



# **Graduate Policy Handbook**

**Fall 2011/Spring 2012**

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## **GRADUATE SCHOOL**

### **Mission**

The Graduate School provides leadership for graduate study at Emporia State University. It fosters quality and academic excellence by creating an environment conducive to learning, scholarship, and creativity; encouraging continual expansion and discovery of knowledge; and serving as a catalyst for intellectual dialog between graduate faculty and students.

### **Graduate School Administration**

The Dean of the Graduate School and Distance Education is responsible for carrying out the university policies concerning graduate education. Emporia State University offers programs of study leading to the degrees Master of Science, Master of Arts, Master of Business Administration, Master of Library Science, Master of Arts in Teaching, Master of Music, Specialist in Education and Ph.D. in Library and Information Management.

### **The Graduate Council**

The Graduate Council assists the Dean with review and coordination of all graduate programs, formulation of academic policies governing graduate programs, and with administration of the Graduate School. It meets monthly, additional times if necessary, and is chaired by an elected chairperson. Membership in the Graduate Council consists of the chair of each department offering graduate course work, or a full member of the graduate faculty either designated by the chair or elected by department faculty, and two student representatives who are selected annually by the Graduate Dean.

### **Departmental Committees**

Each department has a graduate committee. The departmental graduate committee determines departmental graduate policies and procedures as long as they are not in conflict with university/graduate school policy.

## **GRADUATE ADMISSIONS POLICIES**

Applications may be submitted online.

**Graduate School - Box 4003**

**1200 Commercial St.**

**Emporia, KS 66801-5087**

**FAX number: 620-341-5909**

**telephone: 620-341-5403 or 1-800-950-GRAD**

**e-mail: [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu)**

Application for admission to graduate study should be submitted to the Graduate School no later than two weeks before the first day of an enrollment period. Some programs require earlier application or additional application forms prior to admission. Students should check with individual departments for additional application requirements.

**Application fees are not refundable and application materials are non-returnable.**

We strongly encourage students to familiarize themselves with all graduate student policies and procedures. All correspondence from the graduate school (e.g., admissions information, eligibility, degree analysis, instructions for graduation) will be directed to your **ESU email account**. Please contact technology and computing services (TCS) at 341-5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

## **GRADUATE ADMISSIONS CATEGORIES**

### **Non-degree Seeking Student**

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work but are not seeking a degree, certificate, or licensure are classified as non-degree students. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program. Students are required to pay a \$25 application fee.

### **Licensure Seeking**

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of licensure are classified as licensure seeking students. Students should check the graduate degree listing or contact the Teacher Licensure Coordinator in the Teachers College (620-341-5412) for specific licensure programs offered at ESU. Students are required to pay a \$25 application fee.

### **Certificate Seeking**

Students with at least a baccalaureate degree from a regionally accredited institution who desire to enroll in graduate course work for the purpose of obtaining a certificate are classified as certificate seeking students. Students should check the graduate degree listing for specific certificate programs offered at ESU. Students are required to pay a \$40 application fee.

### **Master's Degree (MA, MAT, MBA, MED, MLM, MLS, MM, MS)**

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from a regionally accredited institution.
- 2) Adequate preparation in the proposed area of specialization (to be determined by the department of specialization).
- 3) A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree. Some academic department requirements may be higher.
- 4) Satisfactory completion of the entrance examinations required by the major department. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 5) Submission of **official** transcripts from **each** institution attended. Transcripts are considered official only if they are received from the institution in a sealed envelope. Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source (for example, Educational Credential Evaluation Service).
- (6) Payment of a \$40 application fee.

### **Specialist in Education Degree (Ed.S.)**

Please contact the Department of Psychology and Special Education for information. Students are required to pay a \$40 application fee.

### **Doctor of Philosophy (Ph.D.)**

Please contact the School of Library and Information Management for information. Students are required to pay a \$50 application fee.

\*Undocumented persons (must provide documentation of citizenship application) or resident aliens (must provide a copy of permanent residency card) who do not hold an F1 or J1 visa may apply for graduate study.

## **GRADUATE ASSISTANTSHIP AWARDS**

Emporia State University provides assistance for graduate students through three primary sources in addition to the regular student financial aid programs.

