

**Academic Policies and Processes – Graduate School  
Updated – May 1, 2015**

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## **I. Introduction**

This document contains the policies and processes which are followed by Eastern Michigan University as related to graduate students and courses. The University established these policies to ensure consistent standards in registration, program requirements, and the awarding of degrees across all Eastern Michigan University graduate programs.

Responsibilities for graduate programs are shared by the Graduate School and colleges, schools, departments, and programs. These units may have requirements and rules specific to their graduate programs. Students are expected to be familiar with all academic regulations and rules.

This guide will be updated annually and published online by the Office of Records and Registration. It is the authoritative statement of university policies and procedures for its graduate programs.

We hope you find this to be a helpful guide to questions/answers.

If you have questions, please direct them to the Registrar at [registrar@emich.edu](mailto:registrar@emich.edu).

Jeffrey Kentor, Ph.D.  
Associate Provost and Associate Vice President for Graduate Studies and Research

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Registrar

## **II. Registration**

Students may not attend classes unless they are properly registered and have paid appropriate fees. Students may not adjust their semester course selection after published time frames for each semester. Registration for a semester will be considered final at the end of the applicable semester.

Students who have not enrolled for six consecutive semesters (two years) must submit an Enrollment Change form to the Office of Admissions before registering. For some programs, departmental evaluation for readmission will be required.

Students who do not enroll during the semester in which they are admitted must update their admission by submitting an Enrollment Change form to the Office of Admissions before registration is permitted.

A non-refundable registration fee is charged each semester. Additional information regarding tuition and fees is available at [www.emich.edu/sbs](http://www.emich.edu/sbs).

### III. Late Registration Fee

A late registration fee is charged to those students who do not complete registration before the official first day of classes each semester. Students enrolling for a course after the mid-point of the semester will be charged an additional late add fee.

### IV. Cancellation of Registration

Registered students who decide before classes begin not to attend classes at EMU must complete a Cancellation of Registration form or send a letter to the Office of Records and Registration. Any housing contracts must also be canceled in the Housing Office in order to cancel room/board assessments.

### V. Program of Study

A program of study, which is the list of courses you will take to complete your degree, is required for students in all degree and certificate programs. Students who fail to obtain a program of study approved by their adviser assume full responsibility for their registrations and for satisfying University, Graduate School and departmental program requirements. An approved program of study must be on file in the Office of Records and Registration, 303 Pierce Hall, in order to meet graduation requirements. Students should schedule an appointment with their academic/graduate adviser to set up a program of study as soon as possible within their first semester.

### VI. Enrollment in 400-Level Undergraduate Courses for Graduate Credit by Graduate Students

Graduate students may choose to enroll in pre-approved 400-level undergraduate courses for graduate credit. Students taking these courses are required to perform additional graduate-level work. Request forms are available in the Office of Records and Registration or their web site. The form must be approved by the instructor and the student's program coordinator and then returned to the Office of Records and Registration at the beginning of the semester in which the course will be taken.

No more than nine hours of 400-level course work may be applied toward a graduate program. Such courses must appear on the student's program of study to be applied toward a degree.

Independent study courses and special topics courses at the 400-level are **NOT** preapproved and students may not receive graduate credit. Students must enroll in a 500-level or higher independent study or special topics course.

## **VII. Enrollment in 100/200/300-Level Undergraduate Courses for Undergraduate Credit by Graduate Students**

Graduate students may choose to enroll in 100/200/300-level undergraduate courses for undergraduate credit. Students taking these courses are typically required to obtain permission from the academic department offering the course prior to registration.

Courses numbered below 400 MAY NOT be used to satisfy program requirements on a graduate program of study. Such courses will appear on an undergraduate transcript.

## **VIII. Enrollment in 500-Level Graduate Courses for Undergraduate Credit by Advanced Undergraduates**

An undergraduate student may enroll in 500-level courses with instructor, department and the Office of Records and Registration approval if 1) the student has completed 85 or more hours with a minimum GPA of 2.7, or 2) the student is a member in good standing of the Honors College, has completed 76 or more hours, and has written permission from the Honors College Director. No more than fifteen (15) 500-level credits may be taken by an undergraduate student.

Under no circumstances may an undergraduate student take a 600-level (or higher) course.

Courses taken as described above will appear on the undergraduate transcript and be included in all undergraduate academic calculations (including, but not limited to, academic standing and hours toward graduation). Furthermore, these courses may not be used to satisfy graduate program requirements at a later date.

