in history</td>
<td></td>
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<tr>
<td>One course in anthropology, economics, geography or sociology whose content includes the structure and methodology of the discipline</td>
<td></td>
</tr>
<tr>
<td>One course from the following:</td>
<td></td>
</tr>
<tr>
<td>a. A second course in a two-course history sequence</td>
<td></td>
</tr>
<tr>
<td>b. A second course in a two-course sequence in anthropology, economics, geography or sociology whose content includes the structure and methodology of the discipline</td>
<td></td>
</tr>
<tr>
<td>c. An approved social science course in cross-cultural or international studies</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>11-12</td>
</tr>
<tr>
<td>One course from the following:</td>
<td></td>
</tr>
<tr>
<td>a. A course in literature</td>
<td></td>
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<tr>
<td>b. An intermediate or advanced foreign language literature course</td>
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<tr>
<td>One course from the following:</td>
<td></td>
</tr>
<tr>
<td>a. A second course in literature</td>
<td></td>
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<tr>
<td>b. An intermediate or advanced foreign language literature course</td>
<td></td>
</tr>
<tr>
<td>c. A course in oral communication</td>
<td></td>
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<tr>
<td>d. A literature course in cross-cultural or international studies</td>
<td></td>
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<tr>
<td>A course in philosophy or religion</td>
<td></td>
</tr>
<tr>
<td>A course in art, dance, music or theatre arts</td>
<td></td>
</tr>
<tr>
<td>Cross-cultural or international studies</td>
<td>0</td>
</tr>
<tr>
<td>One course selected from general education areas I-IV</td>
<td></td>
</tr>
<tr>
<td>Major (minimum)</td>
<td>30</td>
</tr>
<tr>
<td>One course selected from general education areas I-IV</td>
<td></td>
</tr>
</tbody>
</table>
Minor (minimum) 20
Physical Education/Graduation Requirement 2
University Elective Courses 16-32
PROGRAM TOTAL 124

Individualized Studies Program

An individualized studies program (ISP) may be designed to replace the major and minor of students whose educational, vocational or professional goals cannot be met by majors and minors currently available to EMU students. The four basic criteria for completing this program are: (1) three distinct discipline areas; (2) a concentration of 60-63 credits; (3) at least 15 hours at EMU in 300-400 level courses and (4) support from representative departments.

All students who apply for this program are still responsible for other graduation requirements, such as general education, physical education, and residency policies. Interested students should contact the Academic Advising Center, 301 Pierce Hall, to discuss their goals.

General Education Program

History

In February 1985, the provost commissioned a Basic Studies Review Committee and charged the members “with conducting a comprehensive reexamination of our present basic studies requirements and with determining what changes should be made to provide the most effective liberal/general education for today’s students.” The Basic Studies Review Committee met through April 1986 and recommended a series of revisions in the structure of the existing program. The recommended revisions were subjected to a thorough process of review by departmental, college and University bodies and were finally approved by the Board of Regents September 23, 1987.

The revised structure included the establishment of a standing Basic Studies Committee, whose task was to make recommendations about implementation of the new basic studies program. The Basic Studies Committee was commissioned in January 1988 and has met regularly since that time. The Basic Studies Committee considered extensive input from the University community. Upon recommendation of the Basic Studies Committee, the provost approved the following program.

Implementation Schedule

The requirements were effective Fall 1990. A phased transition provided 10 years for students following the pre-Fall 1990 requirement to graduate.

All students must follow the general education requirements to graduate. Students who began their academic career prior to Fall 1990 should seek advising.

Rationale

The general education program is designed to provide students with a core of knowledge about people, things and processes. The program also seeks to teach students how to evaluate the work of others, to add to their store of ideas and ideals and to communicate their discoveries and insights. The general education courses are intended as more than introductions to fields of study; they should also develop students’ capacity for independent thought. The general education program attempts to ensure that you will not be content with the world as it is but will seek to improve and perfect it.

Requirements: 16 courses

All students are required to complete courses in four areas:

I. Symbolics and Communication: 5 courses
   1. A course in written composition
   2. A course in speech communication
   3. A course in one of the following areas:
      (a.) an upper-level course in written composition
      (b.) an upper-level course in speech communication
      (c.) a course in foreign language composition
   4. A course in mathematical reasoning
   5. A course in computer literacy

Meeting the Requirements in Area I (Symbolics and Communication)

Courses marked with an asterisk (*) also satisfy the cross-cultural or international studies requirement.

1. A course in written composition

   NOTE: For those students who do not submit test scores, placement will be determined by the Academic Advising Center.

ENGL120 Composition I: Writing the College Experience
You must enroll in this course in your first semester if you score below 19 on the English section of the ACT or below 430 on the verbal section of the SAT.
When you have completed ENGL120, you must then complete ENGL122.

ENGL121 Composition II: Researching the Public Experience
You must complete ENGL121 in order to satisfy this requirement. You are eligible for a waiver from this requirement if you score 29 or above on the English section of the ACT or 640 or above on the verbal section of the SAT.

International students may substitute ESLN412 with permission of the Department of Foreign Languages and Bilingual Studies.
2. A course in speech communication
   One course from the following:
   CTAS121 Fundamentals of Speech (2 hrs)
   CTAS124 Fundamentals of Speech (3 hrs)

   NOTE: Students with strong previous preparation in speech may seek approval for a waiver of this requirement from the Department of Communication and Theatre Arts.

3. Complete a course from one of the following options (3a, 3b, or 3c):
   3a. An upper-level course in written composition
   One course from the following:
   AAS205 Writing for African American Studies (3 hrs)
   ANTH200 Writing for Anthropology (3 hrs)
   ENGL227 Writing about Literature (3 hrs)
   ENGL223 Writing in the Professional World (3 hrs)
   ENGL324 Principles of Technical Communication (3 hrs)
   ENGL326 Research Writing (3 hrs)
   MGMT202 Business Communication (3 hrs)

   3b. An upper-level course in speech communication
   One course from the following:
   CTAC224 Public Speaking (3 hrs)
   CTAC225 Listening Behavior (3 hrs)
   CTAC226 Nonverbal Communication (3 hrs)
   CTAC227 Interpersonal Communication (3 hrs)
   *CTAC374 Intercultural Communication (3 hrs)
   *CTAC375 Interracial/Interethnic Communication (3 hrs)

   3c. A course in foreign language composition
   One course from the following (initial placement in language courses depends upon student proficiency and/or placement examinations):
   FRNH121/122 Beginning French (5 hrs)
   FRNH233/234 Intermediate French Conversation, Composition and Grammar (3 hrs)
   GERN121/122 Beginning German (5 hrs)
   GERN223/234 Intermediate German Conversation, Composition and Grammar (3 hrs)
   GREK121/122 Beginning Ancient Greek I/II (5 hrs)
   JPNE121/122 Beginning Japanese (5 hrs)
   JPNE21/212 Intermediate Japanese (3 hrs)
   LATN121/122 Beginning Latin I/II (5 hrs)
   SPNH121/122 Beginning Spanish (5 hrs)
   SPNH201/202 Intermediate Spanish (5 hrs)

4. A course in mathematical reasoning
   One course from the following:
   MATH109 Mathematics for Elementary Teachers II (elementary education students only) (3 hrs)
   MATH110 Mathematical Reasoning (3 hrs)
   MATH118 Linear Models and Probability (3 hrs)
   MATH119 Applied Calculus (3 hrs)
   MATH120 Calculus I (4 hrs)
   MATH121 Calculus II (4 hrs)
   MATH122 Elementary Linear Algebra (3 hrs)
   MATH170 Elementary Statistics (3 hrs)
   MATH341 College Geometry (3 hrs)
   SOC125 Social Statistics I (3 hrs)

   NOTE: You are eligible for a waiver of this requirement if you score 23 or above on the math section of the ACT or 580 or above on the math section of the SAT. A waiver form must be obtained from the Academic Advising Center. Curriculum or major/minor requirements must still be satisfied.

5. A course in computer literacy
   One course from the following:
   BEDU201 Microcomputers for Business Applications (3 hrs)
   CADM105 Computer Applications for Industry (3 hrs)
   COSC136 Computer Science Concepts and Practical Applications (3 hrs)
   COSC137 Introduction to FORTRAN Programming (3 hrs)
   COSC138 Computer Science I (3 hrs)
   COSC237 Computer Programming and Numeric Methods (3 hrs)
   IHHS226 Computers for Health and Human Services (3 hrs)
   INDT201 Microcomputer Applications in Technology (3 hrs)
   IS215 End-User Computing (3 hrs)

AREA II: SCIENCE AND TECHNOLOGY

Requirements: 3 courses (including one course with a lab component)

1. A course in physical science
   a. You must complete a course in chemistry or physics unless you have submitted appropriate evidence to the Academic Advising Center that you completed a one year high school course in chemistry or physics with a grade of C or above.
   You may then satisfy this requirement by choosing among chemistry, earth science/geology or physics/astronomy.

2. A course in life science (biology or psychology)

3. A course in science or technology, chosen from a department other than the ones in which you have completed your physical and life science requirements

   NOTE: Earth science and geology are in the same department. The same is true of physics and astronomy.

Meeting the Requirements in Area II (Science and Technology)
At least one of the three courses in Area II must have a laboratory component.

1. A course in physical science
   1a. Physical science courses open to all students who meet course requirements
   One course from the following:
   CHEM115 Chemistry and Society (no lab) (3 hrs)
   CHEM115/116 Chemistry and Society with lab (4 hrs)
   CHEM117/118 Fundamentals of Chemistry with lab (4 hrs)
   CHEM200 Fundamentals of Organic and Biochemistry (4 hrs)
   CHEM212/212 General Chemistry I with lab (4 hrs)
   PH100 Physics for Elementary Teachers (elementary education students only) (3 hrs)
   PH101 Physical Science in the Arts (4 hrs)
   PH110 Physical Science (4 hrs)
   PHY221 Mechanics, Sound and Heat (4 hrs)
   PHY223 Mechanics, Sound and Heat (5 hrs)

   1b. Additional options open to students who have submitted appropriate evidence of having completed a one-unit high school chemistry or physics course with a grade of C or above
   One course listed in 1a, or one course from the following:
   ASTR203 Exploration of the Universe (no lab) (3 hrs)
   ASTR203/204 Exploration of the Universe/Astronomical Investigations (4 hrs)
2. A course in life science
One course from the following:
- BIOL105 Introductory Biology for Non-majors (4 hrs)
- BIOL110 Introductory Biology (5 hrs)
- BOTN221 General Botany (4 hrs)
- BIOL303 Science for the Elementary Teacher (elementary education students only) (3 hrs)
- PSY101 General Psychology (no laboratory) (3 hrs)
- PSY102 General Psychology (4 hrs)
- ZOOL222 General Zoology (4 hrs)

3. A course in science or technology (3a or 3b):
   3a. You may choose any one of the courses listed under physical or life science, so long as you have chosen your three courses in this area from three different departments.
   3b. You also may choose your third course from the following list:
- CASI150 Life’s a Risk (3 hrs)
- CHEM101 Science for Elementary Teachers (elementary education students only) (3 hrs)
- INDT150 Understanding Technology (no laboratory) (3 hrs)
- MFG140 Science, Technology and People (no laboratory) (3 hrs)

AREA III SOCIAL SCIENCE
Requirements: 4 courses

1. A course in U.S. government
2. A course in history
3. A course in anthropology, economics, geography or sociology, whose content includes the structure and methodology of the discipline.

4. One course from the following:
   a. A second course in a two-course history sequence
   b. A second course in a two-course sequence in anthropology, economics, geography or sociology, whose content includes the structure and methodology of the discipline.
   c. An approved social science course in cross-cultural or international studies

Meeting the Requirements in Area III (Social Science)
Courses marked with an asterisk (*) satisfy the cross-cultural/international studies requirement.

