

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

SECTION: **B**

DATE:

June 18, 2020

RECOMMENDATION TO APPROVE REVISIONS TO BOARD POLICIES

ACTION REQUESTED

It is recommended that the Board of Regents of Eastern Michigan University approve the attached revisions to existing Board Policies:

Revisions

Section 3.2.4	Vacation
Section 6.1.1	Degrees, Certificates, and Requirements for Graduation
Section 6.1.2	General Undergraduate Curricular Requirements
Section 12.1.3	Assessment and Collection of Tuition and Fees
Section 12.2.8	Program Costs for Extended Non-Traditional Programs

STAFF SUMMARY

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; and b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks.

In an ongoing effort to enhance the transparency of the actions of the University and to align University practice with Board policy, Board Policies are subject to ongoing review and updated as appropriate. All Board Policies are published.


The policies listed for revisions above contain recommended updates in accordance with the attachments, which include the existing policies with the changes highlighted.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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



University Executive Officer
Lauren M. London
General Counsel

6/18/2020

Date

3.2.4 Vacation

Effective Date:

2-25-87

Revision Date:

6-18-20

University Policy Statement

The University shall develop an Administrative Policy or Procedure for the accrual and redemption of vacation pay, using the following parameters:

Vacation pay shall accrue in accordance with the following:

Bargained-For Employee Groups

Bargained-For Employee ~~Vacation~~ vacation pay is allotted per the guidelines developed in each employee group's collective bargaining agreement. ~~Bargained for employees should reference their collective bargaining agreements for detailed information.~~

Non-Bargained-For staff shall accrue 20 days (160 hours) of vacation per year.

Part-time employees shall accumulate prorated vacation time based on the number of hours regularly worked.

Non-Bargained for Employee Groups

~~Athletic Coaches (AC), Administrative Hourly (AH), Administrative Professional (AP), and Confidential Assistant (CA) Staff.~~

~~AC, AH, AP, and CA staff accrue 20 days (160 hours) of vacation per year. Maximum carry over from one fiscal year to the next is limited at 160 hours.~~

~~Part-time employees shall accumulate prorated vacation time based on the number of hours regularly worked.~~

~~If an employee is terminated prior to completing 12 months of continuous service, he or she shall automatically forfeit all accrued rights to a vacation with pay. Such an employee however, may be permitted to use his or her accrued credits prior to completion of 12 months of continuous service. In such cases, he or she shall sign a form provided by the Employer stating that if his or her employment shall be terminated~~

~~prior to the completion of 12 months of continuous service, he or she shall reimburse the Employer for vacation pay received and shall authorize the Employer to deduct that amount of money from his or her final pay check. If an employee is terminated after having completed 12 months of continuous service, he or she shall be entitled to receive all vacation rights accrued to the date of his or her termination.~~

The vacation pay of any employee (including regular part-time employees) will be based on the number of hours (excluding any hours for which overtime is paid) he or she regularly works and will be computed on the basis of the rate of pay he or she is earning, excluding any shift premiums, at the time he or she takes his or her vacation.

Any remaining accumulated ~~v~~Vacation days ~~accumulated~~ will be paid to the employee at termination.

All vacation must have the approval of the employee's supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year. ~~Any vacation rights accrued as of June 30 of each year must be taken during the immediately following vacation period and any employee who fails to take his/her vacation within that period shall forfeit all rights to such vacation time with the following exception:~~

~~If an employee is unable to take his/her vacation during the appropriate vacation period because the Employer's work needs prevent it, he or she shall be allowed to carry over such accrued vacation into the next vacation period, with the written approval of Human Resources and the division executive. Any such carry over vacation time must be taken within the first ninety (90) days of the next fiscal year. The Chief Financial Officer shall be informed of all vacation carry over requests.~~

~~Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.~~

Prior Revision Date: 6-18-13

3.2.4 Vacation

Effective Date:

2-25-87

Revision Date:

6-18-20

University Policy Statement

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All vacation must have the approval of the employee's supervisor. The vacation period shall commence on July 1 of each year and end on the following June 30 of each year.