Request forms are available in the Office of Records and Registration or their web site. The form must be approved by the instructor and, if applicable, the Honor's College Director, and then returned to the Office of Records and Registration at the beginning of the semester in which the course will be taken.

## **IX. Auditing Courses**

Graduate students who wish to audit a course must register for audit status and pay the same tuition and fees as for academic credit enrollment. Courses appear on the graduate transcript with a grade of "AU" but are not used in graduate academic calculations (including, but not limited to, academic standing and hours toward graduation). Courses taken as audit may not be used toward a graduate degree or certificate. See the Office of Records and Registration website for deadlines.

Request forms are available in the Office of Records and Registration or their web site. The form must be approved by the Head of the department offering the course and then returned to the Office of Records and Registration at the beginning of the semester in which the course will be taken.

## **X. Pass/Fail Grading Option**

Graduate students may elect a pass/fail grading option when enrolling in undergraduate courses for enrichment that **will not** apply to a graduate program of study. Courses will appear on an undergraduate academic transcript and will not, therefore, count as hours toward a graduate degree. Undergraduate curriculum deficiency requirements noted on a program of study may not be taken under a pass/fail option, unless approved by a graduate adviser.

Students should enroll in the course, complete the Graduate Request to Take an Undergraduate Course as Pass/Fail, and obtain Program Coordinator approval. The form should then be submitted to the Office of Records and Registration before the end of the first week of the semester. The form may be obtained from the Office of Records and Registration or their web site. Students complete all course work and the faculty member submits a letter grade at the end of the semester. The grade is automatically converted to pass/fail for publication on the academic transcript. A student may cancel the pass/fail grading option according to published deadlines and the letter grade submitted by the faculty will post to the student's transcript.

## **XI. Independent Study**

Independent study enables graduate students to pursue academic interests not addressed in conventional courses. A maximum of six hours of independent study may be used on a degree program. See the section on Course Limitations below.

## **XII. Course Limitations (update with effective date of 5/1/15)**

In order to maintain the consistency, integrity and rigor of graduate programs, EMU places limits on the number of certain types of courses students may count toward a graduate degree or certificate. Specifically, courses that have not undergone a full review through the university input process to become permanent course offerings toward a graduate degree are subject to a limitation of 12 credit hours.

Special topics courses (usually numbered as 590, 591, 592, 679, 680, 681), and Independent study (usually numbered as 597, 598, 599, 697, 698, 699) are examples of courses which are not considered permanent course offerings. While Seminar courses (usually numbered as 693, 694, 695, 696) and Workshop courses (usually numbered as 594, 595, 596, 597, 682, 683, 684, 685) are traditionally included, some may have undergone a review and become permanent course offerings. Students should check with their adviser to confirm the status of Seminars and Workshops.

While the maximum number of credits allowed is 12, no more than six credit hours of independent study courses may be included.

No more than six hours of Thesis/Final Project (usually numbered as: 690, 691, 692, 790, 791, 792) may be used to satisfy graduate degree requirements.

Programs of study may not include more than nine total hours of pre-approved 400 level courses taken while a graduate student or while enrolled in an approved 150 hour dual degree program.

### **XIII. Attendance**

Students who find it necessary to be absent from classes in order to observe major religious holidays may arrange with their instructors to make up missed work, including examinations. If satisfactory arrangements cannot be made with the instructor, students may appeal to the department head.

Expectations regarding class attendance should be included in the printed syllabus distributed by the instructor at the beginning of the semester.

### **XIV. Withdrawal**

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. *Nonattendance and/or nonpayment of tuition do not constitute withdrawal or absolve a student of academic or financial responsibility.*

#### **a. Withdrawal from Individual Classes**

A tuition credit adjustment of 100 percent minus the non-refundable registration fee will be made for students who decrease their academic load prior to the eighth business day of the semester. These dates are published each semester online by the Office of Records and Registration. No credit adjustments will be made after the published dates. NOTE: Students with financial holds should contact the Office of Records and Registration to process withdrawals.

