

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

| |
|---------------------------|
| SECTION: C |
| DATE: December 7, 2023 |

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 6.01.01 | Degrees, Certificates and Requirements for Graduation |
| Section 6.01.02 | General Undergraduate Curricular Requirements |
| Section 6.02.01 | Undergraduate Courses |
| Section 6.02.01.02 | Undergraduate Classes and Attendance |
| Section 6.02.01.06 | Undergraduate Academic Standing |
| Section 6.02.01.07 | Undergraduate Academic Honors upon Graduation |
| Section 6.02.02 | Academic Policies: Graduate |
| Section 6.02.09.01 | Grades |

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

12/7/2023
Date



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.01.01 Degrees, Certificates and Requirements for Graduation
Last Revised: 07/07/2020
Last Reviewed: 07/07/2020

Degrees

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

- Doctor of Philosophy, Doctor of Nursing Practice
- Specialist of Arts
- Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Arts in 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 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

Students may be eligible for other professional certificates, certifications and/or licensure based on degree completion in specific disciplines. Some certifications/licensures are required for actual employment. (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~~

~~03.01.01 Degrees, Certificates and Requirements for Graduation~~

~~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. Each graduate student will be responsible for the fulfillment of the requirements, or their equivalents, of the Eastern Michigan University Graduate Catalog in force at the time of initial enrollment in an EMU graduate program.

Graduate students seeking a doctoral degree have seven (7) years to complete the requirements for their degree. Graduate students seeking a specialist degree have six (6) years to complete the requirements for their degree if entering with a master's degree or eight (8) years if entering with only a bachelor's degree. Master's degree requirements must be completed within six (6) years. Combined bachelor's and master's degree programs must be completed within six (6) years of enrollment in the first 500-/600-level course. Graduate certificate requirements must be completed within three years. For students graduating from a master's and a certificate program in the same semester, the time to degree requirement for the certificate program is extended to six (6) years.

Application for Graduation - Financial Obligations

A formal application for graduation must be filed by candidates for graduation and/or certification

~~03.01.01 Degrees, Certificates and Requirements for Graduation~~

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~~ may delay the candidate's graduation ~~being delayed~~ until the following graduation period.

Submitted applications will incur a graduation fee charged to the student account. This fee is nonrefundable, even if the graduation application is denied by the university.

Students are eligible ~~for receipt of~~ to receive 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. A ~~d~~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 an official transcript.

Authority for Creation and Revision:

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

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

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

Minutes of the Board of Regents, October 30, 2012

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 18, 2020



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.01.01 Degrees, Certificates and Requirements for Graduation
Last Revised: 07/07/2020
Last Reviewed: 07/07/2020

Degrees

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

- Doctor of Philosophy, Doctor of Nursing Practice
- Specialist of Arts
- Master of Arts, Master of Science, Master of Business Administration, Master of Business Education, Master of Arts in 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 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

Students may be eligible for other professional certificates, certifications and/or licensure based on degree completion in specific disciplines. Some certifications/licensures are required for actual employment.

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 initial registration at a college or university or a subsequent catalog including the one in effect at the time of graduation.

In the event an undergraduate student does not complete the degree requirements within seven years of the date of original registration at a college or university, the student may be required to have credits re-

evaluated by the academic department(s) of major/minor in keeping with catalog requirements in force during the year of graduation.

Each graduate student will be responsible for the fulfillment of the requirements, or their equivalents, of the Eastern Michigan University Graduate Catalog in force at the time of initial enrollment in an EMU graduate program.

Graduate students seeking a doctoral degree have seven (7) years to complete the requirements for their degree. Graduate students seeking a specialist degree have six (6) years to complete the requirements for their degree if entering with a master's degree or eight (8) years if entering with only a bachelor's degree. Master's degree requirements must be completed within six (6) years. Combined bachelor's and master's degree programs must be completed within six (6) years of enrollment in the first 500-/600-level course. Graduate certificate requirements must be completed within three years. For students graduating from a master's and a certificate program in the same semester, the time to degree requirement for the certificate program is extended to six (6) years.

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 may delay the candidate's graduation until the following graduation period.

Submitted applications will incur a graduation fee charged to the student account. This fee is nonrefundable, even if the graduation application is denied by the university.

Students are eligible to receive diplomas and final academic transcripts only after all 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 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. A 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 an official transcript.

Authority for Creation and Revision:

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

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

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

Minutes of the Board of Regents, October 30, 2012

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 18, 2020



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.01.02 General Undergraduate and Graduate Curricular Requirements
Last Revised: 02/17/2022
Last Reviewed: 02/17/2022

Degree Requirements

Each curriculum leading to a bachelor's degree requires a minimum of 120 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 120 semester hours.

Each curriculum leading to combined bachelor's and master's degrees requires a minimum of 150 semester hours with at least 30 hours at the 500-level or above. A minimum of 120 hours must be designated as undergraduate credit on an academic transcript.

Each curriculum leading to a graduate certificate requires a minimum of 12 semester hours at the graduate level.

Each curriculum leading to a master's degree requires a minimum of 30 semester hours at the graduate level.

Each curriculum leading to a specialist degree requires a minimum of 32 semester hours at the graduate level post master's degree conferral.

Each curriculum leading to a clinical or practitioner doctoral degree requires a minimum of 8475 hours post bachelor's degree or 4+38 hours post master's degree.

Each curriculum leading to a Doctor of Philosophy degree requires a minimum of 90 semester hours post bachelor's degree, 60 hours post master's degree, or 36 hours post specialist degree.

No more than six (6) hours of independent study may be included in a graduate curriculum. Further, no more than 12 hours of Special Topics and Independent Study courses combined may be included in a graduate curriculum.

