

EASTERN MICHIGAN UNIVERSITY™

Academic Policies and Processes—Graduate School

Updated for 2026-2027 Graduate Catalog

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I. Overview

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

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

This guide is updated annually and included in the Graduate Catalog. It is also published online by [the Office of Records and Registration \(https://www.emich.edu/registrar/forms/index.php\)](https://www.emich.edu/registrar/forms/index.php). It is the authoritative statement of University policies and procedures for its graduate programs.

We hope you find this to be a helpful guide to Graduate School policies. If you have questions, please direct them to the Registrar at registrar@emich.edu or Graduate School at graduate_school@emich.edu.

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Mission

The mission of the Graduate School of Eastern Michigan University is to serve as a central resource that supports graduate studies and programming in the University; ensures the quality and integrity of graduate programs and degrees; and assists with the recruitment, support, and graduation of a diverse and accomplished graduate student body.

Objectives

- Develop fair and transparent policies and apply them impartially and consistently
- Support students in the removal of barriers to graduation
- Support faculty and student professional development
- Foster integrity and ethics in research and creative activity
- Provide guidance to departments on program development and policy matters

II. Admission and Application Policy

- For consideration for full admission by the Graduate School, all applicants must:
 - Present the earned equivalent of a four-year U.S. bachelor's degree from an accredited college or university,
 - Achieve at least a 2.7 undergraduate cumulative GPA, and
 - Submit an official undergraduate college transcript from the institution that awarded the baccalaureate degree.
 - a. A single qualifying official bachelor's-granting transcript must meet the following standards:
 - i. Lists 30 or more credit hours with overall GPA of 3.0 or over or
 - ii. Lists 60 or more credit hours with overall GPA of greater or equal to 2.7
 - b. International students will need to submit ALL of their official transcripts along with a third-party transcript evaluation.
 - c. If a master's or higher degree transcript is received and the overall GPA on the transcript is 3.0 or higher, item a. requirement above should be considered satisfied and any subsequent UG transcript is waived unless additional transcripts are requested by the department.
 - d. A second bachelor's degree can be used to satisfy this requirement.
 - e. Students can be admitted on Condition 2-Senior status; the current transcript must include a minimum of 30 credits with a 3.0 GPA or 60 credits with a 2.7 GPA.
- When the bachelor's degree-granting transcript doesn't meet the qualifications above, Admissions will require ALL transcripts before sending them for department review.
- Applicants must also meet the admission requirements of the desired program, which may be more stringent than the Graduate School's requirements. Please consult [the Graduate Catalog](https://www.emich.edu/graduate/academics/degrees-programs/index.php) (<https://www.emich.edu/graduate/academics/degrees-programs/index.php>) for specific program admission requirements: [emich.edu/graduate/academics/degrees-programs/](https://www.emich.edu/graduate/academics/degrees-programs/).
- An academic department is responsible for notifying Enrollment Management if their program requires ALL official transcripts.
- Students who do not enroll during the semester for which they are admitted may request a deferral of their admission for up to two years after the semester of initial admission, if permitted by their degree program by submitting the [Graduate Admission Update Form](#). If program criteria change from the point of admission to enrollment, the student is required to meet the requirement at the point of admission.
- **International applicants** must meet additional criteria as designated by the Graduate School and the Office of International Admissions (<https://www.emich.edu/admissions/international/graduates/how-to-apply.php>):
 - Provide all transcripts evaluated by an approved evaluation service.
 - Demonstrate English proficiency through performance on an approved standardized language test. Listed below are the minimum test scores required for full admission:
 - TOEFL: 85 iBT* (TOEFL Home Edition also accepted)
 - 85 (straight admission) or 71-84 (ESL Placement & potentially 500-level/advanced speaking and writing courses)

- Effective 2026: 4.5 (straight admission) or 4 (ESL Placement & potentially 500-level/advanced speaking and writing courses)

- TOEFL Essentials: 9.5
- IELTS: 6.5 (IELTS Indicator also accepted)
- Pearson English Language Test (PTE): 50 (straight admission) or 44-49 (ESL Placement Test & potentially 500-level advanced speaking and writing courses)
- Michigan English Test (MET): 60
- Duolingo: 115 (straight admission) or 105-110 (ESL Placement Test & potentially 500-level advanced speaking and writing courses)

*The Graduate School accepts both MyBest scores and single-test-date TOEFL scores. Individual programs may choose not to accept MyBest scores and may require a higher level of English proficiency than the Graduate School requires. Applicants must consult the Graduate Catalog to find the admissions criteria for their intended program.

Consult the official list of English-speaking countries and territories for which applicants are not required to submit English proficiency test scores:

emich.edu/admissions/international/documents/esl_country_exemptions_gr.pdf

- Submit other documents required by Graduate International Admissions. Refer to the [website](#) for details:
- emich.edu/admissions/international/graduates/how-to-apply.php.