- i. **First Eight Days.** Any change in the student's course registration occurring during this period may be processed through the registration system. Courses are recorded as drops and do not appear on the student's academic transcript. No grades will be posted. Students receive a 100 percent tuition credit adjustment, less a drop transaction fee.
- ii. **Ninth Day Through the Tenth Week.** All student-initiated withdrawals are processed through their my.emich account and are accepted automatically and recorded on the student transcript with a "W" grade. Withdrawals initiated during this period will not result in tuition adjustment or reimbursement.
- iii. **After the Tenth Week, Until the Beginning of the Final Exam Period.** Students must initiate a late withdrawal request at the Office of Records and Registration. A late withdrawal will be granted only if the student provides documentation of extenuating circumstances resulting in an inability to complete the course (e.g., illness, family concerns, employment conflicts). These extenuating circumstances must not have been present prior to the deadline for

withdrawal. Poor academic performance is not a valid reason for withdrawal and such requests will be denied.

Students considering withdrawal should consult with their instructor(s), although instructor approval is not required. Students should not stop attending class after submitting a late withdrawal request before receiving official notification that their withdrawal has been approved. If a student stops attending class without officially withdrawing and does not take the final examination, University policy requires that the instructor assign a grade of F for the course. Students who believe they have received an unearned F grade and who wish to appeal must do so during the following semester through the University Grade Grievance process.

International students holding F-1 or J-1 visas must seek additional approval from the Office of International Students. Students who are on financial aid or who hold scholarships, fellowships or graduate assistantships should consult the Graduate School before withdrawing from courses in order to fully understand the potential financial impact.

Policies governing the refund of tuition and fees are to be found in the Tuition and Fees section of the graduate catalog. The Student Guide, published each semester by the Office of Records and Registration, should be consulted for the calendar regulating withdrawals.

#### **b. Withdrawal from All Classes**

Students may withdraw from all classes before the first day of exams and receive a grade of W for all courses. This transaction is handled by the Office of Records and Registration. Such withdrawal may necessitate the updating of a student's admission status, and students in their first semester must notify their academic department and the Office of Admissions before re-enrolling.

- i. **First Eight Days:** Students receive a 100 percent tuition credit adjustment, less a drop transaction fee.
- ii. **Ninth through the 19th Day: Students receive a 50 percent tuition credit adjustment, less a non-refundable registration fee.** Grades of W will be posted.
- iii. **Twentieth through the 38th Day:** Students receive a 25 percent tuition credit adjustment, less a non-refundable registration fee. Grades of W will be posted.
- iv. **Thirty-ninth Day through the Day Before Final Examinations:** Students receive no tuition credit adjustment. Grades of W will be posted.
- v. **After the First Day of the Final Examination Period:** No withdrawal will take place.

#### **XV. Course Numbering System**

- **400-499:** for advanced undergraduates. Graduate students must obtain Graduate School approval before enrolling in pre-approved 400-level courses. To earn

graduate credit for a 400-level course, the graduate student must do work at the graduate level. See **Enrollment in 400-Level Undergraduate Courses for Graduate Credit by Graduate Students**

- **500-599:** for graduate students. The 500-level courses are open to advanced undergraduates (with instructor approval) but may not subsequently be used on a graduate degree program; see **Enrollment in 500-Level Graduate Courses for Undergraduate Credit by Advanced Undergraduates**.
- **600-699:** for graduate students only.
- **700 and above:** for advanced-level graduate degree students.

## **XVI. Grading System**

| Grade | Significance                      | Grade points per credit hour |
|-------|-----------------------------------|------------------------------|
| A     | Exceptionally high order          | 4.0                          |
| A-    |                                   | 3.7                          |
| B+    |                                   | 3.3                          |
| B     |                                   | 3.0                          |
| B-    |                                   | 2.7                          |
| C+    | Distinctly above the average      | 2.3                          |
| C     |                                   | 2.0                          |
| C-    |                                   | 1.7                          |
| F     | Unsatisfactory (denoting failure) | 0.0                          |

*Note: Graduate students who earn a D+, D or D- grade will have an F grade posted on their transcript as grades below a C- are considered a failing grade by the Graduate School*

Student academic records are kept on permanent file in the Office of Records and Registration. Transcripts may be ordered through the Cashier's Office, or on-line at [getmytranscript.com](http://getmytranscript.com).

Please note: Latin honors are not awarded to graduate students at time of degree conferral.

## **XVII. Credit/No Credit**

The Graduate School awards credit/no credit only for theses, practicums, selected fieldwork, selected independent-study courses and special cases such as exhibitions in art. It is not a student's prerogative to elect a course for credit/no credit; only previously designated courses are available for such credit. To receive credit for a credit/no credit course, a student must perform in a manner equivalent to B work in the judgment of the faculty supervising the student's work.

