

Guidelines and Requirements for Petitions

Repeating Courses

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

- a) Programs are not required to permit students to repeat courses.
- b) A course may be repeated only once and only if the original grade was a B- or lower.
- c) Courses that are dropped, or from which a student has withdrawn, are not counted as attempted repeats for the purpose of this policy.
- d) 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.
- e) Certain course titles can be taken multiple times and are not considered repeats and all grades received in those courses will remain and calculated into the grade point average. Examples of these courses include independent studies, thesis courses, etc.
- f) 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.
- g) The last grade received will be used in determining the students' grade point average.
- h) 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.

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

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. Programs are not required to permit students to extend time-to-degree limits.

Requirements of petition:

- Must be submitted a minimum of one (1) semester prior to the desired semester of graduation.
- Must specify the semester the student plans on graduating (to be done by student and verified by the program coordinator).
- Doctoral students must attach a specific timeline for program and dissertation completion.
- Attached updated program of study.
- Uploaded proof/validation of competency (to be completed by the student). Listed 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).

REQUEST FOR RESIDENCY POLICY EXEMPTION

Students transferring or are admitted into a closely related program are exempt from the requirement to accrue credit hours post acceptance into the program. Students are required to meet course requirements and minimum credit hour requirements as *listed in the degree program of the EMU Graduate School Catalog* of the desired degree. Further, students must meet the time to degree policy. Under no condition will the requirements of the degree be waived or altered.

Requirements of petition:

- Student must upload the Program of Study for the Program for which they desire the exemption.

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