1. A course in U.S. government
One course from the following:
- PLSC112 American Government (3 hrs)
- PLSC113 American Government Honors (3 hrs)

2. A course in history
One course from the following:
- HIST101 Western Civilization to 1648 (3 hrs)
- HIST102 Western Civilization, 1648 to World War I (3 hrs)
- HIST103 20th-Century Civilization (3 hrs)
- HIST104 Quest for Power: Famous Figures in History (honors only) (3 hrs)
- HIST106 Asian and African Civilizations (3 hrs)
- HIST109 World History to 1500 (3 hrs)
- HIST110 World History since 1500 (3 hrs)
- HIST123 The United States to 1877 (3 hrs)
- HIST124 The United States, 1877 to the Present (3 hrs)
- HIST151 Reason and Revolution (honors only) (3 hrs)

3. A course in anthropology, economics, geography or sociology
   One course from the following:
- ANTH135 Introduction to Cultural Anthropology (3 hrs)
- ECON100 Introduction to Economic Problems and Policies (3 hrs)
- ECON201 Principles of Macroeconomics (3 hrs)
- GEOG107 Introduction to Geography (3 hrs)
- GEOG110 World Regions (3 hrs)
- SOCL105 Introductory Sociology (3 hrs)

4. Complete a course from one of the following options (4a, 4b, or 4c):
   4a. A second course in a two-course history sequence
   One course from the following:
- HIST102 Western Civilization, 1648 to World War I (follows HIST101) (3 hrs)
- HIST103 20th-Century Civilization (follows HIST102) (3 hrs)
- HIST110 World History since 1500 (follows HIST109) (3 hrs)
- HIST124 The United States, 1877 to the Present (follows HIST123) (3 hrs)

   4b. A second course in a two-course sequence in anthropology, economics, geography or sociology
   One course from the following:
- ANTH140 Introduction to Prehistoric Anthropology (follows ANTH135) (3 hrs)
- ECON202 Principles of Microeconomics (follows ECON201) (3 hrs)
- GEOG111 Regions and Resources (follows GEOG110) (3 hrs)
- SOCL202 Social Problems (follows SOCL105) (3 hrs)

   4c. A social science course in cross-cultural or international studies
   One course from the following:
- *AAS101 Introduction to African American Studies (3 hrs)
- *AAS102 Introduction to African Civilization (3 hrs)
- *AAS232 Politics of the African American Experience (3 hrs)
- *AAS313 Contemporary Africa: Prospects (3 hrs)
- *ANTH205 Minority Women in the United States (3 hrs)
- *ANTH214 Racial and Cultural Minorities (3 hrs)
- *ANTH233 Peoples and Cultures of Mexico (3 hrs)
- *ANTH236 Peoples and Cultures of Africa (3 hrs)
- *ANTH237 Indians of North America (3 hrs)
- *ANTH245 Culture of Japan (3 hrs)
- *ANTH355/WMST355 Anthropology of Women (3 hrs)
- *CAS1206 Culture and the Holocaust (3 hrs)
- *DTC358 Food and Culture (3 hrs)
- *ECON321 Minority Workers in the Labor Market (3 hrs)
- *ECON328/WMST328 Economics of Women (3 hrs)
- *HIST305 Indians of the United States (3 hrs)
- *HIST315 History of Black Americans (3 hrs)
- *HIST336/WMST336 History of Women in the United States and Great Britain, 1800 to the Present (3 hrs)
- *HIST341 The Middle East, 1798 to the Present (3 hrs)
- *HIST342 North Africa, 1798 to the Present (3 hrs)
- *HIST348 20th-Century Africa (3 hrs)
- *HIST356 Latin America: National Period (3 hrs)
- *HIST375 Modern India (3 hrs)
- *SOCL205 Minority Women in the United States (3 hrs)
- *SOCL214 Racial and Cultural Minorities (3 hrs)
- *SOCL344/WMST344 Sociology of Gender (3 hrs)
- *WMST200 Introduction to Women’s Studies (3 hrs)

NOTE: Some students may be eligible to fulfill the requirements in history by pursuing options described in the Honors Courses in General Education.

3. A course in anthropology, economics, geography or sociology
   One course from the following:
- ANTH135 Introduction to Cultural Anthropology (3 hrs)
- ECON100 Introduction to Economic Problems and Policies (3 hrs)
- ECON201 Principles of Macroeconomics (3 hrs)
- GEOG107 Introduction to Geography (3 hrs)
- GEOG110 World Regions (3 hrs)
- SOCL105 Introductory Sociology (3 hrs)
AREA IV: ARTS AND HUMANITIES
Requirements: 4 courses

1. One course from the following:
   a. a course in literature
   b. an intermediate or advanced foreign language literature course
2. One course from the following:
   a. a second course in literature
   b. an intermediate or advanced foreign language literature course
   c. a course in oral interpretation
   d. a literature course in cross-cultural or international studies
3. A course in philosophy or religion
4. A course in art, dance, music, or theatre arts

Meeting the Requirements in Area IV (Arts and Humanities)
Courses marked with an asterisk (*) satisfy the cross-cultural/international literature requirement.

NOTE: Some students may be eligible to fulfill the requirements in fine arts, literature, music, philosophy and theatre arts by pursuing options described in the Honors Courses in General Education on page 24.

1. Complete a course from one of the following options (1a or 1b):
   1a. A course in literature
      One course from the following:
      LITR100 The Reading of Literature (3 hrs)
      LITR101 The Reading of Literature: Fiction (3 hrs)
      LITR102 The Reading of Literature: Poetry (3 hrs)
      LITR103 The Reading of Literature: Drama (3 hrs)
      LITR106/CLAS106 Rome and America (honors only)
      Concurrent courses satisfy two literature requirements (6 hrs)
      LITR150 Humanity and Technology (honors only) (3 hrs)
      LITR181/CLAS181 The Legacy of Greece (honors only) (3 hrs)
      CLAS104 Quest for Power: Famous Figures in History (honors only) (3 hrs)
   1b. A course in intermediate or advanced foreign language literature
      One course from the following:
      FRNH221 or FRNH222 Intermediate French (Reading) (3 hrs)
      FRNH341 or FRNH342 Survey of French Literature (3 hrs)
      GERN221 or GERN222 Intermediate German Reading (3 hrs)
      GERN341 or GERN342 Survey of German Literature (3 hrs)
      SPNH221 or SPNH222 Intermediate Spanish Reading (3 hrs)
      SPNH341 or SPNH342 Survey of Spanish Literature (3 hrs)
      SPNH351 or SPNH352 Survey of Spanish-American Literature (3 hrs)

2. Complete a course from one of the following options (2a, 2b, 2c, or 2d):
   2a. A second course in literature
      Any course not already completed from the list under 1a above.
   2b. A course in intermediate or advanced foreign language literature
      Any course not already completed from the list under 1b above.
   2c. A course in oral interpretation
      CTAO210 Interpretative Reading (3 hrs)
   2d. A course in cross-cultural or international studies
      One course from the following:
      *FLAN215 The Cultures of Mexican-Americans and Cubans in the United States (3 hrs)
      *LITR204 Native American Literature (3 hrs)
      *LITR208 Multicultural Children’s Literature (3 hrs)
      *LITR260 African American Literature (3 hrs)

3. Complete a course from one of the following options (3a or 3b):
   3a. A course in philosophy
      One course from the following:
      PHIL100 Introduction to Philosophy (3 hrs)
      PHIL110 Philosophies of Life (3 hrs)
      PHIL120 Introduction to Critical Reasoning (3 hrs)
      PHIL130 Introduction to Logic (3 hrs)
      PHIL212 Philosophy of Art (3 hrs)
      PHIL215 Philosophy of Religion (3 hrs)
      PHIL220 Ethics (3 hrs)
      PHIL221 Business Ethics (3 hrs)
      PHIL223 Medical Ethics (3 hrs)
      PHIL225 Political Philosophy (3 hrs)
      *PHIL226/WMST226 Feminist Theory (3 hrs)

3b. A course in the study of religion
      One course from the following:
      HIST100 The Comparative Study of Religion (3 hrs)
      PSY225 Psychology of Religion (3 hrs)

4. Complete a course from one of the following options (4a, 4b, 4c or 4d):
   4a. A course in art
      One course from the following:
      ART100 Art Appreciation (3 hrs)
      ART101 Introduction to Art (3 hrs)
      ART107 Art History Survey I (3 hrs)
      ART108 Art History Survey II (3 hrs)
      ART122 Two-Dimensional Design (3 hrs)
      ART123 Drawing I (3 hrs)
      ART165 Graphic Design for Nonmajors (3 hrs)
      ART166 Ceramics for Nonmajors (3 hrs)
      ART167 Jewelry for Nonmajors (3 hrs)
      ART151 Reason and Revolution (honors only) (3 hrs)

   4b. A course in dance
      One course from the following:
      DANC100 Ballet I (2 hrs)
      DANC101 Jazz I (2 hrs)
      DANC102 Modern Dance I (2 hrs)
      DANC103 Tap I (2 hrs)
      DANC106 Introduction to the Performing Arts (3 hrs)

   4c. A course in music
      One course from the following:
      MUSC100 Introduction to Music Theory (3 hrs)
      MUSC106 Introduction to the Performing Arts (3 hrs)
      MUSC107 Music Appreciation (2 hrs)

   4d. A course in theatre arts
      One course from the following:
      *CAS1240 Red Women/Real Women (3 hrs)
      CTA106 Introduction to the Performing Arts (3 hrs)
      CTA150 Introduction to Theatre (3 hrs)
      *CTA151 African American Theatre: An Introduction (3 hrs)
      CTA158 Fundamentals of Acting (3 hrs)
      CTA222 Drama and Play in Human Experience (3 hrs)
      CTA145 Introduction to Film Appreciation (3 hrs)

CROSS-CULTURAL OR INTERNATIONAL STUDIES
Requirement: 1 course selected from Areas I-IV

At least one approved course in cross-cultural or international studies must be completed in the process of meeting the requirements of the foregoing Areas I-IV. Approved courses are designated with an asterisk (*).
Honors Humanities Courses

Honors courses in general education may be elected to satisfy the requirements in fine arts, history, literature and philosophy. These courses, whose subject matter often crosses disciplinary boundaries, may be taught by instructors from more than one discipline. Members of the University Honors Program are welcome to enroll. Other students with a grade point average of at least 3.0 may enroll by permission of the honors director. Available honors humanities courses (see departmental listings for course description) satisfy the following areas:

- CLAS104/HIST104 Quest for Power: Famous Figures in History (3 hrs)
  Area: Either III.2 or IV.1 or IV.2
- CLAS106/LITR106 Rome and America (6 hrs)
  Area: IV.1 and IV.2
- CLAS181/LITR181 The Legacy of Greece (3 hrs)
  Area: IV.1 or IV.2
- ART151/HIST151 Reason and Revolution (3 hrs)
  Area: Either III.2 or IV.4
- LITR150 Humanity and Technology (3 hrs)
  Area: IV.1 or IV.2
- 179/279/379/479 Special Topics (3 hrs)
  Area: Varies

Future Changes in the General Education Program

Addi tional courses may be approved and refinements made periodically in the general education program.

General education transfer credit will be determined by Eastern Michigan University in cooperation with the college or university from which the student wishes to transfer credit. In most cases, equivalency lists exist.

The MACRAO Agreement

Eastern Michigan University is a signator of the MACRAO (Michigan Association of Collegiate Registrars and Officers) agreement. The purpose of this agreement is to ensure that students who complete a specified distribution of general education courses at a Michigan community college will have satisfied many of the general education requirements at signatory four-year colleges. Eastern Michigan University accepts the MACRAO agreement with the following provision:

Students who have been certified by a signatory community college as having satisfied the general education requirements of the MACRAO Agreement will be required to fulfill only the four additional courses now a part of Eastern Michigan University’s general education requirements: an advanced writing or speaking course or a foreign language composition course; a mathematical reasoning course (unless waived by ACT or SAT scores); a computer literacy course; and a cross-cultural/international studies course, all from the approved list. This agreement applies only to general education and does not exempt the community college students from meeting all curriculum and graduation requirements.

Registration and Grading

Academic Year

The academic year is divided into fall and winter semesters of 15 weeks each, a spring session of either six or seven and one-half weeks and a summer session of either six or seven and one-half weeks, dependent on course selection. The new student may be admitted to the University for any semester or session. The University calendar is printed on page 4.

Evening courses and continuing education courses permit scheduling options within each semester or session. Two-week workshops and weekend seminars provide additional course credit opportunities.