## **XVIII. Repeating Courses**

Students who meet the prerequisites and all other conditions for enrollment may repeat a course one time. A course may be repeated if the first grade is a B- or lower. The second grade will calculate into the grade point average. All grades earned will be

retained on the student's permanent record (aka academic transcript), with repeats indicated. Courses that are dropped or from which a student has withdrawn are not counted as attempted repeats for the purpose of this policy. Credit and grade point calculations for repeated courses are determined by the following rules:

**a. Credit Earned:**

- i. Unless otherwise noted in the course description, credit for any repeated course (including all attempts at EMU and transfer credit granted) will apply only once toward all degree requirements.
- ii. The rules below do not apply to courses (such as Independent Studies) that can be taken for credit more than once. Multiple attempts in such courses are not considered repeats, and all grades received will be used in determining the student's grade point average.
- iii. A student who earned a passing grade in a course will lose the credit if he or she subsequently retakes the course and receives an F. If a student receives an Incomplete in the final attempt of a repeated course, the most recent earlier grade is the grade of record until the course work is completed and the I is replaced by the new grade earned.

**b. Repeated Courses and Grade Point Average (GPA):**

- i. Courses that are dropped or from which a student has withdrawn are not counted as attempts for purposes of this policy.
- ii. A course may be repeated once and only the last grade received will be used in determining the student's grade point average. As stated above, all course attempts with repeats indicated will remain on the permanent record (aka academic transcript), even if not used to determine the grade point average.

## **XIX. I (Incomplete) Grades**

An I grade may be awarded at the discretion of the instructor when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of B or better. The instructor will provide the student and the department head with a rationale for the I grade, will specify the work required to remove the incomplete, and will specify the time by which the work must be completed.

Unless an extension is granted, an "I" grade must be removed within 12 months. The actual amount of time is determined by the instructor of the course. A request to extend the 12-month limit may be made only under unusual circumstances and upon the written recommendation of the instructor, department head/school director and academic dean. Final approval of the extension rests with the Office of the Provost. The initiative for conversion of an I to a letter grade rests with the student. No extensions will be granted after three years, or the conferral of a degree, whichever is first. At such time, the I grade becomes a permanent part of the student's academic record and will show on the student's transcript.

Incompletes received in courses with “thesis”, “dissertation”, “research” or “internship” in the title are not governed by the 12-month limitation regulations. These courses must, however, be completed within the Time Limitations requirements governing the applicable degree. See Time Limitations requirements below.

## **XX. Grade Changes**

When a letter grade (excluding “I” for incomplete grade or “IP” for in progress grade) is posted to a student’s permanent record (aka academic transcript), it will be considered final unless an error was made in assigning the grade. Permitting a student to submit missing work or extra credit to improve a grade after the grade has been posted is not acceptable.

If an instructor error is identified, the instructor must file a grade change form, explaining the error. This form requires the approval of the department head. The appropriate dean will also review and approve grade changes to ensure consistency with academic policies. All changes in letter grades (except from an “I” or “IP” grade) will require the signature of the dean of the college. The grade change will then be submitted to, and processed by, personnel in the Office of Records and Registration.

It is the responsibility of the student to call the instructor’s attention to a possible grading error in a timely manner, but not more than 12 months after the questionable grade is posted.

Three years following the close of any term of enrollment, or at the time of the student’s graduation (whichever is first), the student’s transcript will be considered to be the final indisputable record of academic achievement. Specifically, at the end of three years, grades are considered final, and no changes will be made to transcripts (e.g., no term or individual withdrawals, no grade omissions, no recalculated grades based on mathematical or clerical error, no incomplete removals). The rule does not apply to graduate courses with the words “research”, “internship”, “thesis” or “dissertation” in the title. These courses must, however, be completed within the Time Limitations requirements governing the applicable degree. See Time Limitations requirements below.

## **XXI. Academic Load**

Eight hours of graduate credit for the semester is the standard full-time load. International students enrolled in less than eight credit hours should contact the Office of International Students.

Graduate students may not enroll in more than 15 hours for any semester without prior permission from the Office of Records and Registration. Support of the faculty adviser/program coordinator is required for consideration. If students seeking professional teaching certificates or additional endorsements need to take more than the maximum allowable number of credit hours, they may do so by contacting the Office of Records and Registration, 303 Pierce Hall. Support of the faculty adviser/program coordinator is required for consideration for these students, as well.