Doctoral programs must contain at least 15 credits of research and research support coursework. Master's and Specialist curriculums may not contain more than 6 hours of Thesis/Final project courses.

General Education Program Requirements

The General Education Program sets up minimum requirements which all students seeking their first bachelor's degree in the University must meet in five broad areas of study: Effective Communication,

Quantitative Reasoning, Perspectives on Diversity, Knowledge of the Disciplines, and Learning Beyond the Classroom.

Requirements In Majors and Minors

Each undergraduate 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 exception: 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 Effective Communication - Writing 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.

Graduate program requirements are governed by the type of degree sought instead of the area of content.

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~~ in person, or online, or in a hybrid format.

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~~ in person, or online, or in a hybrid format.

Students ~~with credit from a junior or community college~~ must earn a minimum of 60 semester hours in 300 level courses or higher from an accredited bachelor's granting institution. 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 by the~~ Provost or their designated 's office representative.

Candidates for a master's or specialist degree of 30-36 required hours must complete at least 24 graduate credits at EMU post-admission to their program.

Candidates for a master's or specialist degree of 37 hours or more must complete at least 30 graduate credits at EMU post-admission to their program.

Enrollment in multiple programs: Students enrolled in multiple master's/specialist degree programs must have 24 unique credit hours in each degree program.

Application of completed certificates toward prior degree credit: Only credits from one completed graduate certificate may be applied to a master's or specialist degree in a relevant field of study, as

determined by the Graduate School and with the approval of the degree-granting academic department, and be included in the residency hours above.

Candidates for a graduate certificate must complete at least 9 hours of graduate coursework at EMU post admission to their program.

Candidates for a doctoral degree must complete at least 48 hours of graduate coursework at EMU post admission to their program or 36 hours of graduate coursework at EMU if admitted to the program after receiving a specialist degree.

Candidates for a clinical or practitioner doctoral program must complete ~~at least 84~~ at least 63 hours of graduate ~~hours~~ coursework at EMU post admission to a post bachelor's degree or 30 hours of graduate coursework at EMU if admitted to the program post master's degree.

06.01.02 General Undergraduate Curricular Requirements

Scholarship

No undergraduate student will ~~be graduated~~ have their degree conferred if their cumulative undergraduate grade point average is less than 2.0. To be eligible for graduation, ~~the~~ student must also ~~maintain~~ possess 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).

No graduate student will have their degree conferred if their cumulative graduate grade point average is less than 3.0. To be eligible for graduation, the student must also possess a minimum grade point average of 3.0 in their program courses.

Course Level Residency Requirements for Undergraduates

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 for Undergraduates

Not more than 60 semester hours in any one subject code may be applied toward the minimum of 120 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.

University Graduate and Undergraduate Catalogs

The University Graduate and Undergraduate catalogs 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

~~06.01.02 General Undergraduate Curricular Requirements~~

Minutes of the Board of Regents, December 15, 2017

Minutes of the Board of Regents, June 22, 2018

Minutes of the Board of Regents, June 18, 2020



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.01.02 General Undergraduate and Graduate Curricular Requirements
Last Revised: 02/17/2022
Last Reviewed: 02/17/2022

Degree Requirements

Each curriculum leading to a bachelor's degree requires a minimum of 120 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 120 semester hours.

Each curriculum leading to combined bachelor's and master's degrees requires a minimum of 150 semester hours with at least 30 hours at the 500-level or above. A minimum of 120 hours must be designated as undergraduate credit on an academic transcript.

Each curriculum leading to a graduate certificate requires a minimum of 12 semester hours at the graduate level.

Each curriculum leading to a master's degree requires a minimum of 30 semester hours at the graduate level.

Each curriculum leading to a specialist degree requires a minimum of 32 semester hours at the graduate level post master's degree conferral.

Each curriculum leading to a clinical or practitioner doctoral degree requires a minimum of 75 hours post bachelor's degree or 38 hours post master's degree.

Each curriculum leading to a Doctor of Philosophy degree requires a minimum of 90 semester hours post bachelor's degree, 60 hours post master's degree, or 36 hours post specialist degree.

No more than six (6) hours of independent study may be included in a graduate curriculum. Further, no more than 12 hours of Special Topics and Independent Study courses combined may be included in a graduate curriculum.

Doctoral programs must contain at least 15 credits of research and research support coursework. Master's and Specialist curriculums may not contain more than 6 hours of Thesis/Final project courses.

General Education Program Requirements

The General Education Program sets up minimum requirements which all students seeking their first bachelor's degree in the University must meet in five broad areas of study: Effective Communication,

Quantitative Reasoning, Perspectives on Diversity, Knowledge of the Disciplines, and Learning Beyond the Classroom.

Requirements In Majors and Minors

Each undergraduate 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 exception: 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 Effective Communication - Writing 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.

Graduate program requirements are governed by the type of degree sought instead of the area of content.

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 in person, online, or in a hybrid format.

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 in person, online, or in a hybrid format.

Students must earn a minimum of 60 semester hours in 300 level courses or higher from an accredited bachelor's granting institution. This rule may be waived by the Provost or their designated representative.

Candidates for a master's or specialist degree of 30-36 required hours must complete at least 24 graduate credits at EMU post-admission to their program.

Candidates for a master's or specialist degree of 37 hours or more must complete at least 30 graduate credits at EMU post-admission to their program.

Enrollment in multiple programs: Students enrolled in multiple master's/specialist degree programs must have 24 unique credit hours in each degree program.