### **Graduate Assistantships**

Graduate assistantships are available in most departments offering graduate degree programs. Types of assistantships available are teaching, research, and administrative. To qualify for an assistantship, an applicant

must have a minimum undergraduate (four-year) grade point average of 2.5 or 2.75 for the last two years of undergraduate study, based on a 4.0 system, or 3.0 for at least 6 credit hours of graduate level course work. The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term.

The summer enrollment requirement will be waived for students holding an assistantship during the intercession period between the spring and summer semesters if the student held a graduate assistantship during the previous spring semester and maintained an enrollment of 6 credit hours or the student was an enrolled graduate student and maintained an enrollment of at least 3 credit hours. Graduate assistants with a summer assistantship during the intercession not meeting either of these requirements will be expected to comply with the summer enrollment requirement of 3 credit hours. Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must include required prerequisites or graduate courses. The student's advisor must request approval (prior to enrollment) for any courses that do not fit into either of these categories. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses. A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department and graduate dean.

Graduate assistant positions are contingent upon a successful criminal background check.

Graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 20 hours worked per week for a full semester. To be eligible for a tuition waiver during the summer, graduate assistants must hold an assistantship for at least one month during the summer term. If a graduate assistant's award is terminated prior to the end of the contract, the student will be required to repay the tuition waiver on a prorated basis. Courses taken for audit credit do not count in computing minimum course load requirements. Non-resident assistants are eligible for resident fees during each full semester in which they hold an assistantship appointment for at least 20 hours duty per week. Graduate assistants will be responsible for paying the campus fees each semester.

All graduate assistants are expected to work half-time (20 hours per week). Work given them is expected to fit within a 20-hour work week. In emergency or otherwise exceptional circumstances (e.g., the illness of a colleague), a graduate assistant, with the approval of the department chair, dean, and graduate dean, may be paid additional compensation for additional and temporary work. Such compensation will be provided only in

rare and unusual circumstances. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.

A graduate student may hold an assistantship funded via university allocations for a maximum of six semesters (excluding summers) while working on a single graduate degree. Ph.D. students may hold an assistantship for a maximum of six academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 6 and 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. Graduate students in a 60 hour program can hold a graduate assistantship for up to three years. (Revised by the Graduate Council January 20, 2011.)

Students are required to show normal academic progress (3.00 grade point average) each semester. When a student's semester grade point average (GPA) falls below 3.00, the student will be placed on academic probation and may be dismissed from her/his graduate assistantship position at the discretion of the department. Two consecutive semesters of a GPA below 3.0 will result in termination of the graduate assistantship. When a student's semester GPA falls below 2.5, the graduate assistantship will be terminated; the department may reappoint the student to a graduate assistantship when the student's cumulative GPA is 3.00 or better and the most recent semester GPA is 3.0 or better.

## **Graduate Assistant Categories and Job Descriptions**

### **Graduate Teaching Assistant**

A Graduate Teaching Assistant (GTA) serves an instructional role in a class or laboratory offered by an academic unit for credit. The GTA need not be the instructor of record. Duties may include actual instruction in a classroom setting; leading discussion sessions; conducting help and/or tutoring sessions; assisting with laboratory setup; helping faculty prepare lectures and course materials; grading papers, exams, laboratory reports, projects, and class homework; coaching; and performing other duties pertaining to the instructional mission of ESU.

GTAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GTAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

### **Graduate Research Assistant**

The primary function of a Graduate Research Assistant (GRA) is to assist a faculty member in an academic department with her/his scholarly and/or creative activities. Duties may include maintaining and operating scientific

instruments and/or computer equipment; locating, reading, and summarizing pertinent research articles; performing laboratory experiments and assisting with fieldwork; calculating and analyzing results of research; and assisting musicians and artists in their creative endeavors.

GRAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GRAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

### Graduate Administrative Assistant

The primary function of a Graduate Administrative Assistant (GAA) is to assist in non-teaching and non-research activities. A GAA should perform more than the usual receptionist/secretary duties. Duties should augment a student's academic program and provide opportunities to apply knowledge gained through the program. Duties may include entering computer data, maintaining records, preparing reports and surveys, and interpreting and correlating administrative data. GAA responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. Departments will be expected to explain briefly on the actual award form how the GAA duties augment the student's academic program.

GAAs are eligible for full tuition waivers. This waiver does not include waiver of any fees and is for the actual semester of appointment only. GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

### **Student Health Insurance**

Graduate students holding a full-time (20 hours per week) graduate teaching, research, or administrative assistantship for a complete semester are eligible for student health insurance with the university contributing toward the monthly premium. Eligible graduate assistants can enroll for the health insurance through the Office of Human Resources, Plumb Hall 211. Insurance applications and brochures can be downloaded at <https://www.uhcsr.com/>.