By federal regulation, students must be enrolled in four hours per semester to be considered half-time. For Title IV programs, veterans' benefits, and loan deferments, the following requirements must be met:

- Maximum load: 15 hours per semester
- Full-time load: Minimum of 8 hours per semester
- Half-time load: 4-7 hours per semester

## **XXII. Full-time Status During Low Enrollment**

Doctoral students who have completed ALL academic coursework (excluding comprehensive exam, dissertation and/or internship), but who continue to work toward completion of those requirements may be considered full-time during periods of registration in those courses. After such registrations are no longer needed to satisfy program requirements, a doctoral student may enroll in a Continuous Enrollment (767) course and be considered a full-time student. A FINAL program of study must be on file to verify eligibility and a formal request is required.

This opportunity for full-time status does not apply if other courses on the program of study are not completed, or during terms in which registration in other courses exists (including, but not limited to, independent study).

Enrollment in the Continuous Enrollment (767) course will not apply toward degree completion, nor will there be assignments or a grade.

Full-time status will assist in several ways, including:

- a. enabling access to University services such as the library as thesis/dissertation or final projects are being completed;
- b. delaying loan repayment while completing thesis, dissertation, or final project;
- c. providing liability coverage during internship or field placement.

Some graduate programs, such as the doctoral program in Educational Leadership, may require continuous enrollment. Students may repeat enrollment as often as needed.

## **XXIII. Transfer of Credit to Degree Programs (update with effective date of 5/1/15)**

Graduate credit may be accepted from other accredited institutions to be used on a graduate degree program at EMU. Acceptable transfer credit(s) will be determined by the department, subject to the approval of the department head and the Office of Records and Registration.

Transfer credit must:

- a) be applicable to the EMU degree program;
- b) have a grade of B or higher (grades of "pass," "satisfactory," or "credit" cannot be transferred unless noted on the transcript key as equivalent to a B or better grade);

- c) not be out-of-date per the degree time limitation (see above);
- d) be recommended by the adviser and approved by Office of Records and Registration;
- e) be documented as graduate credit on an official graduate transcript from an accredited institution.

Some departments have a more restrictive transfer-credit policy; refer to program information in the graduate catalog for details.

Transfer credit(s) must be evaluated prior to the graduation degree audit. Official transcripts for courses planned to be transferred to Eastern Michigan University should be on file in the Office of Records and Registration at least one month prior to the end of the semester in which the student plans to graduate. Such credits are recorded on the student's record at the time of approval, even if the course is not ultimately used on the program of study.

Transfer credit request forms are available in the Office of Records and Registration or on their website. Approval of the Program Coordinator is required before submitting to the Office of Records and Registration.

#### **XXIV. Residency Requirement (update with effective date of 5/1/15)**

Regardless of the number of credit hours required for the receipt of an EMU graduate award/degree (12 hours minimum for a graduate certificate, 30 hours minimum for master's degree, 32 hours beyond the master's degree for a specialist degree, 90 hours beyond the baccalaureate degree for doctoral students), a graduate student at EMU must take a minimum number of credit hours in the active EMU degree program to receive an EMU graduate degree.

For master's/specialist degree programs of 36 or fewer hours, at least 24 new graduate hours after the last degree earned must be earned at EMU. The remaining program requirement hours may be met through transfer, use of prior degree credit (EMU or elsewhere) or additional new EMU credits.

For master's/specialist degree programs of 37 or more hours, at least 30 new graduate hours after the last degree earned must be earned at EMU. Minimum degree hours must still be met for graduation.

For graduate certificate programs, at least 9 graduate hours after the last degree earned must be earned at EMU.

Credits earned during completion of a graduate certificate may be applied to a master's or specialist degree if in the same field of study, with the approval of the academic department, and be included in the residency hours above.

Graduate degrees earned at EMU or another accredited institution may be applied (in part or in total) to a student's doctoral program of study at the discretion of the student's doctoral program advisor.

## **XXV. Time Limitations**

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

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

## **XXVI. Academic Probation and Dismissal**

Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0. Students must complete six graduate hours at EMU before being subject to academic probation. Students are notified via my.emich email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program adviser for assistance in determining how to return to good academic standing.

Probationary students who do not return to good standing by the end of the next three semesters of enrollment are dismissed from the University and are so notified via my.emich email.