Application of completed certificates toward prior degree credit: Only credits from one completed graduate certificate may be applied to a master's or specialist degree in a relevant field of study, as determined by the Graduate School and with the approval of the degree-granting academic department, and be included in the residency hours above.

Candidates for a graduate certificate must complete at least 9 hours of graduate coursework at EMU post admission to their program.

Candidates for a doctoral degree must complete at least 48 hours of graduate coursework at EMU post admission to their program or 36 hours of graduate coursework at EMU if admitted to the program after receiving a specialist degree.

Candidates for a clinical or practitioner doctoral program must complete at least 63 hours of graduate coursework at EMU post admission to a post bachelor's degree or 30 hours of graduate coursework at EMU if admitted to the program post master's degree.

Scholarship

No undergraduate student will have their degree conferred if their cumulative undergraduate grade point average is less than 2.0. To be eligible for graduation, the student must also possess 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).

No graduate student will have their degree conferred if their cumulative graduate grade point average is less than 3.0. To be eligible for graduation, the student must also possess a minimum grade point average of 3.0 in their program courses.

Residency Requirements for Undergraduates

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 for Undergraduates

Not more than 60 semester hours in any one subject code may be applied toward the minimum of 120 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.

University Graduate and Undergraduate Catalogs

The University Graduate and Undergraduate catalogs 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

Minutes of the Board of Regents, June 18, 2020



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.01 Undergraduate and Graduate Courses
Last Revised: 09/20/2011
Last Reviewed: 12/01/2017

Eastern Michigan University has a fundamental commitment to providing a sound undergraduate and graduate education that prepares students for informed citizenship, and productive and fulfilling personal and professional lives. Academic courses provide the core of this education. Course grades allow students to monitor their academic progress. Official transcripts and degrees awarded provide accepted validation of academic achievement.

The purpose of this policy is to provide a framework for establishing expectation for the conduct of academic courses and for ensuring the integrity of academic records, and to give direction to the Provost and other academic leaders for the development of more detailed academic policies and procedures.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.01 Undergraduate and Graduate Courses
Last Revised: 09/20/2011
Last Reviewed: 12/01/2017

Eastern Michigan University has a fundamental commitment to providing a sound undergraduate and graduate education that prepares students for informed citizenship, and productive and fulfilling personal and professional lives. Academic courses provide the core of this education. Course grades allow students to monitor their academic progress. Official transcripts and degrees awarded provide accepted validation of academic achievement.

The purpose of this policy is to provide a framework for establishing expectation for the conduct of academic courses and for ensuring the integrity of academic records, and to give direction to the Provost and other academic leaders for the development of more detailed academic policies and procedures.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.02 Undergraduate and Graduate Classes and

Last Revised: 06/16/2013

Last Reviewed: 12/01/2017

Absence From Class

Students: Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress.

Each student is personally responsible for the satisfactory completion of the course work prescribed by ~~his/her~~ instructors. This means specifically that he/shethe student is expected to attend classes regularly, and ~~that he/she~~ is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student's course grade.

Faculty: Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences must be sent to the applicable human resources office.

Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.

Deviation From Class Schedule

Classes may be cancelled by the Office of the President or his/her designee.

Changes

Faculty may not change the assigned day, time or modality of a class unless the change is approved by the department head and the dean of the college; assigned rooms may be changed only through the established room scheduling procedure approved by the Provost.

At the End of the Semester

Classes are taught through the last day of classes for the term as indicated in the University calendar.

Near Holidays

Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.

06.02.01.02 Undergraduate and Graduate Classes and Attendance

Textbooks

Subject to the approval of the department head and the dean of the college, wide latitude is accorded the instructor in selecting textbooks. Instructors are responsible for informing the University of their texts and other required course materials so that this information may be made available to students in a timely manner, in compliance with legal requirements.

Faculty Office Hours

Faculty members are expected to be available for conferences with students. Instructors should post their office hours on their doors and notify their classes and offices of their department heads of these hours.

Final Examinations

The responsibility for the evaluation of a student's achievement in a course rests with the instructor of the course.

Whether or not that evaluation shall include a final examination shall be determined by the instructor in line with departmental and university policy.

If a final examination is not given, the scheduled examination period shall be used for other class activity.

If a final examination is given, students shall take the examination with their own class and at the hour indicated on the examination schedule. Failure to take the examination at the scheduled time will result in a grade of "F" except when the requisite conditions for granting an "I" are present.

Students are to take their examinations with their regular classes at hours indicated on the schedule. If the student finds ~~that he/she has~~they have three examinations scheduled on one day, ~~he/she~~they may request the instructor of the class having the first examination of the day to arrange for ~~him/her~~them to take the examination at another time. If ~~he/she finds~~they find ~~that he/she has~~they have four examinations scheduled for one day, ~~he/she~~they may request the instructors of the first two examinations to make arrangements so ~~that he/she has~~they have to take no more than two in one day. ~~He/she~~The student may appeal to the head of the department in which the course is offered if a satisfactory solution is not reached.

Students who cannot take a final examination at the assigned time because of religious observance are covered under the policy on religious holidays.

Any deviation of the student's examination schedule, other than to limit the exams to two in one day or to observe religious mandates, will be granted only in cases of extreme emergency.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, April 16, 2013



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.02 Undergraduate and Graduate Classes and Attendance
Last Revised: 06/16/2013
Last Reviewed: 12/01/2017

Absence From Class

Students: Regular class attendance and active participation in classes are important elements in the learning process. Students are at the University primarily for the sake of their intellectual growth and development. Attendance and participation provide appropriate opportunities for the evaluation of the student's progress.