Academic Course Load

Academic course load is the number of hours that a student carries in a semester or session. In the fall and winter semesters, the recommended full-time course load is 15-18 hours (15 with student teaching). In the seven and one-half week spring and summer sessions, it is six to eight hours, and in the six-week spring and summer sessions, it is six hours. Fall and winter students must register for a minimum of 12 credit hours to qualify as full-time for University purposes, including financial aid. For the spring and summer semesters, the minimum full-time load is six credit hours for financial aid or other purposes.

Occasionally an increased academic load is found to be necessary or desirable. Before registering for more than the recommended hours, the student is asked to consult an adviser. The following two restrictions are placed on increased academic load:

1. First semester freshmen may not take more than the recommended full-time academic load without special permission from the Academic Advising Center, 301 Pierce.
2. Students on academic probation may not take more than the recommended full-time academic load without special permission from the Academic Advising Center.

Qualified continuing students taking over 18 credit hours should consult carefully with an academic adviser before taking an overload. The registration system will prevent registration for more than 24 credit hours (12 in spring or summer). Request assistance at the Records and Registration service counter to add classes in excess of 24 credits.

No person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid or is, as full-time staff or faculty, auditing under the staff benefits program. No credit will be given for work in courses not officially enrolled in by the mid-point of the term or session.

Auditing Courses

Courses may be audited subject to the approval of the head of the department offering the course. Audit applications may be obtained at, and returned to, the Office of Records and Registration, 303 Pierce Hall. No credit hours or grade points are awarded for a class audit. However, registration and payment of all fees is required for the class. Tuition and fees for auditing are the same as for the course in which credit is elected. Check the University calendar for deadlines to declare or remove audits.

Under provisions of the University staff benefits program, full-time staff, faculty and faculty spouses may audit classes by completing an approval process initiated at the Benefit Programs Office, 207 Bowen. These students do not register for the class and there is no transcript of their attendance.

Credit Hours/Class Levels/Course Numbers

Credits are determined by the units of work completed. One credit hour is the credit granted in a course that meets 50 minutes per week for 15 weeks. Credits earned on the term or quarter-hours basis at other institutions are converted to EMU credit hours by multiplying by two-thirds.

Class levels are determined by the academic hours completed as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0-24</td>
</tr>
<tr>
<td>Sophomore</td>
<td>25-55</td>
</tr>
<tr>
<td>Junior</td>
<td>56-84</td>
</tr>
<tr>
<td>Senior</td>
<td>85 or over</td>
</tr>
</tbody>
</table>

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Any deviation from the student’s examination schedule, other than to limit the exams to two in one day or to observe religious mandates, must be approved in advance by both the instructor and the department head, and will be granted only in cases of extreme emergency.

Failure to take an examination at the scheduled time without prior arrangement will result in a grade of E in the course.

Grades

The grades used by the University with their corresponding values in points as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
<th>Grade points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptionally high order</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Distinctly above the average</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C–</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory (denoting failure)</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
<tr>
<td>CR</td>
<td>Passing grade in credit/noncredit courses</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>Failing grade in credit/noncredit courses</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Passing grade in pass/fail elections</td>
<td>0.0</td>
</tr>
<tr>
<td>SC</td>
<td>Credit for certification in student teaching courses</td>
<td>0.0</td>
</tr>
<tr>
<td>PN</td>
<td>Passing grade in student teaching but not at level sufficient for certification</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Failing grade in pass/fail</td>
<td>0.0</td>
</tr>
<tr>
<td>UN</td>
<td>Failing grade in student teaching elections</td>
<td>0.0</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.0</td>
</tr>
<tr>
<td>2YR</td>
<td>E Forgiven — out of school two years</td>
<td>0.0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Credits earned by student teaching, credit/noncredit classes or pass/fail options are not accorded grade points.

An E grade will be assigned for any course when the student stops attending a class without officially withdrawing from the course. Credit for courses in which either E or U grades have been received can be earned only by repeating the course at Eastern Michigan University. See repeat policy for exceptions.

A W grade is assigned only when an official withdrawal has been completed. (See Withdrawals on page 27.)

Pass/Fail

The pass/fail option is available to students who wish to experiment in an unfamiliar field without jeopardizing their grade point averages or for other reasons. Limitations to the option are:

1. It may be exercised only by juniors and seniors who are in good academic standing (at least 2.0 at EMU).
2. It may be applied only to free electives, that is, to courses which are outside the student’s major, minor, curriculum, general education requirements or a prerequisite to a required course.
3. A maximum of six such courses may be applied toward graduation.
4. Students shall indicate their intention to take a course by filing an application with the Academic Advising Center, 301 Pierce, prior to the end of the program adjustment period. Approval or denial is available in two working days.
5. Students who elect a course on pass/fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.

6. The instructor will not be notified of the student’s election of this option. The regular letter grade reported by the instructor will be converted on grade reports and transcripts as follows:
   a. Grades of A, B, C, or D, including D–, will be converted to S, and shall count as credit toward graduation.
   b. The grade of E will be converted to U, and shall not count toward graduation.

7. A course taken under this option shall not be used in any way in the computation of the student’s grade point average. Thus, a pass/fail election shall not be approved for a course in which the student previously received a letter grade.

Credit/Noncredit Grading
A credit/noncredit option is utilized by departments in courses where the standard letter grades do not seem appropriate. Such courses will be designated as CR/NC in the class schedule book. All students taking such courses will receive either CR or NC in place of the letter grade. Neither CR nor NC will have any effect on the student’s grade point average. Courses for which the CR is received will count towards graduation requirements, and there is no limit to the number of such courses that may be taken by the individual student. The CR/NC courses taken by students do not count in the number of Pass-Fail courses that can be elected.

Incomplete
An I (incomplete) grade is awarded only when a student has completed the majority of the work of a course and the student’s work has been of acceptable quality (C or better) but the required amount of work has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to absence of class by the student. The student must inform the instructor of the reason for the requested incomplete, and the instructor may at his or her discretion agree to the request.

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 an I may be extended upon written recommendation of the instructor and approval of the dean of the college. Such 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 grade by the end of the one-year period, the I will remain as a permanent part of the student’s academic record. Students also should be fully aware of the possible implications of this option for acceptance into graduate schools and competition for financial aid. It has been ascertained that most graduate schools will accept students who have elected to take some courses on a pass/fail basis, but that if courses taken on this basis are sufficient in number on the transcript, the Graduate School Examinations may be utilized to determine the student’s acceptability. Graduate schools, in general, do tend to favor those applicants who have good letter grades on their transcripts.

Repeat courses for which the student is currently eligible can be repeated, regardless of the grade received. The following conditions apply:

1. No course may be taken more than three times, except by permission of the head of the department in which the course is offered.
2. No student may repeat more than 10 different courses in the process of completing a baccalaureate degree, except by permission of the Academic Standards Committee. Contact is made through the Academic Advising Center.
3. All grades earned by a student will be retained on the student’s permanent record and used to calculate the term GPA. Repeats will be indicated.
4. Only the grade received the last time the course is taken will be used in compiling graduation credits and in determining the cumulative grade point average.
5. A course failed at Eastern Michigan University may not be repeated at another accredited college or university to satisfy Eastern Michigan University requirements without prior written approval of the director of Records and Registration.

Grade Reports
Grade reports are mailed by the University to the permanent address of the student normally within one week of the end of each semester/session. Undergraduate students’ academic records are kept on permanent file in the Office of Records and Registration, 303 Pierce Hall. Unless there are past-due financial obligations, students may get an official transcript of their complete records by requesting them in writing from the Cashiers Office.

GPA or Grade Point Average
The scholarship index or grade point average is the total number of Eastern Michigan University grade points acquired, divided by the total number of Eastern Michigan University credit hours taken that carry grade points. When a course is repeated, only the last grade is used in the computation of the cumulative grade point average.

Transfer credit from another accredited institution is allowed for all transferable courses in which a grade of C or better is received, but is not included in computation of the grade point average. Calculation of GPA for returning former students, who have not attempted any college or university work for at least two calendar years, does not include courses in which a grade of less than D– was assigned. E grades will be changed to 2YR to reflect academic forgiveness.

Academic distinction is awarded at graduation to students whose cumulative grade point average merits special recognition. A 3.9-4.0 grade point average is accorded summa cum laude; a 3.7-3.89, magna cum laude; and 3.5-3.69, cum laude on the diploma and permanent transcript record.
Academic Probation and Dismissal

If, at the end of any term of enrollment, an undergraduate’s cumulative grade point average (GPA) falls below 2.0, having previously been at or above 2.0 (or if new to the University), that student will be placed on academic probation (PRB1). The student will then have three terms of enrollment (spring/summer count as one) to raise the cumulative GPA to 2.0 or higher. At any time that the student’s cumulative GPA reaches 2.0, the student will be restored to good academic standing (GOOD). Unless the cumulative GPA has been raised to 2.0 by the end of the third term of probation (PRB3), the student will be subject to academic dismissal.

Exceptions to this policy are as follows:

1. Any student whose first term of probation is the result of a semester of all E’s must earn better than 0.00 (all E’s) in the first term of probation or face dismissal immediately.
2. Students who have been readmitted (READ is equivalent to PRB1) after a dismissal will be placed on PRB2 after their first term, if their cumulative GPA remains below 2.0. They will have two terms to raise their cumulative GPA average to 2.0 or they will face a second and final dismissal.
3. All initial dismissal actions are subject to an appeal. Procedures and deadlines for such appeals will be included in notices of academic dismissal, sent to students at the conclusion of a term of enrollment. If an appeal is successful, the student will be reinstated, which means the dismissal does not count. Students who are reinstated after an appeal will be given one more term to raise the GPA to 2.0 or they will be dismissed.

Students dismissed from the University for the first time may not attend Eastern Michigan University for one calendar year. They can then apply for readmission through the Academic Advising Center. Procedures and deadlines for readmission are available in the Academic Advising Center (301 Pierce Hall); contact the Assistant Director for Academic Actions. Students dismissed more than once (excluding reinstatement) are usually not eligible to return to the University.

On occasion, when students have been away from the University for at least 10 years, a request may be submitted, through the Assistant Director for Academic Actions, to the Academic Standards Committee, who will make the final decision in such a case.

While remaining out of the University due to a dismissal, students may choose to attend another institution. Certain rules apply to course work taken elsewhere. Refer to the repeat policy in the catalog and consult with Academic Records on transfer of courses.

While on academic probation, a student may meet with the Assistant Director for Academic Actions or any adviser in the Academic Advising Center. In addition, students may seek help in developing successful strategies for academic performance through the Holman Learning Center, the Counseling Services Center and the Career Services Center. Certain conditions are attached to an academic status of probation. Students on probation may not:

- Enroll in more than the established maximum load for regular full-time status in any term of enrollment. For fall and winter, this would be 18 credits (15 credits if student teaching); in spring and summer, eight credits.
- Enroll in education courses or courses that require admission to the College of Education.
- Receive credit for graduate-level courses (500-level).
- Take courses on Pass/Fail.

Drops/Withdrawals from Individual Classes

When withdrawal from a class, or from all classes, brings students’ academic loads below the minimum number of hours necessary to qualify as full-time students for University housing, scholarship aid, student loans or any other benefits they enjoy for which academic enrollment was a prerequisite, the University may, at its option, take any or all of the following steps:

1. Deny permission to withdraw.
2. Cancel the benefits as of that date.
3. Declare the student ineligible for present and/or future benefits of a similar nature.
4. Deny permission to re-enroll in subsequent semesters.

Drops/withdrawals from class are permitted according to the following schedule (fall and winter):

**Drop**

- **First eight days:** All student-initiated drops during this period may be processed through the registration system. Such drops are not recorded on the student’s permanent record.

**Withdrawal**

- **Ninth day through tenth week:** All student-initiated withdrawals are accepted automatically and recorded as a W (however, freshmen must check with the Academic Advising Center before withdrawing from courses). A withdrawal may be processed through the registration system or by submitting a withdrawal form to the Office of Records and Registration, 303 Pierce Hall.

**Administrative Withdrawal**

- **After tenth week—until beginning of final exam period:** Students can withdraw only if they have specific extenuating circumstances, of recent occurrence, which clearly prevent them from completing the course in question. Withdrawals are not automatic and documentation is required. Make application for Administrative Withdrawal at the Academic Advising Center. The decision will be communicated to the student and the instructor in question. Students must not stop attending class until they have received notification that the administrative withdrawal has been approved. If a student stops attending class and does not take the final exam without being withdrawn, University policy requires that the instructor assign a grade of E for the course.

