

Guidelines and Requirements for Petitions

Eastern Michigan University

The Graduate School

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Guidelines and Requirements for Petitions

I. Repeating Courses

Students who meet the prerequisites and all other conditions for enrollment may repeat a course.

- a) Courses that are dropped, or from which a student has withdrawn, are not counted as attempted repeats for the purpose of this policy.
- b) Unless otherwise noted in the course description, credit for any repeated course (including all attempts at EMU and transfer credit granted) will apply only once toward all degree requirements.
- c) The rules do not apply to courses (such as Independent Studies) that can be taken for credit more than once. Multiple attempts in such courses are not considered repeats, and all grades received will be used in determining the student's grade point average.
- d) A student who earned a passing grade in a course will lose the credit if he or she subsequently retakes the course and receives an F. If a student receives an Incomplete in the final attempt of a repeated course, the most recent earlier grade is the grade of record until the course work is completed and the "I" is replaced by the new grade earned.
- e) A course may be repeated only once and only if the original grade was a B- or lower.
- f) The last grade received will be used in determining the students' grade point average.
- g) All course attempts will remain on the permanent record, with repeats indicated, even if not used to determine the grade point average.

Requirements of petition:

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

II. Maximum Course Type Waiver

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

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

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

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

Requirements of petition:

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

III. Use of Prior Degree Credit

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

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

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

For master's/specialist degree programs of 37 or more hours, at least 30 new graduate hours beginning the semester of acceptance and enrollment into the degree program must be earned at EMU. Minimum degree hours must still be met for graduation.

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

For graduate certificate programs, at least 9 graduate hours beginning the semester of acceptance and enrollment into the program must be earned at EMU.

Students completing multiple certificate programs must have a minimum of 9 unique credit hours per certificate.

Credits from only one completed graduate certificate may be applied to a master's or specialist degree in a relevant field of study, with the approval of the degree granting academic department, and be included in the residency hours above.

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

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

Transfer credit must:

- a) Be applicable to the EMU degree program;
- b) Have a grade of B or higher (grades of "pass," "satisfactory," or "credit" cannot be transferred unless noted on the transcript key as equivalent to a B or better grade);
- c) Not be out-of-date per the degree time limitation (see below);
- d) Be recommended by the advisor and approved by Office of Records and Registration;
- e) Be documented as graduate credit on an official graduate transcript from an accredited institution.

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

completed within six (6) years of first enrollment the master's degree program. Graduate 13 certificate requirements must be completed within three years of first enrollment in a course applicable to the certificate. Regardless of time limitations above, no student will be allowed to graduate using any coursework older than 10 years, whether it be taken at EMU or at another institution.

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

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

Requirements of petition:

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

IV. Time Extension (Time to degree)

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

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

Requirements of petition:

- Specify the semester the student plans on graduating (to be done by student and verified by the program coordinator).
- Attach an updated program of study.
- Upload proof/validation of competency (to be completed by the student).
List below are acceptable forms of validation:
 - A final examination in the course to show continued competency and knowledge of the subject matter.

- An oral examination by a committee of graduate faculty who judged student's knowledge of the subject matter. Attach a letter from the exam committee.
- Verification letter from the advisor outlining a portfolio review. The portfolio would include documents indicating professional development and/or work activities that demonstrate evidence of current knowledge.
- Passing with a B or better in a more advanced course in the same subject area that clearly utilizes and builds upon the work of the outdated course.
- Other means proposed by the department and approved by the Graduate School Dean (attach written request).

For information about all Graduate School Academic Policies go to <http://www.emich.edu/registrar/universitypolicies/index.php>