Each student is personally responsible for the satisfactory completion of the course work prescribed by instructors. This means specifically that the student is expected to attend classes regularly, and is responsible for the work assigned in class, the material covered in class and for participation in class activities (including discussion and listening) designed by the instructor as part of the learning experience. However, physical attendance shall not be the sole criterion for determining the student's course grade.

Faculty: Faculty members should notify their department heads when they are going to be absent from regularly scheduled classes. Written notification of circumstances causing prolonged absences must be sent to the applicable human resources office.

Faculty members are expected to arrange, through their department head, for a qualified substitute when they are absent from class.

Deviation From Class Schedule

Classes may be cancelled by the Office of the President or his/her designee.

Changes

Faculty may not change the assigned class unless the change is approved by the department head and the dean of the college; assigned rooms may be changed only through the established room scheduling procedure approved by the Provost.

At the End of the Semester

Classes are taught through the last day of classes for the term as indicated in the University calendar.

Near Holidays

Students are expected to attend all classes, and faculty members are not permitted to cancel classes or excuse students prior to any holiday.

Textbooks

Subject to the approval of the department head and the dean of the college, wide latitude is accorded the instructor in selecting textbooks. Instructors are responsible for informing the University of their texts and other required course materials so that this information may be made available to students in a timely manner, in compliance with legal requirements.

Faculty Office Hours

Faculty members are expected to be available for conferences with students. Instructors should post their office hours on their doors and notify their classes and offices of their department heads of these hours.

Final Examinations

The responsibility for the evaluation of a student's achievement in a course rests with the instructor of the course.

Whether or not that evaluation shall include a final examination shall be determined by the instructor in line with departmental and university policy.

If a final examination is not given, the scheduled examination period shall be used for other class activity.

If a final examination is given, students shall take the examination with their own class and at the hour indicated on the examination schedule. Failure to take the examination at the scheduled time will result in a grade of "F" except when the requisite conditions for granting an "I" are present.

Students are to take their examinations with their regular classes at hours indicated on the schedule. If the student finds they have three examinations scheduled on one day, they may request the instructor of the class having the first examination of the day to arrange for them to take the examination at another time. If they find they have four examinations scheduled for one day, they may request the instructors of the first two examinations to make arrangements so they have to take no more than two in one day. The student may appeal to the head of the department in which the course is offered if a satisfactory solution is not reached.

Students who cannot take a final examination at the assigned time because of religious observance are covered under the policy on religious holidays.

Any deviation of the student's examination schedule, other than to limit the exams to two in one day or to observe religious mandates, will be granted only in cases of extreme emergency.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011

Minutes of the Board of Regents, April 16, 2013



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.06 Undergraduate and Graduate Academic Standing
Last Revised: 10/25/2018
Last Reviewed: 10/25/2018

Academic Probation and Dismissal

An undergraduate student is placed on academic probation when his/her/their cumulative undergraduate grade point average at EMU is less than 2.00 (a "C" average). Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

Undergraduate ~~S~~students on probation will be placed on an Academic Plan which specifies academic achievement requirements for continuation of study at EMU.

An undergraduate student will be removed from academic probation only when his/her/their cumulative undergraduate grade point average at EMU is at least 2.00 (a "C" average). Undergraduate ~~S~~students on academic probation who fail to meet the terms of their Academic Plan in each term of enrollment at EMU while on probation will be subject to dismissal for academic reasons.

A graduate student is placed on academic probation at the end of any semester in which their cumulative EMU graduate grade point average is below 3.0. Probation will not be calculated until the student has completed at least six credits.

A graduate probationary student must obtain a semester grade point average in graduate courses of at least 3.0 in their first semester on probation. If the required GPA is reached, but their cumulative graduate GPA is still below 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Students who fail to meet the required semester/cumulative GPAs while on probation will be subject to dismissal for academic reasons.

Exceptions to the above policies may be made under the following condition: A student on academic probation in any enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.

Individual programs may specify additional grounds for dismissal from their program. Students dismissed from an individual program while still eligible for enrollment at EMU may still be eligible for admission to, and enrollment in, another EMU program.

This policy is academic in nature and is not intended to have any application to the eligibility of any student to participate in any Eastern Michigan University extracurricular activity (e.g., marching band, varsity athletics, forensics team, etc.). All Eastern Michigan University extracurricular activities shall be free to define and implement their own standards for participation, independent of the policy.

Reinstatement

~~A student who is dismissed for academic reasons will normally not be eligible for reinstatement for one calendar year following the dismissal.~~ Reinstatement
If a student is academically dismissed, the normal

~~timeline for reinstatement eligibility is one calendar year following dismissal. Reinstatement is not automatic; an application for reinstatement must be submitted to the University Registrar appropriate Academic Review Committee along with supporting documentation. The student applying for reinstatement will be required to provide documentation to support his or her eligibility for reinstatement, through:~~

~~Documentation of his or her activities during the dismissal period which relate to the reasons for dismissal and which support his or her readiness to resume his or her academic career at Eastern Michigan University and~~

~~Earning a minimum grade point average of 2.00 ("C" average) in courses taken at other accredited collegiate institutions.~~

A student who is reinstated and is dismissed a second time will not typically be reinstated again except upon demonstration of extraordinary circumstances

