



**EMPORIA STATE**

U N I V E R S I T Y

*Graduate School*

**Graduate Policy Handbook**

**Fall 2019/Spring 2020**

## Table of Contents

GRADUATE SCHOOL.....	3
Mission .....	3
Graduate School Administration.....	3
The Graduate Council.....	3
Departmental Committees.....	4
GRADUATE ADMISSIONS POLICIES .....	4
GRADUATE ADMISSIONS CATEGORIES .....	5
Non-degree/Licensure Seeking Student.....	5
Certificate Seeking.....	5
Master’s Degree (MA, MACC, MBA, MED, MLS, MM, MS) .....	5
Specialist in Education Degree (Ed.S.) .....	7
Doctor of Philosophy (Ph.D.).....	7
GRADUATE ASSISTANTSHIP AWARDS.....	7
Graduate Assistant Categories and Job Descriptions.....	9
Student Health Insurance.....	11
Graduate Assistant Technology Policy .....	11
Graduate Assistant Awards for International Graduate Students .....	11
Required Tests for International Graduate Teaching Assistants.....	11
DEGREE REQUIREMENTS .....	12
Master’s Degree .....	12
The Specialist in Education Degree .....	13
The Ph.D. Program .....	14
APPLICATION PROCEDURES/REQUIREMENTS FOR GRADUATE CERTIFICATE PROGRAMS .....	15
GRADUATE POLICIES.....	16
Degree Candidacy.....	16

Graduate Examinations ..... 17

Advisory Committee ..... 18

Degree Plan ..... 18

Intent to Graduate..... 18

Grades ..... 18

In-Progress Grades ..... 19

Incomplete Grades ..... 19

Definition of Semester Hours ..... 20

Transfer Credit..... 20

Seniors Earning Graduate Credit ..... 21

Dissertation ..... 21

Thesis..... 22

Thesis and Research Credit ..... 23

Graduate Degree and Enrollment ..... 23

Loads ..... 23

Time Limit..... 24

Post-Baccalaureate Certification ..... 24

Requirements for a Second Master’s Degree ..... 24

Shared Credit Hours for Dual Degree Programs..... 23

Graduate Awards..... 25

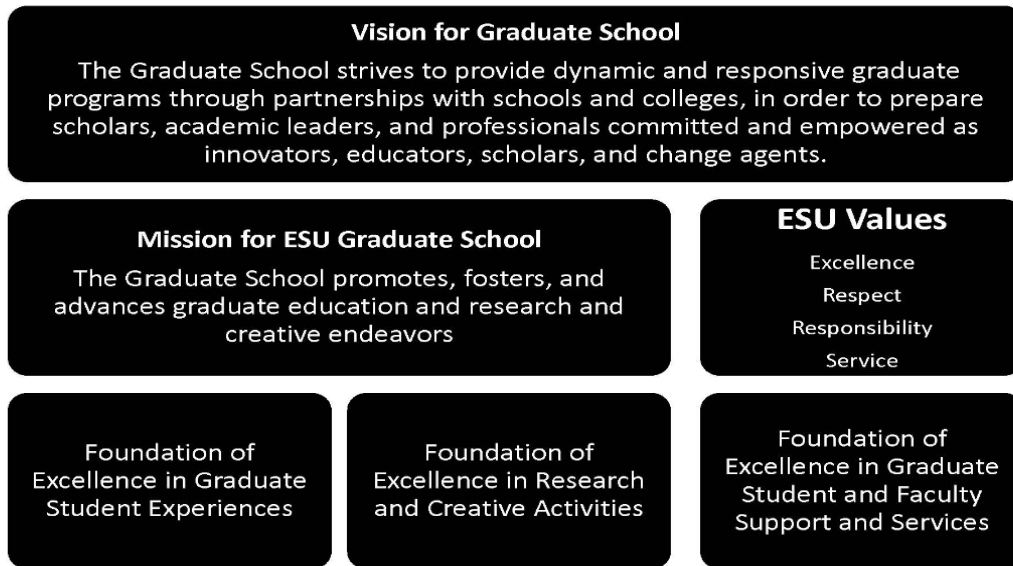
Exceptions to these Policies..... 26

ACADEMIC DISHONESTY POLICY ..... 26

Appendix A - Accelerated Master's Guidelines ..... 28

## GRADUATE SCHOOL

### Mission



### 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 Accountancy, Master of Science, Master of Arts, Master of Business Administration, Master of Education, Master of Library Science, 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 regular 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 offering graduate programs 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 must be submitted online.