Prior Revision Date: 6-18-13

6.1.1 Degrees, Certificates and Requirements for Graduation

[Printable Version](#)

Effective Date:

6-9-60

Revision Date:

~~12-15-17~~[6-18-20](#)

Degrees

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

- Doctor of Philosophy, [Doctor of Nursing Practice](#)
- Specialist ~~in-of~~ Arts
- Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Arts Teaching, Master of Fine Arts, Master of Public Administration, Master of Health Administration, Master of Liberal Studies, Master of Music, [Master of Public Health](#), Master of Occupational Therapy, Master of Science in Nursing, Master of Social Work, [Master of Athletic Training](#)
- Graduate Certificates
- Post-baccalaureate Certificates
- Bachelor of Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Business Education, Bachelor of Business Administration, Bachelor of Music Education, Bachelor of Art Education, Bachelor [of Science in-of](#) Athletic Training, Bachelor of General Studies, Bachelor of Music, Bachelor of Music Therapy, Bachelor of Science in Nursing, Bachelor of Social Work
- Undergraduate Certificates

Teaching Certificates

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

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

Other Professional Certificates

(Not issued by Eastern Michigan University, but for which students may be eligible based on their education at Eastern Michigan University)

Certificate in Medical Technology

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

Certificate in Occupational Therapy

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

Certificate in Dietetics

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

Certificate in Speech Pathology

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

Licensure in Nursing

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

Requirements for Graduation

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

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

See the Graduate Catalog for graduate student requirements.

Application for Graduation - Financial Obligations

A formal application for graduation must be filed by candidates for graduation and/or certification during their final semester. The application should be filed after final registration is complete but as near the beginning of the final semester as possible.

Failure to meet an application deadline could result in the candidate's graduation being delayed until the following graduation period.

Submitted Applications must be submitted with the will incur a graduation fee charged to the student account. This fee is non-refundable, even if the graduation application is denied by the university.

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

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

Last Revision Date:

12-15-17

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Last Revision Date:

12-15-17

6.1.2 General Undergraduate Curricular Requirements

[Printable Version](#)

Effective Date:

3-2-64

Revision Date:

6-~~22~~18-2018

Degree Requirements

Each curriculum leading to a bachelor's degree requires a minimum of 124 semester hours of academic credit at the 100-level and above. Courses with numbers below 100 will not be counted toward this degree requirement. No more than eight hours of credit in physical education activity courses may be applied to this minimum of 124 semester hours except that 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.

General Education Program Requirements

The General Education Program sets up minimum requirements which all students in the University must meet in five broad areas of study: Effective Communication, Quantitative Reasoning, Perspectives on Diversity, Knowledge of the Disciplines, Learning Beyond the Classroom.

A minimum total of 39 semester hours in the General Education Program is required.

Requirements In Majors and Minors

Each student must complete a major of at least 30 unique semester hours and a minor of not less than 20 unique semester hours with the following exceptions: [a student who completes a major which requires more than 50 hours will not be required to complete a minor, unless required by the major program.](#)

- A. ~~A student in the elementary teaching curriculum may present three minors of not less than 20 semester hours each, at least two of the minors being subject fields taught in elementary grades.~~

~~B.A. _____ A student who completes a major which requires more than 50 hours will not be required to complete a minor, unless required by the major program.~~

Hours of credit counted in a minor may not also be applied to a major or another minor, or vice versa. General Education courses may be applied toward a major or minor, where appropriate.

Credits in the required 121 English composition course and credits in professional education courses do not count toward majors and minors, except in cases where such courses are specifically required or indicated as permissible as part of that major or minor.

Residence-Residency Requirements

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, or online.

Of the last 30 semester hours prior to the granting of the 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 or online.

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 may be waived if a program-to-program articulation agreement is involved and the agreement is approved by the appropriate Eastern Michigan University departmental faculty, department head, and college dean and a Provost's office representative.