Conditional Admission

- Students that are conditionally admitted must contact the Graduate Coordinator for their program to learn of their particular conditional status.
- A student will not be awarded a graduate degree while in conditional admission status.
- International students (F1 and J1 visa holders) are not eligible for conditional admission. See instead the [Graduate Pathways](#) for international students.

Condition 1 (Curriculum Deficiencies – Program)

1. The applicant meets Graduate School requirements but has curricular deficiencies in their graduate preparation and/or does not meet program requirements. Special conditions that must be completed before gaining program admission or during program completion are established with the Program Coordinator. Further, the minimum grades and timeline for required courses are to be recorded.
2. The condition is removed when the Program Coordinator notifies the Office of Admissions that the curricular deficiencies have been met.
3. No graduate-level financial aid is available for undergraduate courses.

Condition 2 (Senior Status – Graduate School)

1. The applicant is in the process of completing their four-year baccalaureate degree from a regionally accredited U.S. institution or an equivalent degree from a non-U.S. institution. This status is valid for one enrollment period only.
2. Condition 2 students may be dually enrolled in their undergraduate program for

- the first semester of their graduate enrollment.
3. Graduate hours earned at EMU may not be used to fulfill undergraduate degree requirements, nor may undergraduate courses be used to fulfill graduate degree requirements.
 4. The transcript submitted with the application must meet one of the following cumulative GPA standards:
 - Include 30-59 credit hours with a minimum cumulative GPA of 3.0
 - Include 60 or more credit hours with a minimum cumulative GPA of 2.7
 5. The condition is removed when the student submits an official transcript to the Office of Admissions with a baccalaureate degree posted. Failure to produce an official transcript by the completion of the first semester of graduate enrollment will prevent enrollment at the graduate-level in subsequent semesters. EMU undergraduate studies will have their transcript automatically posted with no need to forward the final transcript.
 6. Graduate financial aid is available for graduate level courses.

Condition 3 (English as a Second Language – ESL –International Admissions)

1. The applicant is a non-native speaker of English who scored below the Graduate School and/or program-required minimum on the English proficiency examination(s) and is not an international student on a F1 Visa
2. Required ESL course requirement(s) is communicated to the student by International Admissions.
3. The condition is removed when the ESL staff notifies the Office of Admissions that the required ESL course(s)/competency has been completed.
4. No graduate-level financial aid is available.

Condition 4 (Low GPA/Academic Deficiencies – Graduate School)

1. The applicant does not meet the Graduate School's minimum GPA requirement (2.7) and/or graduated.
2. This admission status requires that the student has a minimum GPA of 3.0 at the end of the semester in which the first 9 hours of graduate credit are completed.
3. The condition is removed if the student has met the minimum GPA and graduate credit requirements.
4. A Condition 4 student who does not achieve a 3.0 GPA in their first 9 credit hours will have their admission rescinded automatically with no opportunity to appeal.
5. Graduate-level federal financial aid is available.

Condition 5 (Fresh Start Admission / Academic Renewal)

1. Application Requirements
 - a. The applicant wishes to resume Graduate Studies but does not (or will not) meet GPA requirements. Upon application for admission, a student may request the Fresh Start/Academic Renewal Admission.
 - b. Fresh Start selection can only occur at the point of admission.
 - c. An applicant may only be admitted one time under Condition 5 status; subsequent applications will be denied.
 - d. A student qualifies for the Fresh Start admission under one of two conditions:

- i. The student began a graduate program at EMU but desires to change programs due to poor grades that could, but not necessarily would, have resulted in dismissal.
 - Under this condition, the student is not required to stop out for any period of time. The student may apply for formal admission into the second graduate program under the Fresh Start condition.
 - ii. The student received poor grades in their program. The student desires to return to the original program.
 - Under this condition, the student may be considered for readmission two years after the semester of last enrollment.
 - e. The application will be processed in accordance with current procedures. Faculty in the requested academic program will either deny or indicate a willingness to accept the applicant as a Fresh Start, Condition 5 student. Those applicants deemed by the program to be candidates for Condition 5 are required to meet with the Graduate Coordinator and the Graduate School Associate to:
 - i. determine the applicant's readiness for graduate enrollment
 - ii. establish a program of study that meets the policies of the Graduate School
 - iii. sign a formal letter of understanding specific to the conditions of Fresh Start.
 - f. Once the above meeting is complete, the Graduate School Associate will admit the applicant into the Fresh Start Program and forward the Program of Study and Letter of Agreement to the University Registrar to become a part of the student's official record. An academic standing will be determined and communicated to the Office of Records and Registration.
 - g. The condition is removed when the Graduate School notifies the Office of Admission that the student has met the minimum GPA and graduate credit requirements (see below).
- 2. Program requirements
 - A student admitted under this condition must achieve a graduate GPA of at least 3.0 at the end of the semester in which they complete their first 9 credit hours at EMU under this condition.
 - The student's record will be reviewed in the first semester after earning at least 9 new credit hours. Failure to achieve a 3.0 will lead to immediate rescinding of admission without an opportunity to appeal.
 - Courses taken prior to Fresh Start admission in which the student earned a B- or lower grade will be changed to reflect an R (Academic Renewal) grade. Renewal grade(s) will no longer impact the student's cumulative GPA and will no longer count as a course for which credit was earned.