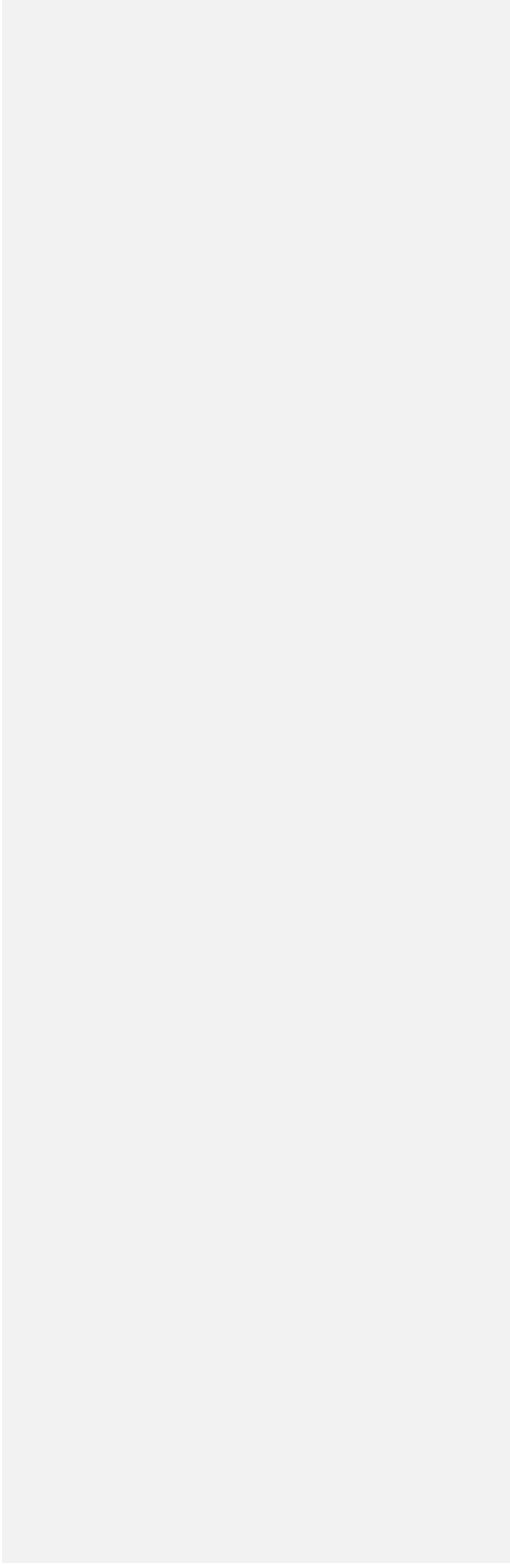
Page 1 of 2

06.02.01.06 Undergraduate and Graduate Academic Standing

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, December 6, 2012
Minutes of the Board of Regents, April 16, 2013
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, October 25, 2018

Formatted: Right: 0.08





EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements

Title: 06.02.01.06 Undergraduate and Graduate Academic Standing

Last Revised: 10/25/2018

Last Reviewed: 10/25/2018

Academic Probation and Dismissal

An undergraduate student is placed on academic probation when their cumulative undergraduate grade point average at EMU is less than 2.00 (a "C" average). Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the University.

Undergraduate students on probation will be placed on an Academic Plan which specifies academic achievement requirements for continuation of study at EMU.

An undergraduate student will be removed from academic probation only when their cumulative undergraduate grade point average at EMU is at least 2.00 (a "C" average). Undergraduate students on academic probation who fail to meet the terms of their Academic Plan in each term of enrollment at EMU while on probation will be subject to dismissal for academic reasons.

A graduate student is placed on academic probation at the end of any semester in which their cumulative EMU graduate grade point average is below 3.0. Probation will not be calculated until the student has completed at least six credits.

A graduate probationary student must obtain a semester grade point average in graduate courses of at least 3.0 in their first semester on probation. If the required GPA is reached, but their cumulative graduate GPA is still below 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Students who fail to meet the required semester/cumulative GPAs while on probation will be subject to dismissal for academic reasons.

Exceptions to the above policies may be made under the following condition: A student on academic probation in any enrollment period may be retained on academic probation provided this is the recommended judgment of the designated academic review committee.

Individual programs may specify additional grounds for dismissal from their program. Students dismissed from an individual program while still eligible for enrollment at EMU may still be eligible for admission to, and enrollment in, another EMU program.

This policy is academic in nature and is not intended to have any application to the eligibility of any student to participate in any Eastern Michigan University extracurricular activity (e.g., marching band, varsity athletics, forensics team, etc.). All Eastern Michigan University extracurricular activities shall be free to define and implement their own standards for participation, independent of the policy.

Reinstatement

If a student is academically dismissed, the normal timeline for reinstatement eligibility is one calendar year following dismissal. Reinstatement is not automatic; an application for reinstatement must be

submitted to the appropriate Academic Review Committee along with supporting documentation. The student applying for reinstatement will be required to provide documentation to support eligibility for reinstatement.

A student who is reinstated and is dismissed a second time will not typically be reinstated again except upon demonstration of extraordinary circumstances.

Page 1 of 2

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, December 6, 2012
Minutes of the Board of Regents, April 16, 2013
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, October 25, 2018



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.01.07 ~~Undergraduate~~ Academic honors Upon
Graduation
Last Revised: 02/19/2013

Last Reviewed: 05/01/2017

Academic Distinction

Undergraduate students who graduate with exemplary cumulative EMU Grade Point Averages will be recognized for academic distinction as follows:

Summa Cum Laude

EMU cumulative GPA in the range 3.90 to 4.00

Magna Cum Laude

EMU cumulative GPA in the range 3.70 to 3.89

Cum Laude

EMU cumulative GPA in the range 3.50 to 3.69

The designation will be noted on the student's transcript and on his or her diploma.