**NOTE:**
These procedures and University withdrawal procedures also apply to spring and summer sessions, though the timeframe is more condensed. The exact withdrawal and deadline dates are printed in the current Class Schedule Book for the session concerned.

**Withdrawals from the University**

The following University procedure is subject to change in accordance with regulatory changes initiated by the United States Department of Education.

**For First-Time Attendees of EMU**

A credit adjustment of 100 percent of tuition and fees for the fall and winter semesters, less a registration fee, will be made to those students who completely cancel their registration or withdraw from the University through the eighth business day of the semester. For the spring and summer semesters, a 100 percent credit adjustment, less an administrative fee, will be made through the first four business days of the semester. Actual dates are printed in the class schedule book for each semester.

A credit adjustment for withdrawals after the eighth day of fall and winter semesters, or the fourth day of spring and summer semesters, will be made according to the following schedule:
Withdrawal by the Following Day of the Semester

<table>
<thead>
<tr>
<th>Credit Adjustment</th>
<th>Fall/Winter</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>15th</td>
<td>8th</td>
</tr>
<tr>
<td>70%</td>
<td>23rd</td>
<td>12th</td>
</tr>
<tr>
<td>60%</td>
<td>30th</td>
<td>15th</td>
</tr>
<tr>
<td>50%</td>
<td>38th</td>
<td>19th</td>
</tr>
<tr>
<td>40%</td>
<td>45th</td>
<td>23rd</td>
</tr>
<tr>
<td>0%</td>
<td>Last Day</td>
<td>Last Day</td>
</tr>
</tbody>
</table>

Actual dates are printed in the class schedule book for each semester and session. No credit adjustments will be made after the above stipulated dates.

For Non-First-Time Attendees of EMU
A credit adjustment of 100 percent of tuition and fees for the fall and winter semesters, less a registration fee, will be made to those students who completely cancel their registration or withdraw from the University through the eighth business day of the semester. For the spring and summer semesters, a 100 percent credit adjustment, less an administrative fee, will be made through the first four business days of the semester. Actual dates are printed in the Class Schedule Book for each semester.

A credit adjustment for total withdrawals after the eighth day of fall and winter semesters, or the fourth day of spring and summer semesters, will be made according to the following schedule:

<table>
<thead>
<tr>
<th>Credit Adjustment</th>
<th>Fall/Winter</th>
<th>Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>19th</td>
<td>10th</td>
</tr>
<tr>
<td>25%</td>
<td>38th</td>
<td>19th</td>
</tr>
<tr>
<td>0%</td>
<td>Last Day</td>
<td>Last Day</td>
</tr>
</tbody>
</table>

Actual dates are printed in the class schedule book for each semester and session. No credit adjustments will be made after the above stipulated dates.

Retroactive Withdrawal
Retroactive withdrawal from the University may be requested by a student when unexpected circumstances arise after the completion of classes for a term. Normally, the request will be considered only for the preceding term.

The retroactive withdrawal policy is dependent on one or both of the following reasons:

1. Administrative. Through an administrative problem or error, the student received an E grade.
2. Mental or physical stress. Subsequent to awarding the term grades, the student claims that severe physical or psychological stress was present during the semester. Documentation must be presented by or on behalf of the student, and a consultation may be required. In this case, the decision will affect all the classes the student was registered for during the term in question. In cases of severe mental or physical stress, it is usually assumed that students are so incapacitated they were not able to carry on with University responsibilities.

In either situation, the student must initiate the request at the Academic Advising Center, 301 Pierce Hall. Upon review of the documented evidence and possible further consultation, the director or designee will recommend action to the office of the vice president for academic affairs. The approval of a retroactive withdrawal does not constitute approval of a tuition refund. Grades of W will be posted on the official academic record.

Student Conduct/Grievances
Grade grievance procedures also may be obtained from the academic department involved. Student employment grievance procedures may be obtained from the Career Services Center, third floor, King Hall.

Educational Opportunities

Academic Service-Learning
Academic Service-Learning is a teaching methodology that utilizes community service as a means of helping students gain a deeper understanding of course objectives, acquire new knowledge and engage in civic activity.

The Office of Academic Service-Learning provides a resource center that features videos, journals, books, other publications and tapes related to academic service-learning. Also, research opportunities are available for faculty and students through the office.

To get involved in Academic Service-Learning, students should:

- contact past Faculty Fellows for resources on how to get involved, (to find out which courses faculty members teach that include an academic service-learning component, see Faculty Fellows);
- take a course that includes an academic service-learning component, (see list of courses); or
- contact our office:

Office of Academic Service-Learning
232 Rackham, Eastern Michigan University
Ypsilanti, Michigan 48197
734.487.1612
734.480.1319 (Fax)

Enos Massie, Director
E-mail: enos.massie@emich.edu

Courses taught at EMU that may include an academic service-learning component are:

- ACC546 Public and Nonprofit Nonsector Accounting
- ACC642 Strategic Cost Management
- ACC696 Accounting Theory, Research and Policy
- ATM255 Apparel Analysis
- ATN210 Display Techniques
- ATN437 Professional Seminar
- BEDU395 Administering Workplace Systems and Technology
- BEDU396 Information and Media Administration
- BIOL403 Methods for Teaching Secondary Biology
- CTAC224 Public Speaking
- CTAC225 Listening Behavior
- CTAC226 Nonverbal Communication
- CTAC227 Interpersonal Communication
- CTAC357 Interviewing as Communication
- CTAC359 Small Group Communication
- CTAC374 Intercultural Communication
- CTAC379 Queer Communication
- CTAC475 Research in Speech Communication
- EDMT330 Institutional Application of Media and Technology
- ENGL323 Writing for the Professional World
- ENGL408 Writing for Writing Teachers
- ENGL409 Teaching English in the Secondary Schools
- ESLN648 English as a Second Language for Special Purposes: Business
- FIN354 Investments
- GEOG/GEOL: Many, all graduate level Documenting Historic Structures and Preservation
- HIST123 The United States to 1877
- HIST124 The United States, 1877 to the Present
- HIST317 History and Geography of Spanish America
- HIST481 Teaching Methods
- HLED380 Psychosocial Concepts of Health Education
- HRM430 Seminar in Hospitality Management
- IDE420 Studio
- JRNL314 Public Relations Writing
- LITR260 African American Literature
American Humanics certification provides significant benefits to undergraduate students. Nationwide, nonprofits need to fill more than 50,000 positions annually. American Humanics graduates, specifically trained in the field of nonprofit management, are highly sought after to fill the demand for program directors, human resource managers, fundraisers, volunteer coordinators and other positions.

American Humanics graduates have an outstanding record of job placement — nearly 100 percent for those students completing all requirements. Structuring the program following a portfolio format also enhances student marketability. The experiential nature of the American Humanics program means students gain knowledge and skills by working directly with nonprofit agencies, allowing students the opportunity to network with professionals, faculty, students and like-minded individuals working in the nonprofit community. Scholarships are also available to qualified students through the American Humanics Financial Aid Program.

University Honors Program

Mark Highbee, Interim Director
Wise Hall
734.487.0341
E-mail: emu-honors@online.emich.edu

The University Honors Program is for students with excellent academic records who are motivated to do Honors-quality academic work and be recognized for that work. Currently enrolled EMU students, as well as students new to EMU, may apply for admissions to the Honors Program; admission for current EMU students requires a 3.3 GPA for EMU coursework, a completed application and academic excellence. For students starting at EMU in Fall 2003 or later, “Graduation with Honors” can be achieved in one of several ways. One is University Honors, which requires 24 Honors credits; 18 of these are in General Education Honors classes, at least three are Honors credits in the major and three are Honors credits in either the major or General Education. Another way to graduate with Honors is Departmental Honors, which requires 12 Honors credits in the major (or minor), and includes a senior project or thesis. A third route to graduating with Honors is Highest University Honors, which requires 30 Honors credits, fulfilling both the Departmental and University Honors requirements. For Highest University Honors, up to six credits can be double counted toward the General Education and Departmental Honors. In addition, all Honors students must perform six hours of community service a year (for a total of 24 hours) and fulfill some co-curricular Honors experiences. Students who complete the program are appropriately recognized by special designations on their transcripts, certificates of achievement, an honors medallion and a letter from the honors director describing their achievements.

Benefits of being an Honors member include housing in the Community of Scholars (now located in Wise), early registration, extended library loans, the opportunity to apply for the Undergraduate Honors Research Fellowship and other awards, smaller classes, academic and career advising and many chances to work closely with faculty and other honors students.

Cooperative Education

The Program

Cooperative Education at Eastern Michigan University is a unique educational plan designed to enhance academic studies and prepare students for career goals. Professional staff in the Career Services Center and academic departments within the five colleges of the University cooperate with business and industry as well as private and public agencies in developing work assignments that parallel the student's academic program. Co-op gives direct, on-the-job experience while adding
practical dimensions to the student’s academic background. Students earn wages and/or academic credit for each co-op job assignment.

**Benefits To The Student**
1. Increases employment opportunities upon graduation. Seventy percent of co-op participants are offered permanent jobs by their employer upon graduation.
2. Increased earning and promotional potential. Co-op students start between 5 and 10 percent above normal entry level salaries after graduation.
3. Earns college credit while being paid to work. Co-op students also earn wages significantly higher than most student employment opportunities.
4. Gains on-the-job training related to course of study. Co-op students perform work of regular professional staff while employed.
5. Links classroom and work place. Co-op placements make academic studies more meaningful while bringing career goals into focus.

**Student Eligibility:**
Complete the application for co-op found in all CSC offices. Most students must be at least junior standing, have completed 55 semester hours with 12-15 credit hours or prerequisites completed in major. Departmental approval is required in most cases. Eligibility and prerequisites very based on major/minor. The College of Business (COB) and the College of Health and Human Services (CHHS) will consider second semester sophomores in selected majors. Students should discuss with their Career Development Associate or faculty sponsor.

**Grade Point Average:**
2.5 cumulative GPA unless waived by faculty sponsor. Students on academic probation are not eligible to participate. COB students should seek additional information from Room 210 Owen.

**Faculty Sponsor Recommendation:**
Required before referrals to positions. COB students should seek additional information from Room 210 Owen.

**Academic Credit:**
Counts toward elective credit only, however, a student within College of Technology (COT) is required to complete at least one placement. Work experiences are graded on a credit/noncredit basis. Generally three (3) credits are awarded for each placement, but may vary by major and department.

**Externships:**
Externships are another form of cooperative education, but differ from co-ops in that they are available to students who are already employed in a career-related position and who would like to earn academic credit by completing new and additional assignments on the job. Student eligibility is determined as indicated in the Benefits to Student section above.

**Internships:**
Some departments administer an Internship program. Students interested in an internship are encouraged to seek information from their departmental office regarding placement assistance and application materials. Requirements may vary by department and academic discipline. The Resource Center in Room 319 King Hall and Student Employment Office in Room 311 provides listings and directories for student use. Students are encouraged to identify opportunities, seek departmental approval and apply directly.

**Pre-Professional Internships:**
The Career Services Center facilitates the Pre-Professional Internship (PPI) program that is available for all academic majors at any class level. This program offers between one and three elective credits for work experience that has allowed students to explore career options. Students are encouraged to use current employment or visit the Student Employment Office in Room 311 where job postings are listed. The PPI Application is available in any of the CSC locations.

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**Community College Relations**

www.emich.edu/ccr

Patricia Cygnar, Director
215 Rackham Building
734.487.6577
E-mail: pat.cygnar@emich.edu

TeResa Green, Faculty Associate
200 Pierce Hall
734.487.1453
E-mail: teresa.green@emich.edu

The Office of Community College Relations works collaboratively with the faculty and staff of EMU and Michigan community colleges to enhance the educational transition process for community college students. Our purpose is to promote a seamless transfer process, which minimizes the loss of academic credit and time in obtaining a bachelor’s degree. Many EMU academic programs have signed articulation agreements with community colleges. Program articulation agreements coordinate the curriculum requirements for both an associate degree and a bachelor’s degree in a program area. Students who use an articulation agreement may receive credit for courses or blocks of courses that don’t transfer outside of the agreement. The agreement also provides a curriculum guide that, if followed, minimizes the possibility of taking the wrong courses. Community college students should check with their counselor or program adviser about the availability of articulation agreements, or visit the CCR Web site at www.emich.edu/public/ap/ccr.