Graduate School - Box 4003  
1 Kellogg Circle  
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.

Students who have not enrolled for three-years and have been inactivated will be required to reapply and obtain new departmental approval/eligibility before they can continue in their degree program.

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, through Graduate School.

The Graduate School will accept 3-year undergraduate degrees under the following conditions:

- 3-year degrees from accredited universities in India. Departments will still have the option of requiring prerequisites as part of the graduate eligibility process. (Approved by the Graduate Council 2/20/03)
- 3-year degrees from universities that are part of the Bologna agreement. (Approved by the Graduate Council 9/19/13)

**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 Instructional Technologies (IT) at 341-5555 or toll free at 877-341-5555 if you have any questions regarding your email account.

## GRADUATE ADMISSIONS CATEGORIES

### Non-degree/Licensure 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 or certificate are classified as non-degree or licensure students. Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. **Non-degree student do not qualify for financial aid.** Enrollment as a non-degree student does not guarantee admission to the University as a degree-seeking student. Non-degree seeking students are not exempt from any course prerequisites. Students are required to pay a \$25 application fee and submit proof of baccalaureate degree (copy of unofficial transcript,) from a regionally accredited institution prior to application being processed. Course term limits and transfer courses for licensure programs are to be decided by the respective departments. Faculty reserve the right to decide on the applicability of course work taken prior to formal admission into a degree program. A non-degree or licensure student, who wishes to enter a degree program at a later date, must submit a new application and go through the admission review process. A maximum of 12 approved hours earned under this status may be applied to a degree program.

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. Some departments do require official transcripts from licensure applicants.

### 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. Verification of undergraduate degree completion (Unofficial Transcript) must be sent to the Graduate School before an application can be processed. A grade point average of not less than 2.5 in the last 60 semester hours of study or an overall grade point average of no less than 3.0 for a completed masters degree. This admission does not constitute admission to a specific program. Students should check the graduate degree listing for specific certificate programs offered at ESU. Students are required to pay a \$50 application fee.

### Master's Degree (MA, MACC, MBA, MED, MLS, MM, MS)

The following are admission requirements for degree seeking students.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student's signature. Government-issued ID's include such things as driver's license, passport, military ID, permanent resident card. Students must also complete the [ID Verification Form](#).

- 1) A bachelor's from a regionally accredited institution. Verification of undergraduate degree completion (Unofficial Transcript) must be sent to the Graduate School before an application can be processed. The document can be upload through the [Graduate](#)

[Application Portal](#), faxed to 620-341-5909, emailed to [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu) or mailed to: Emporia State University, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.

- 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 study or an overall grade point average of no less than 3.0 for a completed master's degree. This admission does not constitute admission to a specific program. **If a completed master's degree transcript is submitted for admission, the student MUST also submit an official copy of their bachelor's degree transcript.**
- 4) Probationary\* admission to the Graduate School is permitted if the student has a grade point average between 2.2 and 2.49 on the last 60 hours of study. However it is up to the department to admit a student on probation. The student must achieve a 3.00 grade point average in his or her first nine semester hours of graduate study. Probationary conditions cannot extend more than 1 year or for a certain number of credit hours. If the student does not meet this condition, she or he will not be permitted to continue in graduate study.
- 5) Students must submit official Bachelor's degree transcripts containing at least 60 credit hours of course work and final grades. Any additional transcripts from college credit accumulated after the bachelor's degree MUST be submitted if you will be using these credits for transfer credit and for last 60 GPA. Transcripts are considered official only if they are received from the institution in a sealed envelope or are received through a secure transcript service. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester. Secure electronic transcripts are accepted if sent to [gradinfo@emporia.edu](mailto:gradinfo@emporia.edu) directly from the issuing institution.
- 6) Satisfactory completion of the entrance/admission tests required by the major department. Students who have not completed the required entrance/admissions tests by the first semester will not be allowed to enroll for a second semester. An enrollment hold will be placed on the student's account. Specific information about these examinations may be obtained from the department in which one wishes to study or from the Graduate School.
- 7) Students who have been denied to an academic program are not eligible for non-degree study during the academic semester they were denied admission, except with permission of department. Student can reapply to another graduate degree immediately.
- 8) Students who have obtained a degree from a foreign university/college must have a transcript evaluation from a recommended external source that is a member of NACES (National Association of Credential Evaluation Services). Students will not be allowed to enroll until the evaluation has been received in the Graduate School.
- 9) Payment of a non-refundable \$50 application fee.