3. Graduate-level federal financial aid is available.

Condition 6 (Low GPA/Academic Deficiencies – Program)

- The applicant meets the Graduate School minimum GPA requirement but does not meet the program minimum GPA requirement.
- The minimum grades and timeline for required courses that must be completed before gaining program admission or during program completion is the discretion

- of programs.
- Graduate-level federal financial aid is available.

Interrupted Enrollment and Readmission

Graduate students whose enrollment at Eastern Michigan University is interrupted for any reason, resulting in a non-enrollment period of at least two consecutive years, must apply for readmission through normal [admission processes](#).

- For a student who meets the 3.0 GPA requirement, the department, school, or program of the student's major will evaluate the application and determine readmission eligibility. Any student with a cumulative graduate grade point average below 3.0 must petition the department, school, or program and the Graduate School for the readmission decision. Students with poor grades may consider a Fresh Start Admission (see Section II.B above).
- Programs have the discretion of readmitting students.
- Readmitted students must meet all the current policies and program competencies of their academic department and the Graduate School at the time of readmission. Readmission is not guaranteed. Returning students should consult with the Graduate Coordinator of their program.
- Students must meet time-to-degree requirements for all courses used toward their degree.

Combined Bachelor's-Master's Programs

4+1 Graduate Programs:

- **Admission**
 - Students may apply for admission into the undergraduate portion of a 4+1 program after completing no fewer than 60 undergraduate credit hours. Note: a student may be admitted and designated as 'intent' prior to 60 undergraduate credit hours. Criteria to move from *intent* to 4+1 *accepted* must be articulated.
 - After acceptance into the undergraduate portion of the program, students must also apply to the Graduate School for admission into the graduate portion of the program.
 - For admission into the graduate portion of the program, students must apply to the Graduate School and have at least 95 undergraduate hours completed with a minimum 2.75 cumulative UG GPA.
 - Students must meet all other admission requirements for the 4+1 program as determined by the program and published in the Undergraduate and Graduate Catalogs.
- **Program of Study**
 - A minimum of 120 credit hours are required at the undergraduate level.
 - 4+1 programs must include an existing stand-alone undergraduate major of at least 30 hours.
 - 4+1 programs must satisfy all EMU undergraduate degree requirements, including general education, residency, and writing intensive.
 - 4+1 programs must have at least 30 credit hours of courses numbered 500 and above. Some of these graduate hours may be used to fulfill the undergraduate 120 credit hour minimum.
 - Graduate courses taken before admission into the undergraduate portion of the 4+1 program cannot be applied to the graduate portion of the 4+1 program.

- A waiver to the requirement of at least 30 graduate credits on a graduate transcript is granted to these programs. The minimum number of 500 level or above hours that must be part of a graduate transcript is equal to 50% of the hours in the existing stand-alone graduate degree.
- At least 50% of courses numbered 500 and above must not be cross-listed with an undergraduate course.
- 4+1 programs must have a structured plan that clearly articulates a students' progress through the program. The 4+1 curricular requirements will be listed in the undergraduate and graduate catalogs.
- 4+1 programs must be structured so that students who do not complete the 4+1 program may earn a bachelor's degree in the stand-alone program.
- The requirement of an undergraduate minor is waived for 4+1 bachelor's-master's program students.

5-Year (3+2) Bachelor's-Master's Program

• **Admission**

- Students may apply for admission into the undergraduate portion of a 5-year program after completing no fewer than 60 undergraduate credit hours. Note: a student may be admitted and designated as *intent* prior to 60 undergraduate credit hours. Criteria to move from intent to 5 year *accepted* must be articulated.
- After acceptance into the undergraduate portion of the program, students must also apply to the Graduate School for admission into the graduate portion of the program.
- For admission into the graduate portion of the program, students must apply to the Graduate School and have at least 101 hours completed with a minimum 2.75 cumulative UG GPA.
- Students must meet all other admission requirements for the 5-year program as determined by the program and published in the Undergraduate and Graduate Catalogs.

• **Program of Study**

- A minimum of 120 credit hours are required at the undergraduate level.
- 5-year programs must include an undergraduate major of at least 30 hours.
- 5-year programs must satisfy all EMU undergraduate degree requirements, including general education, residency, and writing intensive.
- 5-year programs must have at least 30 credit hours of courses numbered 500 and above. Up to 15 of these graduate hours may be used to fulfill the undergraduate 120-credit-hour minimum.
- Graduate courses taken before admission into the undergraduate portion of the 5-year program cannot be applied to the graduate portion of the 5-year program.
- A waiver to the requirement of at least 30 graduate credits on a graduate transcript is granted to these programs. A minimum 15 hours of 500 level or above must be part of a graduate transcript.
- At least 50% of courses numbered 500 and above must not be cross-listed with an undergraduate course.
- 5-year programs must have a structured plan that clearly articulates a students' progress through the program. The 5-year curricular requirements will be listed in the undergraduate and graduate catalogs.
- 5-year programs must be structured so that students who do not complete the 5-year program may earn a bachelor's degree.