CCR activities include:

- Facilitating the development of program articulation agreements
- Facilitating collaborative arrangements with community colleges (such as faculty meetings and professional workshops, joint promotion of articulated programs and joint sponsorship of student activities)
- Maintaining and updating articulation agreements
- Maintaining a Web site with Articulation Curriculum Guides and information on the status of articulation agreements
- Providing support to Community College faculty and staff regarding transfer student issues including articulation and transfer equivalency
- Working with the Transfer Center to facilitate credit equivalency for transfer students
- Providing articulation information to the EMU Advising Centers
- Collaborating with the Admissions Office and Transfer Center in sponsoring the Community College Counselors’ Day and other activities
- Recommending improvements in the admissions process for transfer students

**Alternative Methods For Earning University Credit**

**Alternative Credit Options**

Eastern Michigan University offers students the opportunity to earn up to 30 hours of academic credit by examination and/or by portfolio. In some instances, students may enroll immediately in advanced courses through various credit-by-examination programs. Especially high test scores may warrant additional academic credit and/or higher placement.
These programs include:

1. Advanced Placement (AP)
2. International Baccalaureate (IB)
3. College Level Examination Program (CLEP)
4. Credit by examination (available through academic departments when CLEP is not available)
5. Validation (may be required to transfer two-year college credit for 300- and 400-level EMU courses)
6. Portfolio-assisted Prior Learning Assessment (PLA) — available through participating academic departments

The table that precedes illustrates academic credit available by department for AP, IB and CLEP test scores, with the following limitations:

1. Credit may not be duplicated for separate tests and/or completed courses covering the same subject matter. Credit may be denied if the student has already successfully completed a higher-level course in the same subject or enrolled in a similar course.
2. Credit by examination may be awarded up to a maximum of 30 credit hours.

3. The International Baccalaureate Diploma does not equate automatically with sophomore standing, nor does it automatically waive general education requirements.

For more information, contact the Academic Advising Center.

Students who submit their AP or IB scores to Eastern Michigan University are assured of at least two hours of academic credit for a score of three or higher on an AP exam and four or higher on the higher-level IB exam.

Credit by examination and validation is available through academic departments when CLEP examinations are not appropriate in assessing the student's previous education and/or life experiences.

Credit by examination regulations are:

1. The applicant must be admitted to Eastern Michigan University.
2. Prerequisites must be met before credit by examination may be considered for any course.
3. Credit normally will not be awarded for any course below the level of a course for which the student already has credit or that the student is taking or has taken.
4. Courses such as Workshops, Special Topics, Seminars and Directed or Independent Studies are excluded from credit by examination.

5. Academic departments may exclude certain other courses from credit by examination.

6. A student who fails to pass such an examination will not be permitted to take another examination in the same course until four months have elapsed, and until the student has presented evidence of sufficient further study to justify reexamination.

Validation regulations are implemented after all college-parallel credit earned at accredited two-year colleges has been recorded on the student’s official EMU record and the transfer has been completed. If further validation of two-year college credit is required for 300- and 400-level EMU courses, two ways to achieve this are:

1. Satisfactory completion of the next more advanced course in the series as designated by the department head.
2. Passing a comprehensive examination in the course for which EMU validation is requested.

### Advanced Placement Credit Available by Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Exam/Subject</th>
<th>Min. Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>History of Art</td>
<td>3</td>
<td>AR101 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>Studio Art: General portfolio or drawing portfolio</td>
<td>4</td>
<td>AR109 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>NOTE: An additional three credit hours may be awarded to art majors and minors through departmental evaluation of art portfolio.</td>
<td>3</td>
<td>ART179 (3 hrs) or AR179 (3 hrs)</td>
</tr>
<tr>
<td>Biology</td>
<td>Environmental Science</td>
<td>3</td>
<td>BIOL224 (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>General Biology</td>
<td>3</td>
<td>BIOL105 (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>IB (Higher Level)</td>
<td>4</td>
<td>BIOL105 (4 hrs)</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chemistry</td>
<td>3</td>
<td>CHEM121 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>CHEM121 (3 hrs) and CHEM123 (3 hrs)</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Computer Science A</td>
<td>3</td>
<td>COSC138 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>Computer Science AB</td>
<td>4</td>
<td>COSC138 (3 hrs) and COSC238 (3 hrs)</td>
</tr>
<tr>
<td>Economics</td>
<td>Macroeconomics</td>
<td>3</td>
<td>ECON201 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>Microeconomics</td>
<td>4</td>
<td>ECON202 (3 hrs)</td>
</tr>
<tr>
<td>English</td>
<td>English Language</td>
<td>3</td>
<td>ENGL121 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>English Literature</td>
<td>4</td>
<td>ENGL121 (3 hrs) and ENGL225 (3 hrs)</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>French Language or French Literature</td>
<td>3</td>
<td>FRNH121 (5 hrs)</td>
</tr>
<tr>
<td></td>
<td>German Language</td>
<td>4</td>
<td>FRNH122 (5 hrs)</td>
</tr>
<tr>
<td></td>
<td>Latin: Vergil or Catulus-Horace</td>
<td>3</td>
<td>GERN122 (5 hrs)</td>
</tr>
<tr>
<td></td>
<td>Spanish Language or Spanish Literature</td>
<td>4</td>
<td>LATN121 (5 hrs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>LATN122 (5 hrs)</td>
</tr>
<tr>
<td>History</td>
<td>United States History</td>
<td>3</td>
<td>HIST123 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>European History</td>
<td>4</td>
<td>HIST123 (3 hrs) and HIST124 (3 hrs)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Calculus AB</td>
<td>3</td>
<td>MATH120 (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>Calculus BC</td>
<td>3</td>
<td>MATH120 (4 hrs) and MATH121 (4 hrs)</td>
</tr>
<tr>
<td>Music</td>
<td>Music Listening and Literature</td>
<td>3</td>
<td>MUSC107 (2 hrs)</td>
</tr>
<tr>
<td></td>
<td>Music Theory</td>
<td>3</td>
<td>MUSC100 (3 hrs)</td>
</tr>
<tr>
<td>Physics</td>
<td>Physics B</td>
<td>3</td>
<td>PHY221 (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>Physics C</td>
<td>4</td>
<td>PHY221 (4 hrs) and PHY222 (4 hrs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>PHY223 (5 hrs) and PHY224 (5 hrs)</td>
</tr>
<tr>
<td>Political Science</td>
<td>American Government and Politics</td>
<td>3</td>
<td>PLSC112 (3 hrs)</td>
</tr>
<tr>
<td></td>
<td>Comparative Government and Politics</td>
<td>3</td>
<td>PLSC211 (3 hrs)</td>
</tr>
<tr>
<td>Psychology</td>
<td>Psychology</td>
<td>3</td>
<td>PSY101 (3 hrs)</td>
</tr>
<tr>
<td>Sociology</td>
<td>Sociology</td>
<td>3</td>
<td>SOCL250 (3 hrs) (fulfill Basic Studies Requirement)</td>
</tr>
</tbody>
</table>

### Procedures for credit by examination and validation are:

1. Pick up the application for credit by examination/validation to the Office of Records and Registration at 303 Pierce Hall.
2. Take the application to the head of the department in which the course is offered. The department head will evaluate the request and make one of the following decisions:
   a. Grant permission for credit by examination/validation
   b. Deny permission for credit by examination/validation
   c. Hold request for further investigation

3. Once permission is granted and the time and place of exam are agreed upon, the student will validate the permission form by paying the fee to the EMU Cashier’s Office.
4. The student will present the validated permission form to the instructor prior to taking any exam or activity for credit by examination/validation.
5. After the instructor evaluates student performance and indicates P/F on permission form, a copy of the written examination or explanation of the activity as well as the instructor’s total evaluation will be placed on file in the office of the department head.
The department head will sign the permission form indicating receipt of instructor’s evaluation.

6. The department head will forward the permission form to the Office of Records and Registration for posting to the student’s record.

The fee for each undergraduate exam is $10.

**Prior Learning Assessment**

Portfolio-assisted Prior Learning Assessment (PLA) is available through participating academic departments when CLEP, credit by examination, and validation are not appropriate in assessing the student’s previous learning.

Call the Office of Prior Learning Assessment at 734.487.9801 or 800.777.3521 for additional information.

**Academic standards for portfolio-assisted Prior Learning Assessment are:**

- Credit is given only for learning and not for experience.
- College credit is awarded only for college-level learning.
- Credit is awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
- The determination of competence levels and credit awards is made by academic experts in the appropriate subject matter.
- Credit is appropriate to the academic context in which it is accepted.

**Procedures for portfolio-assisted Prior Learning Assessment are:**

1. The applicant contacts the PLA Office for information about the PLA process.
2. The applicant must be admitted to Eastern Michigan University.
3. The student completes UNIV279 before requesting credit through the process of portfolio-assisted prior learning assessment.
4. The student compiles portfolios to present for assessment within one year of completion of UNIV279.
5. The student presents the master portfolio and departmental portfolios to the Office of Prior Learning Assessment for review; upon successful review, the PLA office issues appropriate forms.
6. The student pays the required assessment fee to Eastern Michigan University.
7. The Office of Prior Learning Assessment distributes portfolios to department heads for assignment to faculty assessors.
8. Faculty assessors evaluate the portfolios; faculty assessors may request additional demonstrations of competence.
9. Faculty assessors return portfolios and assessments to the Office of Prior Learning Assessment.
10. The Office of Prior Learning Assessment notifies the student of credit award or denial and also notifies the Academic Records Office of Records and Registration of awarded credit for posting to the student’s record.

**Academic Advising Services**

**Academic Advising Center**

Patricia L. Williams, Director
301 Pierce Hall
734.487.2171

The Academic Advising Center (AAC) provides help and guidance to students and faculty through a variety of activities. It has four major areas of responsibility: academic advising, retention support, academic actions and academic services. Each of these is concerned with the student’s total welfare. The AAC is the central coordinating service for academic advising activities for all new and currently enrolled students and faculty and staff. It is the first formal academic advising contact on campus for most new students. Advisers in the center assist students as they evaluate academic goals and objectives, design programs and select major/minor choices. The AAC coordinates advising training for new faculty and professional advising staff and provides a resource to answer general advising questions. The center also coordinates and administers the second bachelor degree program, the individualized studies program and the three-year accelerated baccalaureate program.

Retention support includes the following: administration of the PASS (Promote Academic Survival and Success) program; administration of the FIG (Freshmen Interest Group) program; the General Education Review program for all new freshmen; assistance to students in the SIP (Summer Incentive Program); and assistance to students on academic probation.

Academic Actions involves the central administration and enforcement of the academic probation, dismissal and readmission policies established by the Academic Standards committee and the University.

The AAC provides the following academic services: (1) CLEP (College Level Examination Program) testing; (2) Pass/Fail grade options; (3) administrative and retroactive withdrawal requests; (4) general education requirement waivers for English and mathematics, high school science verification; and (5) application of transfer credit to the general education requirements.

Initial advising for all new undergraduate students (except new Music majors and new transfer Art majors) is provided by the Academic Advising Center. Continuing undergraduate students who have not declared a major should also seek their academic advising in the AAC. Students can declare or change their major and minor at the Academic Advising Center.

Students with declared majors should seek academic advising with a faculty adviser in the department of their major. Supplemental academic advising for students with declared majors can be found in the following centers:

**College Advising Centers**

College of Arts and Sciences Advising Center
720 Pray Harrold
734.487.7523

College of Business Advising Center
401 Owen Building
734.487.2344

College of Education Advising Center
206 Porter Building
734.487.3415

College of Health and Human Services Advising Center
302 Marshall Building
734.487.0918

College of Technology Advising Center
109 Sill Hall
734.487.8659

**University Library**

**Bruce T. Halle Library**

Rachel J. Cheng, University Librarian
Rhonda E. Fowler, Interim Director of Library Services and Operations
955 West Circle Drive
734.487.0020
www.emich.edu/halle
The Bruce T. Halle Library supports the academic mission of the University through its state-of-the-art services, collections, technologies, facilities and equipment.