Individual departments may specify additional grounds for dismissal. Students who are dismissed from an individual program while in good academic standing may still be eligible for another graduate program at EMU.

## **XXVII. Process for Requesting Reinstatement after Dismissal**

After dismissal, students may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. Deadline for submission of request will be included in the notice of dismissal. This request packet should include a personal letter which states the cause(s) of the student's academic problems, changes in the student's situation that may rectify those problems and a proposed plan of action to ensure success in graduate studies. Documentation which supports the circumstances described will be required. Dismissed students whose cumulative GPA is less than 2.0 are automatically denied reinstatement. After the deadline for submission of requests for reinstatement has passed, the Office of Records and Registration will initiate the appeals process with the Academic Review Committee.

All reinstatement requests must be in writing, accompanied by documentation. There are no exceptions to this process.

All documents become the property of EMU and will not be returned or copied after submission. You should make copies for your personal use before submitting them to the committee.

Personal interviews will not be considered and reinstatement request decisions are final.

Notification of decisions will be sent to your my.emich.edu email account within 14 days of the request submission deadline.

If your request is approved, further action on your part WILL be necessary to finalize your reinstatement. Deadlines will apply so be sure to watch your email for instructions.

## **XXVIII. Final Project**

### **a. Final Project/Experience**

Each graduate program has a different culminating or capstone experience required for graduation. Some require a thesis or dissertation; others require a special project or internship; others require students to pass a final exam. Your graduate adviser will explain what you need to do to finish your program. See the Graduate School website for the Thesis and Dissertation Manuals, all forms, and information about research and human subject approval.

Students who choose to change their final culminating experience (e.g. thesis to research, research to project) will need to register for courses associated with the new experience. Prior registrations associated with the previous experience chosen may not be changed to reflect the new type and any grades already recorded will remain on the student's transcript.

### **b. Graduate Research Fair**

Once nearing completion of a culminating or capstone experience, students are highly encouraged to share outcomes or findings with others on campus. The Graduate School and the Division of Academic and Student Affairs annually sponsor a Graduate Research Fair to highlight student work. Many students use this forum to practice their oral or poster presentation skills before presenting at local, state or national conferences. It's very exciting to see the variety and breadth of work completed by EMU graduate students. Nomination forms to participate in the event are required. All students graduating in are encouraged to share their research.

## **XXIX. Graduation**

### **a. Graduation Requirements**

It is the student's responsibility to see that all requirements for graduation have been met. Candidates for graduation must submit an application through their my.emich account, on or before the deadlines listed in the Student Guide each semester.

Deadlines are generally within the first two weeks of the semester. A non-refundable fee is due with the application and is automatically charged to the student's account. Students who apply for graduation but fail to complete their degree requirements in a timely manner must notify the Office of Records and Registration in writing and submit a new graduation application for a subsequent semester. No additional fee is required; however, previously charged fees are not refunded.

Failure to apply for graduation will result in a delay in graduation date (conferral of the degree).

Students should expect to receive their degree-verification letter within three to four weeks after the close of the semester in which their degree is conferred. Diplomas and a student-issued transcript are mailed approximately eight weeks after the close of the semester in which the degree is conferred.

Students must maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU, and in their program of study, to remain in good academic standing and be eligible for graduation. Students do not need to be registered for classes during the semester of graduation.

#### **b. Graduation Fee**

A non-refundable graduation fee of \$100 is charged to each student applying for a degree or a graduate or advanced graduate certificate.

Graduation fees for teaching certificates are set by the undergraduate division and appear in the Undergraduate Catalog.

#### **c. Commencement**

Information about commencement, including tickets, regalia and procedures are published on the EMU website at [emich.edu/commencement](http://emich.edu/commencement). Information is updated before each ceremony.

If course work is being finished during the summer semester (i.e. August graduation), the student's name will appear in the December commencement program and the student may return to participate in that event.

### **XXX. Continuation of coursework**

Done with one graduate program, on to another one? Many EMU graduate students return to complete a second master's degree, a graduate certificate program, a specialist degree program or a doctoral program. Once a degree is conferred, the student status becomes inactive. A new admissions application, another fee, a new personal statement and any other admission materials the new program may require must be submitted to the Office of Admissions. Once an application has been reviewed by the new department and has been processed by the Office of Admissions, the student status will be reactivated and course registration begins the cycle anew.

See the Graduate School website for other helpful links.