Graduate Studies Pathway Programs

The Graduate Studies Academic Pathway program may be available to domestic and international students. The Academic Pathways is designed to ensure admission into the desired program once the student achieves a 3.0 GPA through the completion of 9 credit hours or more. See the Graduate Catalog

(https://catalog.emich.edu/preview_program.php?catoid=44&poid=19218&returnto=13856) for information about the Graduate Academic Pathway.

The Graduate Studies ESL Pathway program may be available to international students who do not meet the admission standards for regular admission to the Graduate School due to language proficiency. See the current [Graduate Catalog](#)

(<https://www.emich.edu/esl/programs/graduate-esl-pathway.php>) for information about the Graduate ESL Pathway.

Non-Degree Admission Policy

Non-degree admission is appropriate for those individuals who seek: 1) self-enrichment; 2) continuing education; 3) teaching endorsements or teaching certification maintenance; 4) applicants attempting to determine a program of choice for admission. It does not lead to a graduate degree or certificate. Students who later apply to a graduate program must meet residency. Further, all courses taken as a non-degree student must align with the program catalog to be used on the Program of Study.

Prior Learning Credit

EMU recognizes that graduate students may acquire substantive, college-level learning outside traditional academic coursework. Accordingly, the University may award graduate credit for demonstrated achievement of graduate-level learning outcomes through Prior Learning Assessment (PLA). College-level learning is defined as documented attainment of theoretical and/or applied outcomes equivalent to those of a credit-bearing EMU graduate course.

EMU permits the awarding of prior learning credit through accepted methods, including but not limited to: examination, portfolio assessment, evaluation of military education or training, approved certifications, and experiential learning assessments.

PLA can only be determined and awarded through program and Graduate School consultation and approval. If applicable, contact the Graduate School at graduate_school@emich.edu.

III. Course Policies

• Registration

Students may only attend classes if registered. Students may not adjust their semester course selection after published time frames for each semester (see [emich.edu/registrar/calendars](https://www.emich.edu/registrar/calendars) for deadlines). Registration for a semester will be considered final at the end of the applicable semester.

○ Registration fees

A non-refundable registration fee is charged each semester. Additional information

regarding tuition and fees is available at emich.edu/sbs.

A late registration fee is charged to those students who do not complete at least one course registration before the official first day of classes each semester. Students enrolling for a course after the articulated deadline will be charged an additional late-add fee. Additional late-add fees may be waived for independent study, field work, or capstone-style courses. Please contact the Office of Records and Registration (emich.edu/registrar/registration/index.php) for more information.

- Cancellation of Registration: Registered students who decide before classes begin to not attend classes must complete a Cancellation of Registration form or send an email to the Office of Records and Registration (registrar@emich.edu). See the Office of Residence Life for room/board canceling policies (emich.edu/residencelife/campusliving/cancellation.php).

● Program of Study – POS

- A program of study (POS) includes the courses a student must take to complete their degree. For students beginning masters programs in Fall 2022 or later, the requirements are embedded in u.Achieve and fully align with catalog requirements for the program. The POS for all other students (graduate certificate, master's degree admission prior to Fall 2022, Combined Programs, Specialist, and Doctorate) are individually developed with the student's advisor and reflect the program's approved requirements as listed in the Graduate Catalog. The final POS must be forwarded to Records and Registration.
- A program of study must meet minimum credit hour requirements:
 - A graduate certificate must require a minimum of 12 credit hours.
 - A master's degree must require a minimum of 30 credit hours.
 - A combined bachelor's-master's degree
 - Must have a minimum of 120 credit hours at the undergraduate level;
 - Must include an undergraduate major of at least 30 hours;
 - Must satisfy all EMU undergraduate degree requirements, including general education, residency, and writing intensive;
 - Must have at least 30 credit hours of courses numbered 500 and above; up to 15 of these graduate hours may be used to fulfill the undergraduate 120 credit hour minimum;
 - Cannot have applied to the graduate portion of the combined degree graduate courses before admission into the undergraduate portion of the combined program;
 - Must have a structured plan that clearly articulates a student's progress through the program, and whose curricular requirements are listed in the undergraduate and graduate catalogs;
 - Will waive the requirement of an undergraduate minor in the case of a 4+1 or 3+2 program;