Scholarship

No student will be graduated if his or her cumulative grade point average is less than 2.0. To be eligible for graduation, a student must also maintain a minimum grade point average of 2.0 in each major and minor (some programs may require a higher GPA based on approved program requirements).

Course Level

At least 6 credits in 300-level or higher courses must be earned at EMU in each minor.

At least 9 credits in 300-level or higher courses must be earned at EMU in each major.

At least 15 credits in 300-level or higher courses must be earned at EMU in each major which does not require a minor.

Limit on Hours In One Subject

Not more than 60 semester hours in any one subject code may be applied toward the minimum of 124 hours required for a bachelor's degree, unless specifically waived as part of the curriculum approval process.

Requirements for Undergraduate Certificates

The following are the minimum requirements for an Undergraduate Certificate:

- An undergraduate certificate may only be offered in conjunction with or subsequent to a baccalaureate degree. They cannot be 'stand-alone' certificates, offered to students who are not pursuing or do not have a previously earned bachelor's degree. For students pursuing an undergraduate certificate concurrent with a bachelor's degree, the certificate will be awarded upon graduation.
- An undergraduate certificate will consist of a minimum of six credits at the 300-level or above, all of which must be taken at EMU. Prerequisite or lower-level coursework may be transferred from another university or community college.
- Credits used to satisfy certificate course requirements cannot also be used to satisfy major, minor, or general education requirements.

An undergraduate certificate must require a minimum of 15 credit hours.

The University Graduate and Undergraduate catalog are the organs for promulgation of official University policy concerning curriculum, degree requirements, course offerings, and the like. The Catalogs are revised annually and, upon approval of the Board of Regents, become official University policy.

Authority for Creation and Revision

Minutes of the Board of Regents, March 2, 1964; para. .8.01.41M.
Minutes of the Board of Regents, February 19, 1969; para. .753M.
Minutes of the Board of Regents, March 19, 1980; para. 2214M.
Minutes of the Board of Regents, June 17, 1997; para. .5250M.
Minutes of the Board of Regents, February 19, 2013
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, June 22, 2018

Last Review Date: June 2018

6.1.2 General Undergraduate Curricular Requirements

[Printable Version](#)

Effective Date:

3-2-64

Revision Date:

6-18-20

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Hours of credit counted in a minor may not also be applied to a major or another minor, or vice versa. General Education courses may be applied toward a major or minor, where appropriate.

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Residency Requirements

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, or online.

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Scholarship

No student will be graduated if his or her cumulative grade point average is less than 2.0. To be eligible for graduation, a student must also maintain a minimum grade point average of 2.0 in each major and minor (some programs may require a higher GPA based on approved program requirements).

Course Level

At least 6 credits in 300-level or higher courses must be earned at EMU in each minor.

At least 9 credits in 300-level or higher courses must be earned at EMU in each major.

At least 15 credits in 300-level or higher courses must be earned at EMU in each major which does not require a minor.

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Minutes of the Board of Regents, February 19, 2013
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, June 22, 2018

Last Review Date: June 2018

12.1.3 Assessment And Collection Of Tuition And Fees

Printable Version

Effective Date:

4-24-68

Revision Date:

6-~~1822~~-2018

University Policy Statement

Tuition and Fees shall only be assessed in an amount approved by the University Board of Regents [except as defined in Policy 12.2.8](#). ~~These expenses and~~ shall be collected in a timely, effective, and professional manner.

University Practice

University practice for administering this policy includes:

1. Any modification in tuition and fees shall be presented to the Board of Regents annually for their approval.
2. Students who elect to pay in installments including a University-sanctioned external installment payment plan may be assessed an installment fee.
3. Students who fail to remit appropriate payment on established due dates may be assessed a late fee.
4. Students who withdraw from the University or reduce their academic load shall have their assessment of tuition and fees reduced in accordance with published course load reduction schedules. This reduction in assessment shall satisfy the federally mandated "Fair and Equitable Refund" rules issued by the Secretary of Education or any other federally mandated refund rule which may, in the future, supersede this act. A Program Adjustment Fee and/or Registration Fee may be assessed.
5. Students who fail to pay their tuition and fee assessment on time and in a sufficient amount may have all University services withheld until such time that they satisfy the University's payment requirements.
6. Students who accounts become seriously delinquent, which is defined as 90 days past due, are subject to assignment to an external professional agency for collection action. Accounts are subject to collection pursuant to applicable law.
7. The administration shall report to the Board on a regular basis the status, aging and collection action of student accounts receivable.

