



# **Graduate Policy Handbook**

**Fall 2007/Spring 2008**

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# OFFICE OF GRADUATE STUDIES AND RESEARCH

## **Mission**

The Office of Graduate Studies 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 Studies Administration**

The Dean of Graduate Studies and Research 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 Office of Graduate Studies. 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 and the Graduate Student Advisory Committee.

## **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 studies policy.

## **GRADUATE ADMISSIONS POLICIES**

Application forms may be obtained in the Office of Graduate Studies, Room 313, Plumb Hall or by writing or calling the Office of Graduate Studies (address, FAX number, telephone number, and e-mail address listed below). Applications may also be submitted online or downloaded by accessing <http://www.emporia.edu/grad/load.htm>.

**Office of Graduate Studies - 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)**

Applications for admission to graduate study should be submitted to the Office of Graduate Studies 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. These can be found in the Graduate Policy Handbook, or by accessing the Graduate Studies website at <http://www.emporia.edu/grad/docs/policyhandbook2.pdf>.

**NOTICE TO STUDENTS: ALL CORRESPONDENCE FROM THE GRADUATE OFFICE (E.G., ADMISSIONS INFORMATION, ELIGIBILITY, DEGREE ANALYSIS, INSTRUCTIONS FOR GRADUATION) WILL BE DIRECTED TO YOUR STUMAIL EMAIL ACCOUNT. PLEASE CONTACT TECHNOLOGY AND COMPUTING SERVICES AT 341-5555 OR TOLL FREE AT 877-341-5555 IF YOU HAVE ANY QUESTIONS REGARDING YOUR STUDENT EMAIL ACCOUNT.**

## **GRADUATE ADMISSIONS CATEGORIES**

Students may apply for graduate study in any one of four following categories:

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

Students with at least a baccalaureate degree from an 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 will be required to pay a one-time \$40 application fee.

### **Certificate Seeking**

Students with at least a baccalaureate degree from an 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 one-time \$40 application fee.

### **Licensure Seeking**

Students with at least a baccalaureate degree from an 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 for specific licensure programs offered at ESU. Students are required to pay a one-time \$40 application fee.

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

The following are admission requirements for degree seeking students.

- 1) A bachelor's degree from an accredited college or university.
- 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 Office of Graduate Studies.
- 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.
- (6) Payment of \$40 application fee.

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

Please contact the Department of Psychology and Special Education for information.

### **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.

## **GRADUATE ASSISTANTSHIPS/ACADEMIC ACHIEVEMENT AWARDS**

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

### **Academic Achievement Awards**

The President of the University has established a number of special graduate assistantships to be awarded annually by the Graduate Council for the purpose of recognizing outstanding academic achievements by assistantship applicants. AAA recipients are required to perform a useful academic service under the direction of the major department, not to exceed 20 hours a week. To qualify for these assistantships, an applicant must hold a baccalaureate degree, have a minimum undergraduate (four-year) grade point average of 3.0 based on a 4.0 system, and have one full year of graduate work remaining to be completed. Holders of these assistantships must enroll for six semester credit hours each term.

Approximately 10 awards are made annually. Stipends are set annually at a minimum of approximately \$1,655 and are paid in addition to the regular graduate assistantship stipend. A full-time, regular assistantship is automatically awarded in conjunction with each AAA award.

### **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. 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 cr. hrs. or the student was an enrolled graduate student and maintained an enrollment of at least 3 cr. hrs. 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 cr. hrs. Courses which 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 studies with the approval of the department and graduate dean. 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. 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.

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.

A graduate student may hold an assistantship funded via university allocations for a maximum of four 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.

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.

### **Student Health Insurance**

Graduate students holding a full-time (20 hrs. per week) graduate teaching or research assistantship for a complete semester are eligible for student health insurance with the university contributing toward the monthly

premium. Graduate administrative assistants are not eligible for the subsidized student health insurance. 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 <http://www.student-resources.net>.

### **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 (approved November, 2004).

### **Application Deadline**

Application forms for assistantships are available in the Office of Graduate Studies and should be submitted to the Office of Graduate Studies by the third Friday in February to insure full consideration for fall semester appointments by selection committees. The assistantship application may also be submitted online or downloaded by accessing <http://www.emporia.edu/grad/load.htm>.

### **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 TSE or 250 on the SPEAK exam 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.

Above 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 Office of Graduate Studies 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 an accredited college or university 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 Office of Graduate Studies 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 years after admission to the doctoral program.

2. A graduate degree plan must be signed by the advisor and filed with the Office of Graduate Studies 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, including summers, 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 participate in the commencement preceding completion of all degree requirements or in the first commencement following completion of all degree requirements.