- Supports eligibility for undergraduate financial aid up until the semester students are admitted into the graduate portion of their program, at which time they are only eligible for graduate student financial aid, graduate student scholarships, and graduate assistantships.
- A specialist degree must require a minimum of 32 credit hours (post-master's degree).
- A Doctor of Philosophy (Ph.D.) degree must require a minimum of 90 credit hours post-bachelor's degree.
 - A Ph.D. degree in a program that requires a master's degree for admission must require a minimum of 60 credit hours post-master's.
 - A Ph.D. degree in a program that allows a specialist's degree for admission must require a minimum of 36 credit hours post-specialist's.
 - Doctoral degrees in clinical or practitioner programs must require a minimum of 75 hours if admitting students post-bachelor's degree.
 - If admitting students post-master's degree, a minimum of 38 new hours are required.
 - Doctoral programs must require a minimum of 15 total credit hours of research and research support coursework.
 - Students who fail to obtain a program of study approved by their advisor assume full responsibility for their registrations and for satisfying University, Graduate School, and departmental program requirements. If required, an approved program of study must be on file in the Office of Records and Registration, allowing the office to complete a degree audit once a student applies for graduation. Students should schedule an appointment with their academic/graduate advisor to set up a program of study as soon as possible within their first semester of enrollment.
- Students must ensure that all courses on their program of study meet the Time Limitations for Degree Completion and Residency policy requirements. Any changes to a POS or u.Achieve that depart from the required courses listed in the Graduate Catalog must have the signed approval of the Department Head/School Director of that program.
- **Enrollment in 100/200/300/400-Level Undergraduate Courses for Undergraduate Credit by Graduate Students**
 - The Graduate School does not permit the use of undergraduate courses (499 and below) to meet degree requirements on graduate programs of study. This policy does not restrict graduate advisors from adding undergraduate courses to programs of study to meet deficiencies or meet prerequisites; however, such courses will not be honored as graduate coursework, cannot be used to meet graduate degree requirements, and will not appear on a graduate transcript.

- Instead, the course(s) will appear on an undergraduate transcript.
 - Graduate students taking these courses may be required to obtain permission from the academic department offering the course before registration.
- **Auditing Courses**
 1. 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.
 2. Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.
 3. Graduate students who wish to audit a course must submit a completed audit request form, register for the course, and pay the same tuition and fees as for academic credit enrollment. Courses appear on the graduate transcript with a grade of “AU” but are not used in graduate academic calculations (including, but not limited to, academic standing and hours toward graduation). Courses taken as an audit may not be used toward a graduate degree or certificate.
 4. Request forms are available on the Registrar’s website (emich.edu/registrar/forms). The form must be approved by the Head of the department offering the course and then returned to the Office of Records and Registration at the beginning of the semester in which the course will be taken. See the Office of Records and Registration website for deadlines.
- **Pass/Fail Grading Option**
 - Graduate students may elect a pass/fail grading option when enrolling in **undergraduate** courses for enrichment that will not apply to a graduate program of study. Courses will appear on an undergraduate academic transcript and will not, therefore, count as hours toward a graduate degree. Undergraduate curriculum deficiency requirements noted on a program of study may not be taken under a pass/fail option, unless approved by a graduate advisor.
 - Students should enroll in the course, complete the Graduate Request to take an Undergraduate Course as Pass/Fail, and obtain Program Coordinator approval. The form should then be submitted to the Office of Records and Registration before the end of the first week of the semester. Request forms are available on the Registrar’s website (emich.edu/registrar/forms). Once students complete all coursework and the faculty member submits a letter grade at the end of the semester, the grade is automatically converted to pass/fail for publication on the academic transcript. A student may cancel the pass/fail grading option according to published deadlines and the letter grade submitted by the faculty member will be posted to the student’s transcript.
 - Students may not take a Graduate Course for Pass/Fail.
- **Course Limitations**

EMU places limits on the number of certain types of courses students may count toward a graduate degree or certificate.

 - Independent Study

These courses enable individual graduate students to pursue academic interests not addressed in conventional courses. A maximum of six (6) hours of independent study may be used on a degree program.

- Thesis

No more than six (6) hours of Thesis/Final Project (usually numbered as 690, 691, 692, 790, 791, 792) may be used to satisfy graduate degree requirements.

- Special topics courses

These courses (usually numbered as 590, 591, 592, 679, 680, 681) are also examples of courses which are not considered permanent course offerings.

No more than twelve (12) credits of Special Topics courses may be included in the cumulative limitation.

- Other

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.

For combined bachelor's-master's programs, students may apply only the undergraduate version or graduate version of cross-listed courses, or courses with predominantly shared topics or content. (If confusion arises over whether a course qualifies, determinations will be made by the Graduate School.)

- **Course Numbering System**

- Eastern Michigan University recognizes the following course numbering system for its graduate-level courses:

500-599: for graduate students. The 500-level courses are open to advanced undergraduates (with instructor and Office of Records and Registration approval) but may not subsequently be used on a graduate degree program.

600-699: for graduate students only. The 600-level courses (a) contain advanced level material; (b) preserve a common pedagogical or coherent experience for a group of graduate students; or (c) contain graduate-level research, thesis, or independent studies experiences.

700-799: for advanced-level graduate degree students.

800-899: for doctoral and specialist students.