### **Graduate Assistant Technology Policy**

Each graduate assistant must have access to a dedicated computer and work station with appropriate software and network connection to support his/her graduate assistant work within his/her department (approved November, 2004).

## **Application Deadline**

Application forms for assistantships may be submitted online at <http://www.emporia.edu/grad/graduateassistants/graduate-assistant-application.html>. Applications should be submitted by the third Friday in February to insure full consideration for fall semester appointments by selection committees.

## **Graduate Assistant Awards For International Graduate Students**

International graduate students cannot be offered a graduate assistantship until they have completed all the admission requirements of the Office of International Education and have been accepted to Emporia State University and have been found eligible for a graduate program of study.

Once these requirements are met, an offer can be made contingent upon successful clearance of a background check and receipt of a Social Security number. Since a graduate assistant award form cannot be initiated until the student has received a social security card, the department will be required to provide the student with a letter stating they have been offered a position. This proof of employment is a requirement in order to obtain a Social Security number. The student cannot begin work until Human Resources has received all the required employment documents and the background check has cleared.

## **Required Tests for International Graduate Teaching Assistants**

In addition to English Proficiency requirements for admission to graduate study, graduate teaching assistants being considered for any employment having classroom or laboratory instructional responsibility and/or direct tutorial responsibilities and whose first language is not English must meet the following requirements **PRIOR** to being awarded a graduate teaching assistantship.

1. Present a TOEFL score of at least 550.
2. Present a score of at least 50 on the Test of Spoken English (TSE), or a score of 250 on the Speaking Proficiency English Assessment Kit (SPEAK) exam, or equivalent, or a minimum score of 22, set by Board staff in consultation with the Council of Chief Academic Officers and with the approval of the Board Academic Affairs Standing Committee, on the Speaking section of the Test of English as a Foreign Language Internet Based Test (TOEFL IBT) by the third Monday in July for the fall semester or by December 1 for the spring semester or take the SPEAK exam at ESU before the appropriate deadline.
3. Must be interviewed and have their competency in spoken English assessed by no fewer than three institutional personnel, one of whom

shall be a student. The interview can be conducted either face-to-face or by mediated means.

4. Prospective graduate teaching assistants who do not meet the above requirements shall not be assigned teaching responsibilities nor other tasks requiring direct instructional contact with students.

International Graduate Teaching Assistant requirements taken from the *Kansas Board of Regents Policy and Procedures Manual*.

International students requiring testing for teaching assistantships will be on campus and available for testing two weeks prior to the date classes begin.

## **DEGREE REQUIREMENTS**

### **Master's/Ed.S./Ph.D.**

#### **Master's Degree**

1. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.
2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
3. The student must be admitted to degree candidacy by the major department.
4. The student must complete the required number of semester hours of graduate level course work set by their department.
5. A minimum of 60 percent of credit hours must be earned in courses numbered 700 and above.
6. Satisfactory grades must be maintained as defined in the section titled "Grades."
7. Commencement fees must be paid to the Business Office.
8. Graduates may participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

## The Specialist in Education Degree

The Specialist in Education (EdS) is an advanced degree involving a year of study beyond the master's degree. This degree program is designed to be independent of any further graduate study. It is wholly within the province of an institution offering the doctorate to determine whether or not any part of the specialist program may partially fulfill requirements for the doctorate.

1. A master's degree from a regionally accredited institution with a GPA of 3.5 on the most recent master's degree.
2. If the master's degree was awarded by Emporia State University, then the student will not be required to repeat the Graduate Essay Examination of The Teachers College. The residency requirement for the Specialist in Education degree is one full semester as a regularly enrolled full-time student or one summer session for at least five weeks on campus.
3. All requirements for the degree must be completed within a period of seven (7) years from the first enrollment date. In the case of compelling circumstances, the department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.
4. A specialist degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
5. The student must complete the required number of semester hours of graduate level course work set by their department. If equivalent courses were completed at the undergraduate level, graduate courses must be taken to fulfill the graduate hour requirements.
6. One academic year of supervised experience (internship) is required before the student may be recommended for full approval as a school psychologist **certified by the Kansas Department of Education**.
7. Students must pass an oral examination over their thesis area and research.
8. Satisfactory grades must be maintained as defined in the section titled "Grades."
9. Commencement fees must be paid to the Business Office.
10. Graduates may participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

## **The Ph.D. Program**

The curriculum of the Ph.D. program is designed to produce effective teachers and skilled researchers in fields related to library and information management.