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

Certificate programs offered are: Archives, Digital Audio Recording, Geospatial Analysis, Information Management, International Student Music Performance, Legal Information Management, Music Performance, Music Technology, 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 Office of Graduate Studies. The \$40 application fee is waived for those students already enrolled in a graduate program and who have previously paid the graduate application fee.
2. Official transcripts from all universities attended must be on file already in the Graduate Office or submitted directly to the Office of Graduate Studies.
3. The Department/School will determine the eligibility of the student for the Certificate Program and notify the Graduate Office of the determination.
4. A Certificate Plan listing all courses used to fulfill the Certificate Program requirements must be submitted to the Graduate Office 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 Office by the student mid-semester prior to the semester in which the student anticipates completing the Certificate Program requirements.
7. Completion of a graduate certificate program does not guarantee acceptance into a master's program.
8. The information on the transcript will read as follows:

Graduate Certificate: Archives, Digital Audio Recording, Geospatial Analysis, Information Management, International Student Music Performance, Legal Information Management, Music Performance, Music Technology, 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, or Department of Physical Sciences 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 Graduate Studies. Classifications for eligibility are either unconditional, conditional (seniors earning graduate credit), or probationary. Students will receive notification from their department or the Office of Graduate Studies 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 Office of Graduate Studies.
2. The student must have filed a degree plan in the Office of Graduate Studies during the first semester of graduate study and the plan must have been approved by the Dean of Graduate Studies.
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 Office of Graduate Studies 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's advisor usually will serve as the chair of the committee. One member of the committee must be from outside the candidate's area of specialization.

### **Degree Plan**

Degree-seeking graduate students must submit a degree plan signed by their advisor and approved by the Dean of Graduate Studies to the Office of Graduate Studies by the end of the first semester of graduate study.

### **Intent to Graduate**

Notice of intent to graduate must be received by the Office of Graduate Studies 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/load.htm>.

## **Grades**

Candidates for the Master of Arts and Specialist in Education degrees may use no grade lower than B or P in meeting degree requirements.

Candidates for the Master of Business Administration, 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. All C credits must be balanced with an equal number of A credits; in such balancing an A earned in 500-600 level courses may be used to balance a C grade earned in a 700-999 level course. 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.

## **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 approved/accredited institutions of recognized standing 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 Office of Graduate Studies prior to submitting degree plans.
- 4) Transfer courses must be approved by the major department and the Dean of Graduate Studies.
- 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 Office. 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 Graduate Studies 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.

### **Thesis**

A thesis is required for certain degrees and is an option in others. 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 \$45 money order made payable to PQIL are due in the Office of Graduate Studies one week before graduation. A candidate may obtain a thesis guide booklet in the Graduate Office, Plumb Hall, 313. The thesis guide is also available by accessing the Graduate Publications link on our web page (<http://www.emporia.edu/grad/load.htm>). Dates by which theses must be received in the Office of Graduate Studies 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 Graduate Studies 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 Office of Graduate Studies no later than 3 weeks prior to the close of the semester for review by the Graduate Office. Finalized corrected copy with payment is due in the Office of Graduate Studies one week prior to the close of the semester.

### **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 combined thesis and investigation 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.

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 Graduate Studies and Research.

### **Time Limit**

Requirements for graduate degrees must be completed within seven (7) 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.

### **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 Graduate Studies. The second degree program must fulfill all of the requirements for that particular master's degree.

### **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.

### **Boylan Thesis Award**

The Laurence C. Boylan Outstanding Master's Thesis Award is presented annually to the graduate student producing the best thesis during the previous academic year. Theses are reviewed by a sub-committee of the Graduate Council. The award consists of a cash prize of approximately

\$250 and the name of the recipient is inscribed on a plaque on permanent display in the Office of Graduate Studies.

### **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.

### **Academic Achievement Awards**

The President of the University has established a number of special graduate assistantships to be awarded annually by the Graduate Council for the purpose of recognizing outstanding academic achievements by assistantship applicants. AAA recipients are required to perform a useful academic service under the direction of the major department, not to exceed 20 hours a week. To qualify for these assistantships, an applicant must hold a baccalaureate degree, have a minimum undergraduate (four-year) grade point average of 3.0 based on a 4.0 system, and have one full year of graduate work remaining to be completed. Applications are reviewed by a sub-committee of the Graduate Council.

### **Boylan Scholar Awards**

The Laurence C. Boylan Scholar Awards are presented annually to two graduate students who are residents of Emporia or Lyon County and can provide documentation of financial need. Applications are reviewed by a sub-committee of the Graduate Council. The awards consist of approximately \$2300 each and the names of the recipients are inscribed on a plaque on permanent display in the Office of Graduate Studies.

### **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 Graduate Studies.

## **INTERNATIONAL STUDENT ADMISSIONS POLICIES**

### **International Student Admission**

All non-U.S. residents/non-U.S. citizens attending Emporia State University are classified as international students. The procedures and requirements for applying for admission for international graduate students who seek acceptance to Emporia State University are as follows:

## **International Student Application**

International student applicants must complete the International Student Application and return it, along with all other requested documents to:

Office of International Education - Box 4041

1200 Commercial St.

Emporia State University, Box 4041

Emporia, KS 66801-5087

U.S.A.

Telephone: 620-341-5374

Fax: 620-341-5918

## **Official Statement of Finance**

An Official Statement of Finance is required to assure that students have the necessary financial support for each academic year they will be attending Emporia State University. The financial statement must be supported by signed statements from parents, guardians, a financial sponsor and/or bank. The name of the agency or firm providing any scholarship or loan should be listed on the statement. The scholarship agency must send an official letter which verifies the amount of the scholarship award and authorizes Emporia State University to bill the scholarship agency for full tuition and fees.