- **Grading System**

Grade	Interpretation Grade points per
credit hour	
A	Exceptionally high order 4.0
A-	3.7
B+	3.3
B	Distinctly above average

		3.0	
B-		2.7	
C+		2.3	
C		Average	2.0
C-		1.7	
F	Unsatisfactory (denoting failure)	0.0	
I	Incomplete	0.0	
CR	A passing grade in credit/noncredit courses	0.0	
NC	No credit awarded	0.0	
S	Passing grade in pass/fail elections	0.0	
U	Failing grade in pass/fail	0.0	
W	Withdrawal	0.0	
AUD	Audited course	0.0	
N	No grade submitted	0.0	
R	Academic Renewal	0.0	

- Grades below a C- are considered a failing grade by the Graduate School.
- An average cumulative graduate GPA of 3.0 is required for good standing in any graduate program.
- An average cumulative graduate GPA of 3.0 is required for graduation from any graduate program.
- Students who do not attend a course for which they are registered will have an “NA” (Never Attended) grade submitted by their instructor. An “NA” grade is reflected as an “F” on their academic transcript.
- Student academic records are kept on permanent file in the Office of Records and Registration. Students wishing a copy of their academic record should see emich.edu/registrar/transcripts for transcript ordering options.

Please note: Latin honors are not awarded to graduate students.

- **Credit/No-Credit**

- It is not a student’s prerogative to elect a course for credit/no-credit; only previously designated courses are available for such grading mode.

- **Repeating Courses**

Students who meet the prerequisites and all other conditions for enrollment may repeat a course. Note that the policies articulated below do not apply to courses (such as independent study) 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.

- A course may be repeated only once and only if the original grade was a B- or lower.

- The last grade received will be used in determining the students' grade point average.
- Courses taken outside of time limitations may be repeated, regardless of initial grade. The latest attempt of the course will hold the credit, unless a degree has been conferred between attempts. In that case, credit for the course may be earned twice.
- Programs are not required to permit students to repeat courses.
- Courses that are dropped, or from which a student has withdrawn, are not counted as attempted repeats for the purpose of this policy. Further, courses in which grades were adjusted to reflect Academic Renewal grades (R) are also not included.
- 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.
- A student who earned credit in a course will lose the credit if they subsequently retake the course and receive 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 coursework is completed and the "I" is replaced by the new grade earned.
- All course attempts will remain on the permanent record, with repeats indicated, even if not used to determine the grade point average.
- Students may request to take a course a third time with Graduate Coordinator, Department Head and Registrar permission.

- **Incomplete (I) and In-Progress (IP) Grades**

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

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

In Progress (IP): Incomplete (I) or 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 12-month limitation regulation. (If confusion arises over whether a course qualifies, determinations will be made by the Graduate School.) Both Incomplete and In-Progress courses must be completed within the Time Limitations requirements governing the applicable degree. See Time

Limitations for Degree Completion requirements below.

- **Grade Changes**

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

If an instructor error is identified, the instructor must file a grade change, explaining the error. This process requires the approval and signature of the Department Head/School Director and Dean. All changes in letter grades (except from an “I” or “IP” grade within one year) will require all three signatures. The grade change will then be submitted to, and processed by, personnel in the Office of Records and Registration.

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

Three (3) years following the close of any term of enrollment, or at the time of the student’s graduation (whichever is first), the student’s transcript will be considered to be the final indisputable record of academic achievement. Please note Fresh Start exception.

Specifically, at the end of three years, grades are considered final, and no changes will be made to transcripts (e.g., no term or individual withdrawals, no grade omissions, no recalculated grades based on a mathematical or clerical error, no incomplete (I) or In-Progress (IP) removals). This rule does not apply to graduate 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. (If confusion arises over whether a course qualifies, determinations will be made by the Graduate School.) These courses must, however, be completed within the Time Limitations requirements governing the applicable degree. See Time Limitations for Degree Completion below.

- **Academic Load**

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

Graduate students may not enroll in more than 15 hours for any semester without prior permission from the Graduate School. Support of the faculty advisor/program coordinator is required for consideration.

If students seeking professional teaching certificates or additional endorsements need to take more than the maximum allowable number of credit hours, they may do so by contacting the Office of Records and Registration, registrar@emich.edu. Support of the faculty advisor/program coordinator is required for consideration.

By federal regulation, students must be enrolled in four hours per semester to be considered half-time. The following load definitions are relevant for students in Title IV

programs, have veterans benefits, or have loan deferments:

Maximum load: 15 hours per semester

Full-time load: Minimum of 8 hours per semester

Half-time load: 4-5 hours per semester

Three-quarter-time load: 6-7 hours per semester.

- **Full-time Status during Low Enrollment**

- Doctoral students who have completed ALL academic coursework (excluding comprehensive exam, dissertation and/or internship), but who continue to work toward completion of those requirements may be considered full-time during periods of registration in those (comprehensive exam, dissertation and/or internship) courses. After such registrations are no longer needed to satisfy program requirements, a doctoral student may enroll in a Continuous Enrollment (767) course and be considered a full-time student. A FINAL program of study must be on file to verify eligibility, and a formal request is required. Request forms are available on the Registrar's website (emich.edu/registrar/forms).
- This opportunity for full-time status does not apply if other courses on the program of study are not completed, or during terms in which registration in other courses exists (including, but not limited to, independent study).
- Enrollment in the Continuous Enrollment (767) course will not apply toward degree completion, nor will there be assignments or a grade.
- The full-time status will assist in several ways, including:
 - enabling access to University services such as the library as the thesis/dissertation or final project is being completed;
 - delaying loan repayment while completing a thesis, dissertation, or final project;
 - providing liability coverage during internship or field placement.
- Some graduate programs, such as the doctoral program in Educational Leadership, may require continuous enrollment. Students may repeat registration in a continuous enrollment course for as many semesters as needed.