Latin honors are not awarded to graduate students.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011

Minutes of the Board of Regents, February 19, 2013



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements

Title: 06.02.01.07 Academic honors Upon

Graduation

Last Revised: 02/19/2013

Last Reviewed: 05/01/2017

Academic Distinction

Undergraduate students who graduate with exemplary cumulative EMU Grade Point Averages will be recognized for academic distinction as follows:

Summa Cum Laude

EMU cumulative GPA in the range 3.90 to 4.00

Magna Cum Laude

EMU cumulative GPA in the range 3.70 to 3.89

Cum Laude

EMU cumulative GPA in the range 3.50 to 3.69

The designation will be noted on the student's transcript and on his or her diploma.

Latin honors are not awarded to graduate students.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978

Minutes of the Board of Regents, September 20, 2011

Minutes of the Board of Regents, February 19, 2013



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements

Title: 06.02.02 Academic Policies: Graduate

Last Revised: 12/14/2018

Last Reviewed: 12/14/2018

University Policy Statement

It is the policy of the University to administer graduate programs to qualified graduate students.

University Practice

The [Graduate Catalog](#) explains [University will publish specific](#) procedures [in accordance with other Board of Regents policies published here for the following requirements:](#)

- Application and Admission
- Program requirements and prerequisites
- Program advising
- Academic load
- Degree and award credit hours
- Combined bachelor's-master's degree and award credit hours
- Time-to-degree
- Transfer of credit from other universities or other graduate degrees
- Course auditing
- Course limitations
- Course withdrawal
- Grading system
- Grade point average and other graduation requirements
- Residency
- Graduate course enrollment by undergraduate students
- Probation and dismissal
- Degree audit for graduation

Responsibility For Implementation

The Provost and Executive Vice President for Academic and Student Affairs [or their designee](#) is responsible for the overall implementation, administration and interpretation of this policy.

Scope of Policy Coverage

The policy applies to all graduate students and graduate programs.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978; para. .1997M.

Minutes of the Board of Regents, March 21, 2006; para. .6590M.

Minutes of the Board of Regents, June 22, 2018

Minutes of the Board of Regents, December 14, 2018



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements

Title: 06.02.02 Academic Policies: Graduate

Last Revised: 12/14/2018

Last Reviewed: 12/14/2018

University Policy Statement

It is the policy of the University to administer graduate programs to qualified graduate students.

University Practice

The University will publish specific procedures in accordance with other Board of Regents policies published here.

- Application and Admission
- Program requirements and prerequisites
- Program advising
- Academic load
- Degree and award credit hours
- Combined bachelor's-master's degree and award credit hours
- Time-to-degree
- Transfer of credit from other universities or other graduate degrees
- Course auditing
- Course limitations
- Course withdrawal
- Grading system
- Grade point average and other graduation requirements
- Residency
- Graduate course enrollment by undergraduate students
- Probation and dismissal
- Degree audit for graduation

Responsibility For Implementation

The Provost and Executive Vice President for Academic and Student Affairs or their designee is responsible for the overall implementation, administration and interpretation of this policy.

Scope of Policy Coverage

The policy applies to all graduate students and graduate programs.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978; para. .1997M.

Minutes of the Board of Regents, March 21, 2006; para. .6590M.

Minutes of the Board of Regents, June 22, 2018

Minutes of the Board of Regents, December 14, 2018



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements

Title: 06.02.09.01 Grades

Last Revised: 04/20/2018

Last Reviewed: 04/20/2018

Classifications

For purposes of determining class levels, the following hours classifications are used:

| <u>Class Level (Undergraduate)</u> | <u>Credit Hours Earned</u> |
|------------------------------------|----------------------------|
| <u>Freshman</u> | <u>0-24</u> |
| <u>Sophomore</u> | <u>25-55</u> |
| <u>Junior</u> | <u>56-84</u> |
| <u>Senior</u> | <u>85 and over</u> |

Class

Semester Credit Hours ~~Freshman~~

~~0-24~~

~~Sophomore~~

~~25-55~~

~~Junior~~

~~56-84~~

~~Senior-85~~

~~or over~~

Grades

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

Letter Grades

| <u>Letter Grade</u> | <u>Grade Point Value</u> | <u>Comment</u> |
|---------------------|--------------------------|---|
| <u>A</u> | <u>4.0</u> | |
| <u>AH</u> | <u>4.0</u> | <u>A with honors credit (undergraduate only)</u> |
| <u>A-</u> | <u>3.7</u> | |
| <u>A-H</u> | <u>3.7</u> | <u>A- with honors credit (undergraduate only)</u> |
| <u>B+</u> | <u>3.3</u> | |
| <u>B+H</u> | <u>3.3</u> | <u>B+ with honors credit (undergraduate only)</u> |
| <u>B</u> | <u>3.0</u> | |
| <u>BH</u> | <u>3.0</u> | <u>B with honors credit (undergraduate only)</u> |
| <u>B-</u> | <u>2.7</u> | |