## **Transcripts and Related Documents**

Transcripts and degree certificates from all colleges or universities attended must be sent. These must either be originals or certified by a notary public to be true copies of the originals. Each transcript must have the official school seal affixed and bear the signature of the proper school official. In order to begin a graduate degree program, a bachelor's degree must have been completed at an accredited or recognized institution. Emporia State University reserves the right to require a general evaluation of any diploma if the accreditation of the issuing institution cannot be determined. This will be done at the student's expense.

## **English Language Proficiency Requirements**

Emporia State University, like most universities in the United States, requires that all non-native speakers of English demonstrate an acceptable level of proficiency in English before they can be considered for admission. Such a determination is based on the score obtained by the student on the Test of English as a Foreign Language (TOEFL). The TOEFL Bulletin of Information may be secured through American embassies or consulates, United States Information Services, US Educational Commissions, and many other centers and private organizations such as the Institute of International Education. Candidates may also obtain a TOEFL bulletin by writing directly to TOEFL, Educational Testing Service, P.O. Box 899,

Princeton, NJ 08540, USA. Applicants should have their scores forwarded to the Office of International Education at Emporia State University in order to be fully considered for admission.

The following are the various acceptable means of verifying English proficiency for purposes of being admitted to ESU. These guidelines are subject to change by official action of the appropriate governance bodies:

- a) Verification that the applicant's native language is English, as shown to a high degree of probability by citizenship in an English-speaking country such as Great Britain, Australia, New Zealand, Jamaica, or English-speaking provinces in Canada;
- b) Graduation with a baccalaureate degree, or higher, from an accredited U.S. institution of higher education, or from such an institution in one of the countries listed above whose medium of instruction is English;
- c) Receipt of institutional copy, not student's copy, of applicant's TOEFL scores achieved no more than two years prior to the semester of admission. A minimum TOEFL score of 450 is needed to be admitted to the Intensive English Program (see section on IEP, pp. 32-34) and a minimum score of 550 is needed to be exempted from testing by the Intensive English Program and for admission to a graduate degree program. A graduate student must have a minimum TOEFL score of 500 or its equivalent before enrolling in any academic courses for graduate credit.

Graduate students with TOEFL scores between 550 and 575 must take the graduate level IEP course FL 075, Communication Skills for International Students. Students enrolling in this course may be subject to placement in Intensive English Program (IEP) Intermediate or Advanced Writing. If the diagnostic test they take in FL 075 shows they need instruction at the developmental level, they will be placed in the appropriate IEP writing course and must then meet the IEP requirements for advancement and/or exemption.

### **Letters of Recommendation**

Three letters of recommendation from former instructors, administrators, or employers are required. These letters must be on official company or school letterhead and/or carry the seal of the school or business. Letters from friends and relatives and letters not written on official stationery will not be accepted.

### **Foreign Student Advisor Recommendation Form**

Students who have attended or are attending a college or university in the United States must complete this form before acceptance can be granted. A form for this purpose will be sent only to students who are currently attending or have previously attended a U.S. college or university.

## **Autobiography**

Each applicant is required to write a short (one or two page) autobiography. This statement should describe the student's background, expectations from studying at ESU, and future plans after completing a degree at Emporia State University.

## **Passport Information**

A copy of the information page from your passport or a copy of your birth certificate is required to verify the correct spelling of your name and your date of birth.

## **Application Processing Fee**

Emporia State University requires a non-refundable application processing fee of \$75.00 (U.S.) which applies to all international students seeking admission to a graduate program. Send a check or money order made payable to: Emporia State University in the amount of \$75.00 to the Office of International Education. No application will be considered complete until this fee is paid.

## **Application Deadlines**

Students may begin programs of study in the fall or spring semester or the summer session. It is advisable to apply as early as possible. See the academic calendar for beginning dates. Students within the U.S. should apply at least three months before the beginning of the term. Some divisions have earlier deadlines. Students outside the U.S. should apply six months in advance.

**Students interested in programs of study in the Department of Biological Sciences, Department of Counselor Education and Rehabilitation Programs, Department of Psychology and Special Education, and the School of Library and Information Management should contact the specific department for information on deadlines. The application deadlines for these programs vary. These programs also have a separate application which is required in addition to the regular application.**

A rapid reply concerning possibilities for admission and acceptance to Emporia State University will depend on how soon all of the requested items are supplied. Please do not expect or request a decision until all of the required information and forms have been received.

## **ACADEMIC DISHONESTY POLICY**

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. The department chair should be advised of any action taken by the faculty member regarding academic dishonesty.

The faculty member may consent to refer the case to other academic personnel for further action. Departments, schools, and colleges may have provisions for more severe penalties than are set forth above. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the University.

The student has the right to appeal the charge of academic dishonesty in accordance with the university's Academic Appeals policy and procedure as set forth in section 9A-04 of the Faculty Handbook.

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Approved by President Glennen 1/31/96  
Effective Fall Semester 1996.

07/07