\* Probationary refers to permitting graduate students into a graduate program if they do not meet regular admission criteria. Conditional refers to permitting undergraduate seniors to take graduate classes for graduate credit.

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

Please contact the Department of Psychology for information. Students are required to pay a non-refundable \$50 application fee. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student's signature. Government-issued ID's include such things as driver's license, passport, military ID, permanent resident card. Students must also complete and submit an [ID Verification Form](#).

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

Please contact the School of Library and Information Management for information. Students are required to pay a non-refundable \$60 application fee. Official transcripts from a regionally accredited institution must be received by the end of the first semester or students will not be allowed to enroll in a second semester.

Please note, students in distance programs must submit a copy of the valid government-issued photo identification (ID) that is acknowledged by the student's signature. Government-issued ID's include such things as driver's license, passport, military ID, permanent resident card. Students must also complete the [ID Verification Form](#).

## 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 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 (**gpa requirement cannot be waived**). Departments may elect to use part or all of their graduate assistantship allocations towards off-campus, online GTAs or GRAs. Off-campus, online GAs must meet all requirements for an award, must be a US citizen or a US resident, and their contracts must clearly detail the work assignment and the supervisory structure that will oversee their work. (Approved by Graduate Council 11/15/18).



The minimum course load for graduate assistants is six (6) hours during regular terms and three (3) hours for a summer term, holding a full-time assistantship (20 hours per week). The minimum course load for split graduate assistants is three (3) hours during regular and summer terms, holding a split assistantship (10 hours per week).

Courses that count toward the 6 credit hour enrollment requirement for graduate assistants must consist of graduate level courses. Once the 6 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). A waiver of the minimum enrollment requirement may be granted by graduate school with the approval of the department chair and graduate dean.

Split graduate assistants courses that count toward the 3 credit hour enrollment requirement must consist of graduate level courses. Once the 3 credit hour requirement has been fulfilled, the student may take additional courses (either graduate or undergraduate). Any courses taken above 3 credit hours are charged at the Kansas resident tuition rate plus additional fees, are paid by the graduate assistant. (Approved by Graduate Council 4/29/2016)

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. Split graduate assistantships for the purpose of a tuition waiver must be awarded on the basis of 10 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 split graduate assistants holding a 10 hour weekly assignment are eligible for a maximum of 3 hours of resident tuition or full time 20 hours duty per week are eligible for a maximum of 12 hours of resident tuition. Graduate assistants will be responsible for paying the campus and technology fees each semester. (Approved by Graduate Council 4/29/2016)

Full time 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. Split graduate assistants are expected to work (10 hours per week). Work given them is expected to fit with a 10-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. (Approved by Graduate Council 4/29/2016)

A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).

Graduate Assistants are required to show normal academic progress (3.00 grade point average) when enrolled in a minimum of 6 hours of graded work) each semester. When a student's semester grade point average (GPA) falls below 3.0, 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. 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. (Revised by Graduate Council Nov 15, 2018).

Graduate assistantships may be terminated at any time on non-academic grounds including, but not limited to, misrepresentation of academic credentials or application materials, unsatisfactory performance on assigned tasks, insubordination, violation of University or departmental rules or policies, a criminal conviction, or a lack of appropriations or funding.