The library is essential to the instructional programs of the University. It houses over 1 million items including books, serial subscriptions, microforms, audio visual materials and U.S. Government Documents. The library actively develops and maintains a rapidly growing collection of state-of-the-art electronic indexes and full-text resources. The extent and variety of the library collections provide strong support for the educational mission of the University. More information about the library's collections, hours, and services is available at www.emich.edu/halle.

Features of the Halle Library include a centralized reference collection, enhanced electronic services, a 100-seat auditorium, a totally automated Voyager online public access catalog system with links to full-text materials, the Internet and an expanding variety of electronic services and databases. Additional features include collaborative study rooms, the Newspaper Room, the Carillon Room, a Reception Desk to circulate materials, distance learning and electronic learning laboratories, teleconferencing facilities, the Paradox Café, photocopying services, reserved reading materials assigned for use in course work (located at the Reception Desk) and a computer store offering discounted computers and software to EMU staff and students. Located in the atrium, the Information Desk is staffed by librarians who are prepared to assist clients in using the collections and locating sources.

Librarians offer a comprehensive range of orientation, reference and instructional services and are available to consult with users concerning their information needs, and to assist in developing search strategies and accessing resources. Subject-specialist librarians assist teaching faculty by working with them to design tours and instructional sessions for their classes. This progressively designed instruction in locating and using information resources prepares students for lifelong learning after their formal education is completed. Appointments can be scheduled with individual librarians through the Information Services Office.

For off-campus class students, the Library offers reference assistance and instruction, access to research tools and access to materials. For more information, visit www.emich.edu/halle/offcampusclasses.

The national LOEX Library Instruction Clearinghouse was established almost 30 years ago at Eastern Michigan University and currently provides services such as collecting and sharing data and materials to more than 2,000 academic libraries in the United States.

The Welcome Center at the Halle Library is a new unit that is designed to be an inviting and friendly first stop introduction to the leading-edge Bruce T. Halle Library. Tours for the public and community as well as personalized tours are coordinated by the Welcome Center.

Information Communications and Technology

Computers on Campus

<table>
<thead>
<tr>
<th>Lab locations:</th>
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<tbody>
<tr>
<td>Halle Library Computing Lab</td>
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<tr>
<td>G07 Bruce T. Halle Library</td>
</tr>
<tr>
<td>Phone: 734.487.0020 ext. 2000</td>
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<tr>
<td></td>
</tr>
<tr>
<td>McKenny Computing Lab</td>
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<tr>
<td>28 McKenny Union</td>
</tr>
<tr>
<td>Phone: 734.487.1365</td>
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<tr>
<td></td>
</tr>
<tr>
<td>Owen Computing Lab</td>
</tr>
<tr>
<td>101 Owen Building</td>
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<tr>
<td>Phone: 734.487.2241</td>
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</table>

Some of the colleges and departments have specialty labs available for different uses. Most of the time if you need to use these labs your professor will tell you about them. If you would like to know more visit the Web site of your specific college or department.

ResNet

ResNet is Eastern Michigan University's residence hall network service. ResNet uses dedicated Ethernet wiring to connect students to the university network and the Internet, and works much like DSL or cable modem. Service is provided free of charge to students living in University Housing residence halls.

Advantages of ResNet: ResNet is convenient, it requires no modem or phone line to connect; ResNet is fast; and ResNet is a 10Mbit/sec Ethernet network.

To sign up for ResNet, you need to plug in and then go through the simple registration process.

Campus Services

The Holman Learning Center

www.tlc.emich.edu

Lynette Findley, Director
Margaret Carter, Associate Director
Judy Mack, Learning Center Specialist

Bruce T. Halle Library, Room G04
734.487.2133
TTY: 734.487.2482
E-mail: learning.center@emich.edu

The Holman Learning Center (TLC) provides students with a campus-wide network of learning assistance programs designed to develop independent learning skills necessary for academic success.

Tutor Programs

TLC provides the following tutoring assistance programs: (1) Individual tutors are available to undergraduate students who wish to work one-on-one with a peer tutor to improve their understanding of a particular course. Individual tutoring is non-remedial and free. (2) Supplemental Instruction (SI) assist students who are enrolled in a first-year large lecture course to develop effective study strategies. A SI tutor will lead small discussions on note-taking, study strategies and test taking and relate the skills to the specific large lecture course. (3) Academic Enhancement Program (AEP) places tutors at evening study tables to help students on an as-needed basis. AEP tables are next to Wise Hall (DC-1) and tutors are available Monday-Thursday from 8-11 p.m. for both fall and winter semesters.

Student Academic Success

TLC focuses on the academic success of each student during their career at Eastern Michigan University. The office continues to create new and innovative programs for students. These programs focus on new students to the University and students referred to the office by other departments or faculty. These programs include the following: (1) First Year Academic Support Program links students, faculty and parents to facilitate the student’s transition into higher education and to maximize academic success. (2) Skill Building Workshops expose students to information on test taking strategies, time management, how to efficiently take notes in class and preparing for final exams. Workshops are presented in freshmen residence halls, McKenny Union and Halle Library. (3) Peer support counseling sessions offer students an opportunity to talk to a graduate student to get help navigating the University environment and charting a positive, goal-oriented plan for academic success.
Pre-College Programs
Pre-college programs also provide an avenue for promoting academic achievement and success. TLC coordinates the following pre-college programs: (1) The Martin Luther King, Jr./Cesar Chavez/Rosa Parks (KCP) College Days programs brings eighth through twelfth grade students to campus and exposes them to college life. The program builds self-esteem, motivation and introduces participants to a variety of career options. (2) The Wade McCree Scholarship program awards 30 general fund scholarships each fall to underrepresented students entering the ninth grade. (3) The Summer Incentive Program (SIP) offers high school seniors showing high academic potential for academic success an opportunity to take two college courses, live on campus, and work in the campus office during the summer. Participants who successfully complete the summer program are admitted to EMU in the fall.

Retention Tracking
Retention research the University with the information required for strategic planning and creation of new and effective university-wide programs aimed at retention and student success. The programs and student populations TLC currently tracks are all First Time In Any College (FTIAC), Freshmen Interest Groups (FIGs), and the Promote Academic Survival and Success (PASS) populations. Programming for these student populations is a collaborative effort involving both Enrollment Services and Academic Affairs.

Career Services Center
career.adminsrv.emich.edu
J. Michael Erwin, Director
318 King Hall
734.487.0400

Adjunct Offices
First-Year Center
135 Putnam Hall
734.487.0267

College of Business
210 Owen Building
734.487.4099

College of Education
206 Porter
734.487.3416

College of Health and Human Services
302-E Marshall Building
734.487.1417

College of Technology
109-D Sill Hall
734.487.9789

The Career Services Center (CSC) provides a centralized service to help students plan their careers, develop job search skills, obtain employment during their academic career and secure a job upon graduation. Services are available to enrolled students and, to a more limited extent, EMU alumni. In the area of career planning, CSC provides diagnostic testing, computerized career guidance services and personal career counseling. In addition, the CSC Resource Center contains an extensive collection of reference materials on career opportunities, self-assessment, job vacancy announcements, employer literature and hundreds of other career-related items.

CSC offers an innovative career planning program called Career Choice. CSC, in conjunction with a number of other EMU departments, focuses on helping students select majors and occupational fields early in their academic careers. Assistance is provided through self-assessment, information about occupations and opportunities to secure employment and volunteer experience in career-related fields.

Through its nationally recognized Professional Experience Programs (PEP), CSC assists students in obtaining career-related work experiences such as internships and Cooperative Education placements. These experiences help students gain exposure in their chosen career fields and gain the work experience that most employers now expect from college graduates. Academic credit can be earned for many of the PEP jobs. Students should begin participation in PEP as early as Freshmen year.

Additional work opportunities are offered through CSC’s Student Employment Office. This office is the central clearinghouse for all on-campus job openings for students and for job openings near campus and in other nearby cities. CSC also maintains an extensive listing of summer employment jobs available with camps, parks, resorts, businesses and government agencies throughout the country. As with other student employment, these jobs give students practical work experience and a chance to earn money toward college expenses.

CSC placement services assist seniors, graduate students and alumni in seeking employment after graduation and obtaining professional advancement throughout their careers. Available services include:

• Résumé, interviewing and job search strategy workshops
• “Career Search” manual available to all seniors
• “Job-Line” phone-in service that lists available job openings
• On-campus interview program
• Candidate referral programs, including two national services
• “Perfect Résumé” software packages
• A number of annual job fairs that attract hundreds of employers
• Free drop-off résumé critiquing service

Finally, each year CSC posts more than 30,000 job listings and has more than 250 employers who participate in the on-campus interview program.

Dean of Students
Gregory A. Peoples, Dean
Nicoile Bunks, Associate Dean
211 King Hall
734.487.3118

The Office of the Dean of Students serves undergraduate and graduate students through the combined offices of Access Services; Center for Multicultural Affairs; Foreign Student Affairs; Greek Affairs; Lesbian, Gay, Bisexual and Transgendered Resource Center; Student Government; Veterans Services; and the Women’s Center. These areas focus on enhancing the quality of life for all students attending EMU by eliminating barriers that prohibit learning and by offering educational and develop mental services, promoting cultural diversity and advocating on behalf of students.

Access Services Office
Donald J. Anderson, Director
203 King Hall
734.487.2470 Telephone and TTY

Students with physical, learning or psychological disabilities, sensory impairments and chronic health conditions must register with the Access Services Office (ASO) in order to receive accommodations. Typical accommodations include extended time for examinations, the ability to take examinations in a distraction free environment, access to adaptive technology, sign language interpreters, books on tape and note takers. However all accommodations are determined on a case-by-case basis according to each student's documented limitations. The ASO also works closely with faculty members and other University departments, such as Housing and Campus Life, to ensure that students with disabilities receive the accommodations they need to participate in all university programs, services, and activities. All disability information is strictly confidential and students are encouraged to contact the ASO to discuss their individual needs.
Center for Multicultural Affairs

Vacant, Coordinator
220 King
734.487.2377

The mission of the Center for Multicultural Affairs (CMA) is to provide programs and services that reflect the heritage of African American, Latino and Native American students and to promote their academic, social, personal and professional development. Our aim is to enrich the EMU community by helping faculty, staff and students live, learn and teach effectively in a diverse university setting.

The Center for Multicultural Affairs works to ensure a secure and supportive learning environment for all students by coordinating with other University offices and programs to ensure that all activities are inclusive and responsive to student needs.

Services provided include:

- assistance and support for programs and organizations that promote the interests of African American, Latino and Native American students;
- the Multicultural Lounge, a popular location for studying, meetings, programs and activities;
- information on campus and community programs and activities that reflect African American, Latino and Native American heritage and issues;
- support and sponsorship for activities throughout the year, including workshops, films, conferences, exhibits, lectures and trips;
- campus programs and information for Hispanic Heritage Month, Native American History Month and Black History Month;
- educational resources such as videos, books and periodicals; and
- workshops, presentations and other programs on a variety of topics.

Office of Foreign Student Affairs

Paul Dean Webb, Director
111 King Hall
734.487.3116
www.dsa.emich.edu/ois

The Office of Foreign Student Affairs extends a welcome to all foreign students pursuing educational goals at Eastern Michigan University. Concerned, responsible and professional staff is available to assist students in any matter, including orientation, advice on immigration issues, academic, financial, employment and personal concerns. The staff also provides the preparation of documents needed to maintain favorable status in this country.

This office serves as a consultant to faculty and staff on foreign student affairs and acts as a catalyst for the development of various international connections in the University and/or community to promote international education and understanding and initiates enhancement programs such as cross-cultural activities on and off-campus. Foreign students are encouraged to make regular contact with the office.

Greek Affairs

Jeremiah Shinn, Assistant Dean of Students
210 King Hall
734.487.6841
E-mail: jshinn@emich.edu
www.emich.edu/greeks

The Greek Affairs Office assists fraternities and sororities to function effectively and to contribute to the EMU community. The office serves as a resource for active and future members, providing information about Greek life at EMU.

The Greek Affairs Office provides information and support for men and women who choose to become involved in the Greek system. The office also promotes leadership development and respon-
recognizing and celebrating the diverse representation of women;  
• providing information and educational programming in response to stated concerns; and  
• continuing to offer advocacy and referral services.