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted Table

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt

06.02.09.01 Grades

| | | |
|------------|------------|---|
| <u>B-H</u> | <u>2.7</u> | <u>B- with honors credit (undergraduate only)</u> |
| <u>C+</u> | <u>2.3</u> | |
| <u>C</u> | <u>2.0</u> | |
| <u>C-</u> | <u>1.7</u> | |
| <u>D+</u> | <u>1.3</u> | <u>Undergraduate only</u> |
| <u>D</u> | <u>1.0</u> | <u>Undergraduate only</u> |
| <u>D-</u> | <u>.7</u> | <u>Undergraduate only</u> |
| <u>E</u> | <u>0</u> | <u>Replaced with "F" effective fall 2012</u> |
| <u>F</u> | <u>0</u> | <u>Effective fall 2012</u> |
| <u>N</u> | <u>0</u> | <u>No grade submitted</u> |
| <u>AUD</u> | <u>0</u> | <u>Audited course</u> |
| <u>CR</u> | <u>0</u> | <u>Passing grade in Credit/No Credit course</u> |
| <u>NC</u> | <u>0</u> | <u>Non-passing grade in Credit/No Credit course</u> |
| <u>S</u> | <u>0</u> | <u>Passing grade in Pass/Fail course</u> |
| <u>U</u> | <u>0</u> | <u>Non-passing grade in Pass/Fail course</u> |
| <u>SC</u> | <u>0</u> | <u>Passing grade with certification in Student Teaching course</u> |
| <u>PN</u> | <u>0</u> | <u>Passing grade without certification in Student Teaching course</u> |
| <u>UN</u> | <u>0</u> | <u>Non-passing grade in Student Teaching course</u> |
| <u>2YR</u> | <u>0</u> | <u>Academic forgiveness in an undergraduate course</u> |
| <u>R</u> | <u>0</u> | <u>Academic renewal in a graduate course</u> |

Grade Point Values

A

4.0

A (H)

4.0

A with Honors Credit

A-

3.7

A (H)

3.7

A With Honors Credit

B+

3.3

Formatted: Indent: First line: 0

Formatted: Indent: Left: 0 , First line: 0 , Space After: 0.75 pt, Line spacing: Multiple 1.08 li

06.02.09.01 Grades

~~B+ (H)~~

~~3.3~~

~~B+ with Honors Credit~~

~~B~~

~~3.0~~

~~B (H)~~

~~3.0~~

~~B with Honors Credit~~

~~B - 2.7~~

~~B- (H)~~

~~2.7~~

~~B- with Honors Credit C+~~

~~2.3~~

~~C~~

~~2.0~~

~~C-~~

~~1.7~~

~~D+~~

06.02.09.01 Grades

~~I-3~~

~~D~~

~~I-0~~

~~D-0.7~~

~~E~~

~~0~~

~~Replaced with "F" effective fall 2012~~

~~F~~

~~0~~

~~Effective fall 2012~~

~~N~~

~~0~~

~~No Grade Submitted~~

~~AUD~~

~~0~~

~~Grade in audit elections~~

~~CR~~

~~0~~

~~Passing grade in Credit/No Credit courses~~

~~NC~~

~~0~~

06.02.09.01 Grades

~~No credit awarded in Credit/No Credit courses~~

~~S~~

~~θ~~

~~Passing grade in Pass/Fail elections~~

~~U~~

~~θ~~

~~Failing grade Pass/Fail elections~~

~~SC~~

~~θ~~

~~Passing grade in student teaching with certification~~

~~PN~~

~~θ~~

~~Passing grade in student teaching but not sufficient for certification~~

~~UN~~

~~θ~~

~~Failing grade in student teaching course~~

~~2YR~~

~~θ~~

~~Academic forgiveness; no credit~~

Credits earned by student teaching, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E", "F" or "U" have been received can be earned only by repeating the course.

Students who do not attend a course for which they are registered will have an "NA" (never attended) grade submitted by their instructor. This grade is reflected as an "F" on the academic transcript.

Withdrawals

The grade of "W" will be assigned only when an official withdrawal has been completed by the student. If a student discontinues attending a class without officially withdrawing from a class, the grade of "F" applicable to the work completed will be assigned by the instructor.

*Withdrawal Exclusions: Any student reported to the University for charges of academic dishonesty and/or who is in process of any formal administrative conduct review for charges of academic dishonesty may not withdraw from any course for which charges are reported.

Incompletes

An incomplete grade of "I" may be assigned at the discretion of the instructor.

An "I" is awarded only when an individual undergraduate student's work has been of acceptable quality ("C" or better), at least 50% of the coursework has been completed, but the required total amount of coursework has not been completed because of illness, necessary absence or other satisfactory reasons. An individual graduate student's work must have been of acceptable quality ("B" or better), with at least 50% of the coursework having been completed. It is never applied to poor work or to nonattendance of class by the student. The standard deadline for completion can be no later than one year from the end of the semester in which the course was taught, although a shorter amount of time may be given by the instructor. The initiative for conversion of the "I" to a letter grade rests with the student. No extensions will be granted beyond three years or the conferral of the degree sought at the time of the incomplete, whichever is first.

An "IP" ("In Progress") grade is assigned to all students in a course or section that continues past the end of the semester. This grade does not apply to ~~independent/directed studies courses or to~~ individual students seeking an incomplete (I) grade. It is expected the "IP" grade will be resolved by the end of the following semester. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

In progress ("IP") grades received in courses that constitute the final project/experience required for graduation, such as those with "capstone," "practicum," "final project," "thesis," "dissertation," "research," or "internship" in the title are not governed by the expected next semester completion statement. Graduate "IP" grades must be resolved within time limitations for degrees.

Process and Deadlines for Changing Grades

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript, it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

06.02.09.01 Grades

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error.

All grades are final three years following the end of the close of the term or at time of degree conferral, whichever is first; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or ~~his/her~~their designee.

Grade Point Average

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

Pass-Fail Option

An undergraduate student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if ~~he/she wishes~~they wish to experiment in an unfamiliar field without jeopardizing his/her grade point average.)

Under these circumstances, the limiting features of the option are as follows:

- It may be exercised only by juniors and seniors in good standing
- It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements
- A maximum of six such courses may be applied toward graduation
- The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration
- 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
- The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
 - Grades of A, A-, B+, B, B-, C+, C, C-, D+, D-, will be converted to S, and shall count as credit toward graduation (if it is at the 100 level or higher)
 - The grade of F will be converted to U and shall not count toward graduation
- 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

Graduate students may elect to take a course under the Pass/Fail Option when enrolling in undergraduate courses for enrichment that will not apply to a graduate program of study or satisfy conditional admit requirements.