## **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.

All teaching assistants are required to complete course work, or equivalent, in instruction provided by their respective department to assure knowledge of the teaching processes and effective instruction. This factor is a condition of employment. Exemptions may only be granted by the Dean of the Graduate School (contact the Graduate School to clarify exemption guidelines).

Master's level GTA may teach courses at the 100-200 level. With department chair approval, GTA's may also teach courses at the 300 level. GTA's may not teach courses at the 400-500 level without approval from the Department Chair, College/School Dean, and Graduate Dean.

GTAs tuition waiver is limited to a maximum of 12 graduate credit hours per semester. GTAs will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Approved by Graduate Council April 13, 2017).

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 tuition waiver is limited to a maximum of 12 graduate credit hours per semester. GRAs will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Revised by the Graduate Council April 13, 2017).

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 tuition waiver is limited to a maximum of 12 graduate credit hours per semester. Graduate assistants will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Revised by the Graduate Council April 13, 2017).

GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

## Student Health Insurance

Emporia State University contributes to the cost of the United Health Care insurance plan for eligible GTAs, GRAs, and GAAs holding a full-time (20 hours per week) assistantship for a complete semester. Split assistantships working 10 hours per week are not eligible benefits or Health Insurance. For eligible international students the student portion of the premium will automatically be added to the ESU student account. Enrollment in the plan will occur automatically when the ESU student account is paid at the beginning of each semester. Eligible Graduate Assistants who are US citizens enroll for the health insurance on-line at the [United Health Care](#) web site. Please see the ESU Office of Human Resources, Plumb Hall 211, for questions.

## 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 by Graduate Council on November, 2004).

## 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 in a graduate degree.

Once these requirements are met, an offer can be made contingent upon successful clearance of a background check. 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. To be eligible for an appointment without spoken English language remediation conditions, all prospective graduate teaching assistants, whose first language is not English, shall be required to achieve a minimum score of 50 on the Test of Spoken English (TSE), or a score of 250 Speaking Proficiency English Assessment Kit (SPEAK), 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).

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 must 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. For graduate programs requiring 30-45 credit hours, degree-seeking graduate students **must** submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate School **after completion of 15 credit hours**. Students in graduate programs requiring more than 45 credit hours must submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate Schools **after 30 credit hours**. After these credit hour limits, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student's account.
3. The student must be admitted to degree candidacy by the major department. Usually a student is admitted to degree candidacy at the same time the degree plan is filed.

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. The student must have an overall 3.0 GPA and a 3.0 GPA in their degree plan in order to be awarded a degree.
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 in the most recent master's degree.
2. If the master's degree was awarded by Emporia State University and the student completed the Graduate Essay Examination (GEE) of The Teachers College during his/her master’s degree, the student will not be required to retake the GEE.
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 approved degree plan **must** be submitted to the Graduate School after a student completes 15 credit hours. After this credit hour limit, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student’s account.
5. The student must complete the required number of semester hours of graduate level course work set by 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 a thesis defense or oral examination over their thesis area and research.
8. Satisfactory grades must be maintained as defined in the section titled “Grades.”
9. 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 within a period of eight (8) years from the first enrollment date.
2. An approved doctorate degree plan **must** be submitted to the Graduate School after the student completes 30 credit hours. After this credit hour limit, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student’s account.
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 (continuous enrollment).

Ph.D. students who are forced to interrupt their studies for a period of one or more years should request a leave of absence from the program. In consultation with their graduate advisor, students should define the program modifications that the leave of absence requires and submit a formal letter to the doctoral program director that includes appropriate reasons for the request. This form needs to be signed and approved by the graduate advisor, School Dean, and Graduate Dean. Requests shall indicate the reason for leaving and the expected date of return to the university. The leave of absence is designed to suspend the requirement for continuous enrollment. It does not affect the maximum time limitation set for a degree program as documented in the time limitation section. (See [Slim Doctoral Program Handbook](#)).