1. All requirements for the degree must be completed eight (8) years after admission to the doctoral program.
2. A graduate degree plan must be signed by the advisor and filed with the Graduate School by the end of the first semester of graduate study.
3. Students will advance to degree candidacy after passing qualifying exams. These exams must be taken within a six-month period.
4. Students must complete the required number of semester hours of graduate level course work set by their department.
5. Students must be enrolled in a class each semester in order to be active in the program.
6. Students must complete at least 15 hours of dissertation credit and enroll in at least three credits each semester until the dissertation is completed.
7. Students must complete a minimum of 90 graduate hours beyond the baccalaureate degree.
8. Students must maintain a satisfactory level of work as determined by the doctoral faculty.
9. Graduates may not participate in the commencement ceremonies before acceptance of the dissertation by the committee, SLIM dean, and Graduate School dean.

## **APPLICATION PROCEDURES/REQUIREMENTS GRADUATE CERTIFICATE PROGRAMS**

Certificate programs offered are: Archives, Coaching, Digital Audio Recording, Geospatial Analysis, Health Education, International Student Music Performance, Music Performance, Music Technology, Pedagogy, and Piano Pedagogy.

### **Application Procedures and Program Requirements**

1. A graduate application for admission and payment of the application fee must be submitted to the Graduate School.
2. Official transcripts from all universities attended must be on file already in the Graduate School or submitted directly to the Graduate School.
3. The Department/School will determine the eligibility of the student for the Certificate Program and notify the Graduate School of the determination.

4. A Certificate Plan listing all courses used to fulfill the Certificate Program requirements must be submitted to the Graduate School and approved by the Graduate Dean.
5. Students completing the Geospatial Analysis Certificate Program must complete all courses for the certificate with a 3.0 GPA. Students completing the Information Management Certificate Program and Legal Information Management Certificate Program must complete all courses for the certificate with a 3.5 GPA.
6. A Certificate Completion Notification should be submitted to the Graduate School by the student mid-semester prior to the semester in which the student anticipates completing the Certificate Program requirements. The Certificate Completion Notification form can be found online or in pdf format at <http://www.emporia.edu/grad/policies-forms/forms.html>.
7. Completion of a graduate certificate program does not guarantee acceptance into a master's degree program.
8. The information on the transcript will read as follows:

Graduate Certificate: Archives, Coaching, Digital Audio Recording, Geospatial Analysis, Health Education, International Student Music Performance, Music Performance, Music Technology, Pedagogy, or Piano Pedagogy (whichever applicable)

Date: (Same as degree conferral dates for degree-seeking graduate students)

Check with the School of Library and Information Management, Music Department, Department of Physical Sciences, or Department of Health, Physical Education, and Recreation for additional information/requirements.

## **GRADUATE POLICIES**

Eligibility to study in a graduate program is determined by a graduate committee in each department and by the Dean of the Graduate School and Distance Education. Classifications for eligibility are either unconditional, conditional (seniors earning graduate credit), or probationary. Students will receive notification from their department or the Graduate School of their eligibility status. Admission to graduate study does not imply admission to candidacy for an advanced degree.

### **Degree Candidacy**

After having been admitted to graduate study with the objective of earning an advanced degree, the student must apply for and be admitted to candidacy for the degree sought. Candidacy is the formal approval for

pursuit of a graduate degree after it is determined that all specified preliminary requirements have been met. Procedures and requirements for admission to candidacy are determined by the department in which the student is specializing, including the following general requirements:

1. The student must have met the entrance or candidacy requirements of the major department, and the results must be on file in the Graduate School.
2. The student must have filed a degree plan in the Graduate School during the first semester of graduate study and the plan must have been approved by the Dean of the Graduate School and Distance Education.
3. The student must have completed at least six hours of course work on the graduate program of study before being admitted to degree candidacy.

Admission to degree candidacy is based not only on the minimal standards stated above, but also includes an appraisal of the student's record and potential. The Graduate School has a responsibility to maintain a standard of excellence determined by the graduate faculty.