IV. Transfer of Credit to Degree Programs

- Graduate credit(s) may be accepted from other accredited institutions and be used on a program of study. Acceptable transfer credit(s) are determined by the department/school, subject to the approval of the Department Head/School Director and the Office of Records and Registration.
- Transfer credit must:
 - apply to the EMU degree program;
 - 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);
 - not be out-of-date per the degree time limitation (see below);
 - be recommended by the advisor and approved by the Department Head/School Director and Office of Records and Registration;
 - be documented as graduate credit on an official graduate transcript from an

accredited institution;

- Students are limited in the number of transferred credit hours they may apply to their program of study (see Residency Requirements). 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 before the graduation degree audit. Official transcripts for courses planned to be transferred to Eastern Michigan University should be on file at least one month before 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.
- Request forms are available on the Registrar's website (emich.edu/registrar/forms). Approval of the Program Coordinator is required before submitting to the Office of Records and Registration.

V. Residency Requirements

Regardless of the number of credit hours required for the receipt of an EMU graduate award/degree, a graduate student at EMU must take a minimum number of credit hours once accepted and enrolled in an EMU degree program to receive an EMU graduate degree.

- A Doctor of Philosophy (Ph.D.) degree requires a minimum of 90 credit hours post-bachelor's degree.
- For students admitted to post-bachelor's-admitting Ph.D. programs, at least 48 new graduate hours must be earned at EMU.

The remaining 42 program requirement hours may be met through the following at the discretion of the doctoral program advisor:

- Prior graduate degree credit, whether the degree was earned at EMU or elsewhere. A maximum of 30 credit hours may be used to satisfy doctoral degree requirements, regardless of the length/credit hours of the prior degree. Only credit hours from one prior completed degree may count as prior degree credit. Note: Hours applied from a prior, completed graduate degree are excluded from the time-to-degree requirements.
- Exception: If the doctoral program awards a master's degree en route to the doctoral degree, then an EMU graduate of the same master's program may apply all earned EMU master's program credits toward the 90-hour doctoral program, even if the number exceeds 30 hours. Time-to-degree limits apply to all credits used in the POS.
- A maximum of 12 credit hours earned through a combination of the ways listed below may be applied to the doctoral degree. Note: Hours applied from these options must meet time- to-degree requirements.
 - Prior EMU graduate credits not applied to a previous, completed graduate degree.
 - Transfer of prior graduate credits not applied to a previously completed graduate degree.

- Transfer of graduate credits after admission to the program.
- For students admitted to post-master's Ph.D. programs, at least 48 new graduate hours must be earned at EMU.

The remaining 12 hours may be met through the following at the discretion of the doctoral program advisor. Note: Hours applied from these options must meet time-to-degree requirements.

- Prior EMU graduate credits not applied to a previous, completed graduate degree.
 - Transfer of prior graduate credits not applied to a previously completed graduate degree.
 - Transfer of graduate credits after admission to the program.
- For students admitted to post-specialist's Ph.D. programs, at least 36 new graduate hours must be earned at EMU.

The remaining 12 hours may be met through the following at the discretion of the doctoral program advisor. Note: Hours applied from these options must meet time-to-degree requirements.

- Prior EMU graduate credits not applied to a previous, completed graduate degree.
 - Transfer of prior graduate credits not applied to a previously completed graduate degree.
 - Transfer of graduate credits after admission to the program.
- For students admitted to clinical or practitioner doctoral programs admitting post-master's, at least 38 new graduate hours must be earned at EMU.
- For students admitted to clinical or practitioner doctoral programs admitting post-bachelor's, at least 75 new graduate hours must be earned at EMU.
- For students admitted to master's/specialist degree programs of 36 or fewer required hours, at least 24 new graduate hours must be earned at EMU. The remaining program requirement hours may be met through transfer or use of prior graduate degree credit (EMU or elsewhere).
- For students admitted to master's/specialist degree programs of 37 or more required hours, at least 30 new graduate hours must be earned at EMU. Minimum degree hours must still be met for graduation. The remaining program requirement hours may be met through transfer or use of prior graduate degree credit (EMU or elsewhere).
 - *Enrollment in multiple programs:* Students enrolled in multiple master's/specialist degree programs must have 24 unique credit hours in each degree program. For example, if completing two 30-hour programs concurrently, a minimum of 48 hours is required.
 - *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.

- For students admitted to a graduate certificate program, at least nine graduate hours beginning with 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.