Campus Living

Housing and Dining Services

Rebecca Figura, Director  
Lower Level Dining Commons ONE  
734.487.1300  
734.487.8513 (Fax)  
E-mail: housing@emich.edu  
8 a.m. to 5 p.m. weekdays

Residence Halls

Eastern Michigan University's residence system provides housing for over 4,000 students, staff and faculty. Housing options include both traditional residence halls and apartments. Our 14 residence halls offer six room layouts to choose from. You can live in a double room, smoke-free room, co-ed hall, upperclass single hall or an all female hall. Features include laundry and kitchen facilities, TV and study lounges, cable television, local telephone service and recreational amenities. All halls feature reception desk services and in-room network connections for Internet and e-mail service. Residence hall staff provide educational and recreational programs and promotes the safety and welfare of residents.

Academic and Personal Success

Studies show that students are more likely to succeed academically and personally if they live in a residence hall. Part of the reason is the variety of academic and student support programs offered. Our Academic Enhancement Program staff organizes study skills workshops and provides a nightly study center that creates a quiet, spacious atmosphere for studying.

Residence hall staff also conduct a number of informative programs on such topics as financial aid, health, fitness and personal relationships as well as recreational programming designed to promote community development and enhance your residence life experience.

Make Your Room Special

You'll be amazed at what you can do with your residence hall room. We'll supply the basic furnishings; desk, chairs, bed, dressers and window curtains, but you may want to bring your own loveseat or couch, refrigerator, microwave, carpeting and favorite wall hangings. Part of the fun of living in a hall is making it feel like home.

Get Involved in Your Hall

What's a great way to make new friends and have fun? Get involved in residence hall programs. There are so many things to do throughout the academic year. Residence hall staff and government traditionally sponsor events such as Lil' Sibs Weekend and a number of activities during Family Weekend and Homecoming. Often individual floors and halls will organize bowling parties, volleyball games, sport outings, movie nights, live entertainment and road trips.

Residents take an active role in planning and organizing events. You can learn great leadership and organizational skills by participating on a planning committee or by getting involved in hall government. The Residence Hall Association, the residence hall student governing board, gives you an opportunity to represent your hall or floor. So get involved! After all, it's your home away from home!

At Your Service

You can stop by your hall front desk to pick up your mail, make change or check out cleaning supplies, vacuums and recreational equipment. 

Our custodial and maintenance staff will repair any permanent fixtures in your room, such as the heat, plumbing or light fixtures, as well as clean hall corridors, lounge areas and community bathrooms.

Residence hall students also enjoy the convenience of having shuttle bus stops right in front of many halls. You can catch a ride around campus, head to the College of Business in downtown Ypsilanti or go shopping in nearby Ann Arbor.

To reserve a room, students must:

1. Obtain a residence hall contract from the Housing and Dining office located in the lower level of Dining Commons ONE or contact Housing and Dining Services for an information package;
2. Read the contract carefully and thoroughly. The contract contains important information you need to know before reserving a room;
3. Select a meal plan; and
4. Select your residence hall program:
   • First Year Center (new incoming freshmen only)
   • Honors Hall (new students and transfers must have a 3.0 GPA)
   • Upperclass Hall (sophomores and above only)
   • Single Room Halls (reserved for returning students only. New upperclass, transfer and graduate students may be eligible only if space is available.)

5. Return the completed and signed contract along with the Residence Hall Assignment Request Form and a check for the $200 prepayment to:

Cashiers Office  
201 Pierce Hall  
Eastern Michigan University  
Ypsilanti, MI 48197

Apartments on Campus

Eastern Michigan University offers traditional residence halls as well as apartment living options for students. Four apartment complexes are available to serve your housing needs. These include Brown/Munson, Cornell Courts, the Village and Westview apartments.

Eligibility

Applicants must be:

• enrolled in 12 undergraduate credit hours or 
• enrolled in six graduate credit hours, or 
• actively engaged in an internship, or writing a master's, specialist's or doctoral thesis, or 
• upperclass or non-traditional first-year students

Amenities

University Apartments include:

• locations convenient to classes, the library and athletic events; 
• utilities included in rent (gas, electric, water and trash collection); 
• basic cable service; 
• laundry rooms in each building;
• AC's which can be installed;
• storage facilities at some locations; 
• community rooms for complex activities; 
• options from four months to one-year lease; and 
• one free parking pass
**University Governance and Individuals’ Rights**

Eastern Michigan University is an autonomous university governed by an eight-member board of regents appointed by the governor of Michigan and subject to the approval of the Michigan Senate. Financial support for the University comes from student tuition and fees, and support provided by the citizens of Michigan.

Current members of the board of regents are Philip A. Incarnati, Fenton, chair; Rosalind E. Griffin, Farmington Hills, vice chair; Jan A. Brandon, Ann Arbor; Joseph E. Antonini, Troy; Steven G. Gordon, Southfield; and Michael G. Morris, Northville; Karen Quinlan Valvo, Ypsilanti.

**Policies on Non-Discrimination**

Eastern Michigan University shall not discriminate against any person because of race, color, creed, religion, national origin, gender, age, disability or sexual orientation. Further, the University shall work for the elimination of improper discrimination in the areas listed above in (1) organizations recognized by the University and (2) from non-University sources where students and employees of the University are involved.

**Equal Opportunity and Affirmative Action Policies**

Eastern Michigan University admits students of either sex, and any race, color or national or ethnic origin to all the rights, privileges, programs and activities accorded to students at this University. The University does not discriminate against students on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs and athletic and other University-administered programs. Further, it is the policy and practice of Eastern Michigan University to take affirmative action in all personnel matters.

**Gender Equality**

It is the policy of Eastern Michigan University to comply with Title IX of the Education Amendments of 1972 and its regulations, which prohibit discrimination on the basis of sex. Anyone who believes that in some respect Eastern Michigan University is not in compliance with Title IX and its regulations should contact the executive director of Human Resources.

**Non-Discrimination of the Disabled and/or Challenged**

Whitney Harris, Director
Diversity and Affirmative Action
11 Welch
734.487.1166

In its programs, activities, and employment, Eastern Michigan University does not discriminate on the basis of physical or other disabilities. Anyone who believes that in some respect Eastern Michigan University is not in compliance with Title IX and its regulations should contact the executive director of Human Resources. Prospective students with disabilities who are otherwise qualified for admission are invited to apply. Students encountering difficulty with access to full participation in University activities should contact the dean of students.

**Statement on Campus Violence**

In accordance with the education mission of Eastern Michigan University, the University adopts this policy statement to promote a safe campus environment. The statement reflects the nonviolent spirit of the relationship between students, staff, administrators, faculty, contractors and visitors at Eastern Michigan University.

The safety and security of our students, staff, administrators, faculty, contractors and visitors is extremely important to Eastern Michigan University. Threats, acts of aggression and threatening or violent behavior are not tolerated by or toward students, staff administrators, faculty, contractors or visitors. All reports of incidents will be taken seriously and will be dealt with appropriately.
Threats can be direct and immediate or indirect and implied; threats can occur verbally, nonverbally or in writing. Acts of aggression include, but are not limited to, abusive behavior, stalking and tampering with property and are intended to intimidate, create fear, imply harm or destroy property. Threatening or violent behavior is behaving in such a way that poses an immediate threat to self or others by acts of physical harm.

All students, staff, administrators, faculty, contractors and visitors are strongly encouraged to report threats, acts of aggression and threatening or violent behavior, to the Campus Police (911 for all emergencies, 487.1222 for all others), Human Resources (487.0083), and/or to your department head or supervisor, to help ensure the safety of our campus community.

**Family Education Rights and Privacy Act**

In compliance with the Family Education Rights and Privacy Act (FERPA), Eastern Michigan University assures that any person who is or has been in attendance as a student at EMU has access to his/her educational records. Furthermore, such individual’s rights to privacy are assured by limiting the transferability of records without the student’s consent.

The following are matters of public record and may be included in directory publications or disclosed upon request without consent: the student’s name, address, telephone listing, e-mail address, date and place of birth, class schedule, class roster, major field of study, participation in recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance, degree and awards received (including but not limited to the Dean’s List) and most recent previous educational agency or institution. Registration documents of student organizations that contain the names and addresses of the officers and the statement of purpose of the organization also are considered public information. These documents are available in the Office of Campus Life Programs.

EMU reserves the right to make directory information public unless a student files a written request to withhold information with the Office of Public Information within 14 days after the semester begins. Once such a request is filed, the information will remain private until the student requests the Office of Public Information to release it.

Individuals who believe the University is not in compliance with FERPA and its regulations should contact the executive director of Human Resources.

**Notification of Student Rights under FERPA**
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. **The right to inspect and review the student’s education records within 45 days of the day EMU receives a request for access.**

   Student should submit written requests to the EMU Office of Records and Registration, identifying the record(s) they wish to inspect. A University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.**

   Students may ask the University to amend records that they believe are inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading.

   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.**

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by EMU in an administrative, supervisory, academic or research or support position (including law enforcement personnel and health staff); a person or company with whom EMU has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

   The University may also disclose, without the student’s permission, to parents and legal guardians when the student is under 21, any violation of existing alcohol or drug laws or University policy.

   EMU has designated the following items as directory information and these items may be included in publications or disclosed upon request without consent: the student’s name; address; telephone listing; e-mail address; electronic-mail address; date and place of birth; major fields of study; class schedule; class roster; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received (including, but not limited to, Dean’s List); and the most recent previous educational agency or institution attended by the student.

   EMU reserves the right to make directory information public unless a student’s written objection (specifying the category of information not to be made public without prior consent) is filed with the Office of Public Information within 14 days after each term begins.

   Students who do not want to be included in the annual EMU Student Telephone Directory should complete a Directory Exclusion Form. Forms can be picked up from University Publications, Housing and Dining Services, Records and Registration and the Library Copy Center. They must be turned in by September 15 to the Library Copy Center or to University Publications. Completing the exclusion form will remove the student’s name, address, and phone number from the current and subsequent telephone directories.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by EMU to comply with requirements of FERPA.** The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605
## Extended Programs

### Programs

Continuing Education  
Centers for Corporate Training  
Center for Creativity and Innovation  
Institute for the Study of Children, Families and Communities  
World College and Academic Program Abroad  
Upward Bound

### Mission Statement

It is the mission of Extended Programs to provide leadership in dissolving traditional campus boundaries through collaborative programs that compliment and extend the educational, research and public service activities of the university — as understood in the context of our identity as a metropolitan and publicly engaged university. Extended programs also engages individuals across their life span, from high school, through traditional university years, to adult working years – through individual professional development and educational/training programs for business, government and nonprofit agencies. We work to extend the reach and impact of the University not only to the State of Michigan but globally — recognizing that our students live and work in the context of a closely interconnected world.

The most important asset of any institution, corporation or business is the people that make things happen. With advanced education and training, they become better positioned to meet the individual and collective challenges that lie ahead.

Eastern Michigan University Extended Programs is committed to helping meet these challenges. We offer flexible and innovative applied academic experiences in the state of Michigan, nationally and internationally.

Through Eastern’s Extended Programs units, it is now possible for individual adult students, businesses, government and social welfare agencies to access the tremendous resources of one of Michigan’s leading universities. Using alternative formats and teaching technologies, we deliver applied research, training and consultation services. Ongoing research initiatives and collaborations ensure that our programs respond to changing needs in changing environment.

### Continuing Education

101 Boone Hall  
www.ce.emich.edu  
734.487.0407 or 800.777.3521  
E-mail: continuing.education@emich.edu
Continuing Education offers flexible, innovative and exciting credit courses and program options. Courses offered through Continuing Education are available at times, locations and in formats that are convenient for students balancing a full- or part-time job, co-curricular activities and/or family responsibilities with their college education. Credit earned in Continuing Education courses and programs is regular university academic credit.

Each semester, Continuing Education publishes a course bulletin listing the courses available that semester. These bulletins are available at the Continuing Education Office, and in display racks in various locations around the EMU campus. In addition, all CE course offerings are listed in the University’s online course schedule at insight.emich.edu/Students/RecNReg/csweb/index. Since some courses are scheduled after the CE course bulletin and the University class schedule are published, refer to the University’s online class schedule for updates.

As with all EMU courses, your academic adviser is the person best equipped to guide you and answer specific questions about which courses will meet the requirements of your program of study.