### **Graduate Examinations**

Departments offering a graduate program may require one or more examinations for admission to degree candidacy or for graduation. The nature of these examinations varies among departments. Students should confer with their graduate advisor concerning this requirement.

### **Advisory Committee**

Each candidate who is writing a thesis must have the work supervised by an advisory committee. A department may require an advisory committee for the supervision of research papers or projects, which are part of a degree program. The candidate will select a chair of the thesis committee in consultation with the candidate's advisor. One member of the committee must be from outside the candidate's area of specialization. Students are required to complete and submit the Thesis and Dissertation Committee Declaration Form the semester prior to completing the thesis or dissertation.

### **Degree Plan**

Degree-seeking graduate students must submit a degree plan signed by their advisor and department chair and approved by the Dean of the Graduate School and Distance Education to the Graduate School by the end of the first semester of graduate study.

## **Intent to Graduate**

Notice of intent to graduate must be received by the Graduate School the semester preceding graduation. The Intent to Graduate form is due March 1 for summer graduates, July 1 for fall graduates, and November 1 for spring graduates. Failure to give notice of intent to graduate may cause a delay in graduation. The intent to graduate form may be submitted online or downloaded at <http://www.emporia.edu/grad/policies-forms/forms.html>.

## **Grades**

Candidates for the Specialist in Education degree may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Arts, Master of Business Administration, Master of Education, Master of Science, Master of Music, and Master of Library Science degrees must earn a grade point average of B (3.0) in all courses used for the degree. A grade of A, B, or P (no C, D or F grades) may be used in 500 and 600 level courses. P grades will not be calculated in the GPA. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU used to meet degree requirements cannot exceed two-fifths of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages. (Revised by the Graduate Council January 20, 2011).

## **In-Progress Grades**

In Progress, IP, grade extensions are used in graduate classes identified by the College/School as requiring graduate work that extends beyond one semester. IP grades are automatically extended each semester, but a final course grade must be submitted for the course(s) by the end of the semester the student graduates. Upon the student's graduation from a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from IP grades to W grades. With the exception of the "IP" grade extension, the "I" policy for undergraduates also applies to graduate students. (FSB 97003, passed by Faculty Senate 11/4/97, approved by President 2/24/98; FSB 01010, passed by Faculty Senate 4/2/02, approved by President 4/4/02)

## **Incomplete Grades**

The grade "I" (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course.

The student has the responsibility to take the initiative in completing the work and the student is expected to make up the "incomplete" as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished by the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). During the initial extension period, a student may submit a written petition for an extension of one additional semester during which an incomplete grade may be removed. In the most exceptional cases, the faculty member with the written approval of the department chair, may grant the request for an extension. An extension beyond two semesters will require the approval of the dean of the school or college in which the course was offered. (The granting of an extension will not be routine.) Individual instructors may establish earlier deadlines for completion of the work. Students who do not complete the unfinished work by the established deadline will have the grade of "F" entered on the transcript and will be required to re-enroll to earn credit in the course.

### **Definition of Semester Hours**

All credits on official transcripts are certified in terms of the semester hour. A semester hour consists of a minimum of 750-800 minutes of classroom contact on lecture courses or its equivalent in independent study during the semester.

### **Residence**

Some academic departments do have residency requirements. Please contact the academic department of your intended academic major for program requirements.

### **Transfer Credit**

Graduate credit earned in regionally accredited institutions may be transferred for credit toward the Master's, Specialist in Education, or Ph.D. degrees subject to the following conditions:

- 1) No more than nine (9) semester hours of credit may be transferred into an ESU program requiring fewer than 40 hours of graduate coursework, or fifteen (15) into an ESU program requiring 40 or more hours of graduate coursework. Individual programs may reduce this limit at their discretion.
- 2) A grade of B or higher must have been earned in all such transfer credit.
- 3) Official transcripts of all transfer work must be on file in the Graduate School prior to submitting degree plans.

- 4) Transfer courses must be approved by the chair of the major department and the Dean of the Graduate School and Distance Education.
- 5) The transfer credit must be applicable toward a graduate degree at the university at which the course work was taken.

Students who have completed graduate level course work at accredited international universities must submit their transcripts to an approved foreign credential evaluation service. Students with questions should consult with the Office of International Education, Registration Office, or the Graduate School. All of the usual criteria for transfer credits apply (approved by Graduate Council March, 2005).