VI. Time Limitations for Degree Completion

- Doctoral degree requirements must be completed within seven (7) years from the earliest course (semester/year) on the program of study.
- Specialist's degree requirements must be completed within six (6) years from the earliest course on the program of study if entering with a master's degree or eight (8) years if entering with a bachelor's degree.
- Master's degree requirements must be completed within six (6) years from the earliest course being used toward graduation..
- Combined bachelor's-master's programs must be completed within six (6) years of first enrollment in courses numbered 500 and above (whether taken for undergraduate or graduate credit).
- Graduate Certificate requirements must be completed within three (3) years from the earliest course on the program of study for the certificate.
- For students graduating from a certificate and master's degree in the same semester, the time-to-degree requirement for the certificate program is extended to 6 years.

Any exception to the time limits indicated above must be approved through the Graduate School petition process and competency must be verified. Use this link to make requests:
app.emich.edu/gradpetition/views/login

Programs are not required to provide extension to the time-to-degree limitations.

- ***Readmission into a closely related program:*** Students transferring to or admitted into a closely related program may be exempt from the requirement to accrue credit hours post-acceptance into the program. The Graduate School makes the final determination of what constitutes a closely related program if questions arise. Students are required to meet course requirements and minimum credit hour requirements for their new degree program as it is listed in the EMU Graduate Catalog. Further, students must meet the Time Limitations for Degree Completion policy.

VII. Academic Probation and Dismissal

- Students are placed on academic probation at the end of any semester in which their cumulative EMU grade point average in courses taken for graduate credit is below 3.0.
- Students must complete six graduate credit hours at EMU before being subject to academic probation. Students are notified via their NetID (my.emich) email each semester of their status, and enrollment is permitted only on a semester-by-semester basis until the probation is removed. Students placed on academic probation are encouraged to contact their program advisor for assistance in determining how to return to good academic standing.
- A probationary student must obtain a semester grade point average of at least 3.0 in the first semester of probation. Failure to do so will result in academic dismissal. If a

probationary student earns a semester GPA of 3.0 or higher during the first semester of probation, but their overall GPA is still below a 3.0, the student will be given one additional semester to raise their cumulative GPA to a 3.0 or higher. Failure to do so will lead to dismissal. Students will be notified via their NetID (my.emich) email.

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

VIII. Process for Requesting Reinstatement after Dismissal

- After dismissal, students may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. The deadline for submission of a request will be included in the notice of dismissal.
- All reinstatement requests must be in writing, accompanied by documentation. There are no exceptions to this process. The request packet should include a personal letter that states the causes of the student's academic problems, changes in the student's situation that may rectify those problems, and proposed plan of action to ensure success in graduate studies. Students are required to have a letter of support from the Graduate Coordinator or Department Head. Letters from individual faculty members in the program are not sufficient. All documents become the property of EMU and will not be returned or copied after submission. Students should make copies for their personal use before submitting them to the Graduate School Reinstatement Committee.
- After the deadline for submission of requests for reinstatement has passed, the Office of Records and Registration will initiate the appeals process with the Academic Status Review Committee.
- Personal interviews will not be considered, and reinstatement request decisions are final.
- Notification of decisions will be sent to the student's NetID (my.emich.edu) email account within 14 days of the request submission deadline.

IX. Final Project/Experience

- Many graduate programs have a culminating or capstone experience required for graduation. Some require a thesis or dissertation; others require a special project or internship; others require students to pass a final exam. See the Graduate School website for Thesis and Dissertation Manuals, all forms, and information about research and human/animal subject approval.
- Students who choose to change their final culminating experience (e.g., thesis to research, research to project) will need to register for courses specific to the new experience. Prior registrations associated with the previous experience chosen may not be changed to reflect the new type and any grades already recorded will remain on the student's transcript.

X. Graduation

Graduation Requirements and Fee

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

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

One degree (e.g. BS/MS, BA/MA) will be conferred at the completion of the 5-year combined bachelor's-master's program, and both the bachelor's and the master's degrees will be conferred at the completion of the 4+1 combined bachelor's-master's program. All courses taken as an undergraduate student will be recorded on the student's undergraduate transcript. All courses taken as a graduate student will be recorded on the student's graduate transcript.

Commencement

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

Those students who fulfill their degree requirements during the summer semester (i.e., August graduation), will have a diploma dated August and will have their names appear in the December commencement program. All August graduates are invited to participate in the December commencement event.

XI. Artificial Intelligence Policy

The Eastern Michigan University Graduate School provides the following general guidance regarding the use of AI (traditional, generative, assisted) in graduate education and research. The Graduate School emphasizes balancing academic integrity with the responsible and innovative use of emerging technologies. Any use of AI should be transparent and disclosed. AI is not recognized as a credible, original source for thesis and dissertation research. Original sources must be used and cited. All graduate students are required to meet with their faculty/advisors/committee chairs to discuss the use of AI tools in their specific academic program and for their specific research project, including theses and dissertations. AI tools include those that support grammar and editorial improvements, as well as those used to develop charts, tables, and images. AI should be cited as the source for these. All students must be in compliance with the EMU Student Code of Conduct.