Responsibility for Implementation

The Student Business Services department is primarily responsible for administering this policy on a daily basis. Other University departments which provide student services shall assist with the administering of the policy as required.

Only the President and/or Chief Financial Officer or designee shall have the authority to make exceptions to this policy when circumstances of an exceptional nature exist or the best interest of the University is clearly served.

Scope of Policy Coverage

The assessment and collection of tuition applies to all currently enrolled students and/or former students who may still have an outstanding financial obligation to the University.

Authority for Creation and Revision

Minutes of the Board of Regents, April 24, 1968
Minutes of the Board of Regents, November 18, 1997; para. .5301M.
Minutes of the Board of Regents, June 22, 2018

Last Review Date: June 2018

12.1.3 Assessment And Collection Of Tuition And Fees

Printable Version

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4-24-68

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Minutes of the Board of Regents, November 18, 1997; para. .5301M.
Minutes of the Board of Regents, June 22, 2018

Last Review Date: June 2018

12.2.8 Program Costs For Extended or Non-Traditional Programs

[Printable Version](#)

Effective Date:

6-17-97

Revision Date:

~~12-14-186-18-20~~

University Policy Statement

The University offers an array of non-traditional courses and programs which are consistent with the University's mission. Program costs, both direct and indirect, ~~in excess of normal course delivery expenses,~~ may be assessed on a market driven basis to program participants and/or sponsoring agencies. These costs may be assessed in the form of a specific course/program fee or by assessing the costs on an itemized basis. A course or program also may be offered to an organization at a market-based single price contract.

University Practice

1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non-credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

Responsibility for Implementation

The [Vice President for Enrollment Management and the](#) Provost and Executive Vice President for Academic and Student Affairs or designee ~~has~~have responsibility for determining the

appropriate costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

Scope of Policy Coverage

This policy applies to all extended or non-traditional programs which incur program costs regardless of the course/program location.

Authority for Creation and Revision

Minutes of the Board of Regents, June 17, 1997; para. .5246M.

Minutes of the Board of Regents, June 17, 2003; para. .6132M.

Minutes of the Board of Regents, December 14, 2018

Last Review Date: December 2018

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1. Program costs include, but are not limited to, instructional site and room deposits/rentals, equipment rental, purchase of airfare prior to the actual course dates, rental of compressed video studios and transmission expenses including temporary technician support, field trip admissions fees, special services offered to the class, hotel and per diem costs, etc.
2. Program costs may be applicable to both credit courses and programs and non-credit training and programs.
3. Program costs shall be identified prior to the course/program offering and provided in a timely and informative manner to course/program subscribers.
4. In those instances where the University has incurred non-refundable program costs, such costs shall also be non-refundable to program participants.
5. For certain programs and course offerings, where market conditions allow, assessments to program participants and/or sponsoring agencies may include a reasonable return on investment which shall be used to support the University's mission.

Responsibility for Implementation

The Vice President for Enrollment Management and the Provost and Executive Vice President for Academic and Student Affairs or designee have responsibility for determining the appropriate

costs to be assessed. The Vice President for Business and Finance or designee has responsibility for collection.

Scope of Policy Coverage

This policy applies to all extended or non-traditional programs which incur program costs regardless of the course/program location.

Authority for Creation and Revision

Minutes of the Board of Regents, June 17, 1997; para. .5246M.
Minutes of the Board of Regents, June 17, 2003; para. .6132M.
Minutes of the Board of Regents, December 14, 2018

Last Review Date: December 2018