### **Seniors Earning Graduate Credit**

College seniors at Emporia State University, or other four-year institutions, may earn graduate credit during the term in which the undergraduate degree is received and the term immediately preceding the final term by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Completing a Request For Graduate Credit card for each course for enrollment. The approval of the advisor, course instructor, and Dean of the Graduate School and Distance Education is required. The Senior Request for Graduate Credit card must be presented to Registration at the time of enrollment.
- 3) Not needing or using the courses to meet undergraduate degree requirements.
- 4) Providing assurance that the total enrollment (undergraduate and graduate) will not exceed 17 hours per semester or 10 hours per summer term and that no more than 12 semester hours of graduate credit is to be accumulated in this way.

Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded.

### **Dissertation**

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Please check with SLIM for the deadline for receiving the finalized dissertation in their school. One copy of the dissertation in final form and approved by the department with committee signatures, required ProQuest form, and \$65 money order or cashier's check made payable to PQIL are due in the Graduate School one week before graduation. The dissertation guide is available online at <http://www.emporia.edu/dotAsset/b07df76b-eddc-49cf-b144->

[8b7de7993e35.pdf](#). Dates by which dissertations must be received in the Graduate School are listed in the dissertation guide booklet. Exceptions to the rules governing the typing of dissertations may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All dissertations must have the approval of the student's dissertation committee, the chair of the dissertation committee, and the department chair or the dissertation will not be accepted by the Graduate School. An electronic copy of the dissertation must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester. All dissertations will be added to the institutional digital repository.

### **Thesis**

A thesis is required for certain degrees and is an option in others. Students are required to complete and submit the Thesis and Dissertation Committee Declaration Form the semester prior to completing the thesis or dissertation. A copy of the thesis must be submitted to the major department no later than three weeks prior to the day on which the degree is to be conferred. Some departments may have earlier deadlines. One copy of the thesis in final form, required ProQuest form, and \$55 money order made payable to PQIL are due in the Graduate School one week before graduation. A candidate may obtain a thesis guide booklet in the Graduate School, Plumb Hall, 313. The thesis guide is also available online at <http://www.emporia.edu/dotAsset/547d5683-e1e4-4f1f-a141-a5ab2cbd2f44.pdf>. Dates by which theses must be received in the Graduate School are listed in the thesis guide booklet. Exceptions to the rules governing the typing of theses may be permitted, but only with the written consent of the Dean of the Graduate School and Distance Education and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree.

An original copy with departmental signatures is due in the Graduate School no later than 3 weeks prior to the close of the semester for review by the Graduate School. All theses must have the approval of the student's thesis advisory committee, the chair of the thesis advisory committee, and the department chair or the theses will not be accepted by the Graduate School. An electronic copy of the thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate

School. The electronic copy should be sent as an attachment to [kermler@emporia.edu](mailto:kermler@emporia.edu) and need not contain departmental signatures. It should be the same as the hard-copy manuscript that is submitted, without the signature page. Finalized corrected copy with payment is due in the Graduate School one week prior to the close of the semester. All theses will be added to the institutional digital repository.

### **Thesis and Research Credit**

There are no limitations on the number of thesis and investigative credit hours for which a student may enroll. However, only six hours and five hours of thesis credit may apply toward master's and specialist degrees respectively, and no more than 12 hours of thesis and investigation (independent study, project) credit may apply toward a single graduate degree.

### **Graduate Degree and Enrollment**

Graduate students using the resources of the university (e.g., instructors, libraries, laboratories, computers) are expected to be enrolled in courses for credit and must be enrolled in at least one semester credit hour during the term in which the degree is granted or the requirements are met.

### **Loads**

A graduate student enrolled in seven or more semester hours in a given semester during the academic year or in four or more semester hours during a five-week summer term is classified as a full-time student. (Graduate assistants are required to enroll in a minimum of 6 credit hours to maintain their assistantship.)

The maximum load for a graduate student during the fall and spring semesters is 16 hours per semester. The minimum load required for students with a fall or spring graduate assistantship is 6 hours. Overloads may be approved under exceptional circumstances during the fall and spring semesters. A department under the supervision of its respective school may establish additional restrictions upon credit hours earned during an enrollment period. The normal load for summer session is 1 hour of graduate credit per week enrolled. The maximum load for summer is 1.5 hours of graduate credit for each week of attendance. The minimum load required for students with a summer assistantship is 3 hours. Students may earn no more than 12 hours of credit during the period between the end of spring semester and the beginning of fall semester. The student may also earn no more than 9 hours in any six week period. Overloads beyond these maximum limits must be approved by the advisor and the head of the department. The Graduate Dean's signature is not required on overload forms for the summer.