### Degrees and Programs Offered Through Continuing Education

**EMU-Detroit**

313.342.2731

- Master’s Degree in counseling
- Master’s Degree in educational leadership
  
  (*Core course sequence only)

- Master’s Degree in liberal studies in technology
- Bachelor’s Degree in nursing (RN/BSN completion)
- Bachelor’s Degree in public safety administration
- Urban Teacher certification program

**EMU-Flint**

810.762.0303

- Master’s Degree in common learnings in curriculum
- Master’s Degree in educational leadership
- Master’s Degree in special education (El and MI endorsement / general master’s)
- Bachelor’s Degree in applied technology
- Urban Teacher certificate program

**EMU-Grand Rapids**

810.762.0303

- Doctoral Degree in educational leadership

**EMU-Jackson**

517.787.7265

- Master’s Degree in common learnings in curriculum
- Master’s Degree in educational leadership
- Bachelor’s Degree in nursing (RN/BSN completion)
  
  (*Select core courses only)

**EMU-Livonia**

877.818.4368

- Master’s Degree in common learnings in curriculum
- Master’s Degree in construction management
- Master’s Degree in educational leadership
- Master’s Degree in nursing
- Master’s Degree in public administration
- Master’s Degree in quality
- Graduate Certificate in human resource management
- Graduate Certificate in information security
- Teaching English as a second language certificate
- Bachelor’s Degree in construction management
- Bachelor’s Degree in nursing (RN/BSN completion)
- Bachelor’s Degree in technology management

**EMU-Monroe**

734.384.6090

- Master’s Degree in educational leadership
- Master’s Degree in reading
- Bachelor’s Degree in nursing (RN/BSN completion)

**EMU-Traverse City**

877-EMU-TCTY

**Washtenaw County/Weekend University**

734.487.0442

- Master’s Degree in business administration (weekend M.B.A.)
- Master’s Degree in educational leadership
- Master’s Degree in quality
- Master’s Degree in social work (select core courses only)
- Graduate Certificate in business administration

Continuing Education’s Weekend University Program offers a wide range of undergraduate and graduate courses. All Weekend University courses are held either on EMU’s main campus or at the EMU Eagle Crest Conference Center. Among the many Weekend University offerings is a Weekend MBA program designed to meet the needs of students already in the workplace.

### Distance Education

734.487.1081

E-mail: distance.education@emich.edu

**EMU-Online**

When you’re ready to learn, EMU is ready to teach. Online courses make it easy for you to learn around your schedule, in a location convenient for you. A wide range of courses are available online as an alternative to attending class on campus. They have been developed by EMU faculty and meet the same high standards as on-campus offerings. The course offerings and registration information are available at www.emuonline.edu.

**EMU-Online Programs**

- Master’s Degree in engineering management
- Master’s Degree in liberal studies — technology
- Master’s Degree in quality
- Second Bachelor’s Degree in dietetics
- Graduate Certificate in legal administration

### Independent Learning

Satisfy general education requirements and earn college credits through self-paced instructional courses via EMU’s Independent Learning program. You may register at any time, and you have up to six months to complete coursework. You will receive instructional tapes, study guide and book lists to begin your lessons. Professors are available for consultation and to grade assignments that you send through regular mail, e-mail or fax. There are proctored examinations for each course.

### Prior Learning Assessment

Receive up to 30 hours for learning you have gained outside the classroom — including seminars, training completed on the job and knowledge acquired independently in a particular field. Through Prior Learning Assessment, you will identify and analyze learning, document your experience, match the learning to EMU courses and compile a written portfolio to submit for evaluation. Credits earned through portfolio-assisted prior learning may be applied toward any degree for which they are appropriate. Students seeking credit for prior learning attend a free required workshop.
One-Week Courses

EMU-Winter Break
800.777.3521
E-mail: winter.break@emich.edu

Earn credit during EMU’s Winter Break by taking a one-week course offered in Northern Michigan.

EMU-Traverse City
887.EMU.TCTY
E-mail: traverse.city@emich.edu

Earn credit during the spring and summer by taking a one-week course offered on the campus of Northwestern Michigan College in Traverse City.

Noncredit Programs

734.487.4790
E-mail: non.credit@emich.edu

Certificate in Professional Human Resource Management
phrm.prep@emich.edu

Human resource professionals looking to enhance their skills and advance their career will benefit from the Certificate in Professional Human Resource Management, a noncredit course which provides preparation for both the Professional Human Resources (PHR) and Senior Professional in Human Resources (SPHR) national examinations; the Strategic Human Resource Management Series (in addition to two advanced human resources recertification courses).

Payroll Professional Learning Series

Payroll professionals looking to enhance their skills and advance their careers will benefit from the Payroll Professionals Learning Series, a series of noncredit courses that provides preparation for the Certified Payroll Professional (CPP) Certification examination. The courses were developed and approved by the American Payroll Association.

Noncredit Online Workshops

Continuing Education offers a variety of noncredit, Internet-based computer, Internet/World Wide Web and test preparation workshops, offered in conjunction with Education to Go, a provider of noncredit, Internet-based workshops to colleges and universities throughout North America. Each workshop lasts six weeks, and all phases of each workshop are handled entirely via the World Wide Web. The workshops have no relationship to EMU’s regular course offering, and are in no way meant to substitute for a regular EMU credit course. For more information, visit www.ed2go.com/emu-noncredit.

For more information about EMU Continuing Education in general, or about any of the specific programs, either call the appropriate numbers listed with each special program or call the main office at 800.777.3521 or 734.487.0407 (TTY: 734.487.0409).

Other Noncredit Programs and Services Include:

- advanced human resource management classes
- educational adventure programs featuring local and foreign trips with EMU faculty as guides
- Summer Quest 2003 Summer Camp experiences for high school students in areas such as: pre-law, forensics, theatre, Web design, health and human services and leadership
- special topic conferences and programs
- Faculty/Alumni Seminar

Academic Programs Abroad

George Klein, Director
103 Boone Hall
734.487.2424 or 800.777.3541
E-mail: programs.abroad@emich.emu
www.emich.edu/abroad

In today’s interconnected world, a global perspective is increasingly important and valuable. The Office of Academic Programs Abroad provides opportunities for EMU students to diversify and enrich their university education through several kinds of study abroad programs:

a. The European Cultural History Tour, offered fall semester, is a unique travel-study program that includes more than 40 cities in 18 countries throughout Europe, Russia and the Mediterranean. Students and EMU professors visit major historic and cultural sites while pursuing in-depth academic studies in an interdisciplinary context. Up to 15 credit hours are available in history, art, literature and political science. Since its beginning in 1974, ECHT has grown to become the largest university-sponsored program of its kind in the country, drawing students from EMU as well as other colleges and universities throughout the United States and Canada. ECHT is also offered in the summer.

b. Asian Cultural History Tour is a semester-long tour offered in the fall semester. This tour offers the unprecedented opportunity to visit 10 countries in South and East Asia, including China and India, while earning up to 15 credit hours.

c. Exchange opportunities with institutions in the United Kingdom (University of Paisley, University of Derby, Oxford Brookes University); the Netherlands (University of Groningen); and Australia (Curtain University) allow EMU students to receive EMU credit for courses taught in English.

d. The Japan Center for Michigan Universities (JCMU), located next to Lake Biwa in Hikone, Japan, is a product of the sister state relationship between the State of Michigan and Shiga Prefecture. The program is open to all majors, and no prior knowledge of Japanese is required. Fall semester, winter semester and academic year programs are available; an intensive Japanese program is also offered in the summer.

e. Business majors at EMU may participate in the Regional Academic Mobility Program (RAMP) during fall and winter semesters. This exchange program enables junior- and senior-level students to enroll in courses at a college of business in Canada or Mexico. Courses are taught in the language of the host institution: Spanish at Mexican Universities; English or French at Canadian Universities. Proficiency in the relevant language is required.

Summer Intensive Language Programs

Intensive French, Spanish and German language programs are available in France, Mexico and Austria respectively, in settings of cultural immersion with additional instruction and supervision by EMU faculty. These programs are offered in cooperation with the Department of Foreign Languages and Bilingual Studies.

Other Spring and Summer Programs

A version of the European Cultural History Tour is available in spring and summer, along with a variety of travel and residence programs that carry credit in such fields as art, biology, business, education, history, political science and social work. These programs have taken students to countries in Europe, Asia and the Americas. Several spring and summer programs are three weeks or less and designed to be especially affordable for EMU students.
Access to Programs Sponsored by Other Universities

The Office of Academic Programs Abroad has a library of information on hundreds of study abroad programs sponsored by universities all over the world and offers comprehensive advising and assistance to interested EMU students. EMU students who qualify for financial aid may apply that aid to all EMU-sponsored programs and to many programs sponsored by other universities (some restrictions apply).

World College

Margareta O’Connell, Director
103 Boone Hall
734.487.2414

The World College coordinates and facilitates the development of internationally-focused programs via collaboration with the entire University community. Among the major goals of the World College are:

• To facilitate the incorporation of global perspectives in University curricula
• To assist in developing and maintaining a liaison with foreign academic institutions, governments and business organizations
• To serve as a clearinghouse of information and referrals regarding internationally-focused projects, programs, events and activities
• To assist faculty and staff in internationalizing their own expertise and in applying their expertise to new international endeavors
• To increase international educational experiences for students and faculty, on campus and abroad
• To develop international programs through federal and state funding
• To develop contract-based, noncredit, internationally focused experiences and courses for the public and private sectors

The World College is not a traditional academic college. Rather, it serves as a facilitating and coordinating center for international education, seeking to promote the broadening of awareness and understanding in all colleges, departments and programs at EMU of the world outside the borders of our country. World College programs are developed in conjunction with faculty and administrators in the other academic colleges.

Centers for Corporate Training

www.emich.edu/cct

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The Centers for Corporate Training are nationally known for designing and providing a range of training, technical assistance and consulting for hundreds of companies each year in health, safety, security and quality. Our clients include the Big Three automotive manufacturers and their suppliers, plastics and electronics producers, healthcare providers and government agencies.

Each of the Centers works, in its own way, to help individuals and organizations reach and maintain excellence. We are dedicated to helping companies not only survive but prosper during rapid organizational, technological and economic change.

By developing customized programs, innovative training and effective, practical consulting, the Centers support organizations as they improve the quality of their products, the productivity of their processes and the safety of their workplaces. Our partners are workers, supervisors, managers and executives who will create and succeed in the global marketplace.

The Centers for Corporate Training provide innovative education and training for more than 15,000 people annually. Since 1990, the Centers have conducted programs in more than a dozen countries in North America, Asia, Europe and South America.

They include:

• Center for Quality
• Center for Organizational Risk Reduction
• OSHA Training Institute

Institute for the Study of Children, Families and Communities

Ronald C. Woods J.D., Director
203 Boone Hall
734.487.0372
E-mail: escfc@emich.edu

The Institute for the Study of Children, Families and Communities explores contemporary issues and enriches family and community life through the application of scholarly research and expertise, innovative projects and leadership in collaborative problem-solving efforts.

The Institute provides multidisciplinary services through research and demonstration projects, consultation and technical assistance, and training.

The Applied Research Center provides the full range of research services including needs assessments, program monitoring and evaluation, data collection and analysis and policy impact analysis. It includes a state-of-the-art Computer-Assisted Telephone Interviewing (CATI) facility.

The Center for Child Family Programs focuses on vulnerable children and families and marginalized youth. The Center Conducts applied research and program evaluation, develops training curricula, provides technical assistance and develops policy recommendations at the local, state and national levels.

The Publications unit publishes and disseminates material developed through Institute projects and programs.

Upward Bound Programs

Amy Prevo-Johnson, Director
Suite B4 Goddard Hall
734.487.0488

Upward Bound is a pre-college academic support program funded by the U.S. Department of Education. The mission of this program is to provide the academic support, college preparation, career exploration and personal growth necessary to help students excel academically, enroll in and graduate from college, set and accomplish their goals and to realize their fullest potential as individuals. The program works with economically disadvantaged and/or potential first generation college students from Ypsilanti area high schools.

Upward Bound provides participants with academic assessment and advising, tutoring and instruction in core academic subjects and study skills enhancement. Services also include preparation for college entrance exams, assistance with the college application process including securing scholarships and financial aid, as well as the opportunity to explore careers by participating in job shadowing and summer internship programs.