Auditing of Courses

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, October 30, 2012
Minutes of the Board of Regents, November 1, 2016
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, April 20, 2018



EMU Board of Regents Policy

Section: 06 Academic Programs and Requirements
Title: 06.02.09.01 Grades
Last Revised: 04/20/2018
Last Reviewed: 04/20/2018

Classifications

For purposes of determining class levels, the following hours classifications are used:

| Class Level (Undergraduate) | Credit Hours Earned |
|-----------------------------|---------------------|
| Freshman | 0-24 |
| Sophomore | 25-55 |
| Junior | 56-84 |
| Senior | 85 and over |

Grades

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

| Letter Grade | Grade Point Value | Comment |
|--------------|-------------------|---|
| A | 4.0 | |
| A H | 4.0 | A with honors credit (undergraduate only) |
| A- | 3.7 | |
| A-H | 3.7 | A- with honors credit (undergraduate only) |
| B+ | 3.3 | |
| B+H | 3.3 | B+ with honors credit (undergraduate only) |
| B | 3.0 | |
| B H | 3.0 | B with honors credit (undergraduate only) |
| B- | 2.7 | |
| B-H | 2.7 | B- with honors credit (undergraduate only) |
| C+ | 2.3 | |
| C | 2.0 | |
| C- | 1.7 | |
| D+ | 1.3 | Undergraduate only |
| D | 1.0 | Undergraduate only |
| D- | .7 | Undergraduate only |
| E | 0 | Replaced with "F" effective fall 2012 |
| F | 0 | Effective fall 2012 |
| N | 0 | No grade submitted |
| AUD | 0 | Audited course |
| CR | 0 | Passing grade in Credit/No Credit course |
| NC | 0 | Non-passing grade in Credit/No Credit course |
| S | 0 | Passing grade in Pass/Fail course |
| U | 0 | Non-passing grade in Pass/Fail course |
| SC | 0 | Passing grade with certification in Student Teaching course |

| | | |
|-----|---|--|
| PN | 0 | Passing grade without certification in Student Teaching course |
| UN | 0 | Non-passing grade in Student Teaching course |
| 2YR | 0 | Academic forgiveness in an undergraduate course |
| R | 0 | Academic renewal in a graduate course |

Credits earned by student teaching, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E", "F" or "U" have been received can be earned only by repeating the course

Students who do not attend a course for which they are registered will have an "NA" (never attended) grade submitted by their instructor. This grade is reflected as an "F" on the academic transcript.

Withdrawals

The grade of "W" will be assigned only when an official withdrawal has been completed by the student. If a student discontinues attending a class without officially withdrawing from a class, the grade applicable to the work completed will be assigned by the instructor.

*Withdrawal Exclusions: Any student reported to the University for charges of academic dishonesty and/or who is in process of any formal administrative conduct review for charges of academic dishonesty may not withdraw from any course for which charges are reported.

Incompletes

An incomplete grade of "I" may be assigned at the discretion of the instructor.

An "I" is awarded only when an individual undergraduate student's work has been of acceptable quality ("C" or better), at least 50% of the coursework has been completed, but the required total amount of coursework has not been completed because of illness, necessary absence or other satisfactory reasons. An individual graduate student's work must have been of acceptable quality ("B" or better), with at least 50% of the coursework having been completed. It is never applied to poor work or to nonattendance of class by the student. The standard deadline for completion can be no later than one year from the end of the semester in which the course was taught, although a shorter amount of time may be given by the instructor. The initiative for conversion of the "I" to a letter grade rests with the student. No extensions will be granted beyond three years or the conferral of the degree sought at the time of the incomplete, whichever is first.

An "IP" ("In Progress") grade is assigned to all students in a course or section that continues past the end of the semester. This grade does not apply to individual students seeking an incomplete (I) grade. It is expected the "IP" grade will be resolved by the end of the following semester. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

In progress ("IP") grades received in courses that constitute the final project/experience required for graduation, such as those with "capstone," "practicum," "final project," "thesis," "dissertation,"

“research,” or “internship” in the title are not governed by the expected next semester completion statement. Graduate “IP” grades must be resolved within time limitations for degrees.

Process and Deadlines for Changing Grades

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript, it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error.

All grades are final three years following the end of the close of the term or at time of degree conferral, whichever is first; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or their designee.

Grade Point Average

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

Pass-Fail Option

An undergraduate student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if they wish to experiment in an unfamiliar field) without jeopardizing his/her grade point average.

Under these circumstances, the limiting features of the option are as follows:

- It may be exercised only by juniors and seniors in good standing.
- It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements.
- A maximum of six such courses may be applied toward graduation.
- The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration.
- 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.
- The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
 - Grades of A, A-, B+, B, B-, C+, C, C-, D+, D-, will be converted to S, and shall count as credit toward graduation (if it is at the 100 level or higher).
 - The grade of F will be converted to U and shall not count toward graduation.
- 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.

Graduate students may elect to take a course under the Pass/Fail Option when enrolling in undergraduate courses for enrichment that will not apply to a graduate program of study or satisfy conditional admit requirements.

Auditing of Courses

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Authority for Creation and Revision:

Minutes of the Board of Regents, October 18, 1978
Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, October 30, 2012
Minutes of the Board of Regents, November 1, 2016
Minutes of the Board of Regents, December 15, 2017
Minutes of the Board of Regents, April 20, 2018