Courses enrolled in for audit credit do not count in computing minimum course load requirements for graduate assistants. Any exception to these regulations must be requested by the chair of the major department and approved prior to enrollment by the Dean of the Graduate School and Distance Education.

### **Time Limit**

Requirements for the master's and specialist in education graduate degrees must be completed within seven (7) years from the date of the first enrollment. Requirements for the Ph.D. program must be completed within eight (8) years from the date of the first enrollment. In the case of compelling circumstances, the Department offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with Departmental approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

### **Post-Baccalaureate Certification**

Holders of baccalaureate degrees who wish to obtain certification for teaching at the elementary or secondary level should contact the teacher licensure specialist in the Office of Professional Education Services in The Teachers College for initial advisement, phone 620-341-5447, fax 620-341-6123.

### **Requirements for a Second Master's Degree**

Should a student wish to secure a second master's degree at ESU, a department or school may approve a degree plan, which includes a maximum of ten semester hours of credit from the first degree. Any exception to this ten-hour limit must be requested by the chair of the major department and approved by the Dean of the Graduate School and Distance Education. The second degree program must fulfill all of the requirements for that particular master's degree.

### **Laurence C. Boylan Scholar Award**

The Laurence C. Boylan Scholar Award was created by a special fund drive to honor Dr. Boylan, Dean of Graduate Studies from 1958-66. The Laurence C. Boylan Fund provides awards for distinguished scholarship in graduate study at ESU by honoring outstanding scholars. Degree-seeking graduate students must submit an application and demonstrate a financial need.

### **Harold Durst Graduate Research Award**

The Harold Durst Graduate Research Award is presented annually to provide financial support for creative activities and research by a graduate student completing a thesis. Students are required to submit a proposal including introduction, background, significance of proposed research/creative activity, methodology, expected outcomes, literature cited, budget, and include a vita. Proposals are reviewed by a sub-committee of the Graduate Council.

### **Graduate Teaching Assistant University Award for Excellent Teaching**

The Graduate Council established two awards to recognize excellence in teaching, defined as instruction in both traditional classroom and technology-assisted formats. Two awards of \$250 each are awarded annually. Nominations must be submitted by faculty members, department chairs, or graduate teaching assistants. Nominations are reviewed by a sub-committee of the Graduate Council.

### **Exceptions to these Policies**

All questions concerning possible exceptions or the interpretations of these policies, procedures, and requirements should be directed to the Dean of the Graduate School and Distance Education.

## **ACADEMIC DISHONESTY POLICY**

3D.0701 ACADEMIC DISHONESTY POLICY (FSB 95002 approved by President 1/31/96; FSB 03002 passed by Faculty Senate 1/20/04; approved by President 2/9/04; FSB 05002 passed by Faculty Senate 1/17/06; approved by President 2/7/06; title update approved by President of the Faculty 8/22/2010; FSB 10007 passed by Faculty Senate 3/15/2011; approved by President 3/21/2011).

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the student's major or from the University. In addition, acts of academic dishonesty shall be grounds to deny admission to a department or program.

In addition to the penalties above, the faculty member shall notify in writing his/her department chair and the registrar of the infraction. The department chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs and Student Life. The registrar shall block the student from withdrawing from the course to avoid the penalties that result from the infraction. The Provost and Vice President for Academic Affairs and Student Life shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs and Student Life will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs and Student Life shall notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and Vice President for Academic Affairs and Student Life may impose additional penalties, including expulsion of the student from the University.

The student has the right to appeal the charge of academic dishonesty (see Student Conduct section in the University Policy Manual). If after an appeal it is found that the student did not commit an act of academic dishonesty, no penalties will be imposed on the student.

A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs and Student Life a list of all currently enrolled ESU students within that major or program who have committed acts of academic dishonesty. This request may be a standing request to be filled automatically during each semester until the request is rescinded by the chair or director. In addition, a chair of a department or director of a program may submit to the office of the Provost and Vice President for Academic Affairs and Student Life a list of applicants to a program or major and the chair or director may be informed if any of the applicants has committed any acts of academic dishonesty.

Prior to the beginning of the next academic year, the office of the Provost and Vice President for Academic Affairs and Student Life shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the Provost's office, the total number of infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life.

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