6. Students must complete at least 15 hours of dissertation credit. If dissertation has not been completed in 15 hours they must 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 FOR GRADUATE CERTIFICATE PROGRAMS**

Certificate programs offered are: Archives Studies, Autistic Spectrum Disorders, eLearning and Online Teaching, English, Elementary Literacy, Elementary STEM, Geospatial Analysis, History, Informatics, Information, Technology & Scientific Literacy, International Student Music Performance, Leadership and Administration in Information Organizations, Math, Music Performance, Public History, Psychology of Learning, Secondary Literacy, Teaching with Technology, TESOL and Youth Services.

### Application Procedures and Program Requirements

1. A graduate application for admission and payment of the application fee of \$50 must be submitted to the Graduate School.
2. Official Bachelor's transcripts containing at least 60 credit hours of course work and final grades. Any additional transcripts from college credit accumulated after the bachelor's degree MUST be submitted if you will be using these credits for transfer credit or for last 60 GPA. Official transcripts must be on file 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. A maximum of nine (9) semester hour of credit maybe transferred into an ESU certificate program, earned at a regionally accredited institution. Respective departments have the option to be more restrictive.



6. Students completing all certificate programs must complete all courses for the certificate with a 3.0 GPA and within a 7-year timeframe.
7. Students seeking a certificate must be enrolled in a minimum of 1 graduate credit hour during the term in which the students acquires their certificate. (Approved by Graduate Council, 10/27/2016)
8. 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 <https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-forms/>.
9. Completion of a graduate certificate program does not guarantee acceptance into a master's degree program.
10. The information on the transcript will read as follows:

Graduate Certificate: Archives Studies, Autistic Spectrum Disorders, eLearning and Online Teaching, English, Elementary Literacy, Elementary STEM, Geospatial Analysis, History, Informatics, Information, Technology & Scientific Literacy, International Student Music Performance, Leadership and Administration in Information Organizations, Math, Music Performance, Public History, Psychology of Learning, Secondary Literacy, Teaching with Technology, TESOL and Youth Services. (whichever applicable)

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

Check with the School of Library and Information Management, Math Department, Music Department, Department of Physical Sciences, Psychology Department, Instructional Design and Technology, Social Sciences Department or Elementary Education 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 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. If a student was admitted on probation, a release from probation must be processed before or concurrently with degree candidacy.
3. Student must have a degree plan on file in the Graduate School (see degree plan policy below).
4. The student must have completed at least six hours of course work on the graduate program of study and must have a cumulative 3.0 GPA before being admitted to degree candidacy. (approved by Graduate Council, November 2017)

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.

Once those requirements have been completed, the graduate advisor must notify the Graduate School via email of the student's degree candidacy. The graduate advisor must send a notification to the Graduate School indicating a student has been admitted to degree candidacy. The Graduate School will send a letter notifying the student of his/her admittance to degree candidacy. If a student is denied degree candidacy, the graduate advisor must send a letter to the Graduate School indicating the reasons why the student has been denied degree candidacy. The Graduate School will notify the student of this decision and attach a copy of the departmental letter to the notification.

A student may be removed from degree candidacy (termination) based on academic progress. Notification of termination must come from the department that is terminating the student. The student must receive an official letter of termination with the reasons for the termination from the department chair/dean. If the student disagrees with the decision of termination, the student may appeal this decision in writing following the Academic Appeals Policy in the University Policy Manual. An appeal must be initiated within 1 semester after the semester in which dismissal occurs. (Revised by Graduate Council, Sept. 21, 2017).

### **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.

\*In a program that requires a final exam, the results (pass or fail) must be submitted by the department to the Graduate School for inclusion in the student's record. The department must

convey the results to the student. The student must pass the final exam before a degree can be conferred.

\*Students must be enrolled in a minimum of 1 credit hour during the semester they take their final exam.

### 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

For graduate programs requiring 30-45 credit hours, degree-seeking graduate students **must** submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate School **after completion of 15 credit hours**. Students in graduate programs requiring more than 45 credit hours must submit an approved degree plan signed by their advisor, department chair, and approved by the Dean of the Graduate School and Distance Education to the Graduate Schools **after 30 credit hours**. After these credit hour limits, if an approved degree plan is not on file in the Graduate School, an enrollment hold will be placed on the student's account.

### 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. Please follow the instructions to access and complete the online Intent to Graduate Form found at:

<https://sites.google.com/g.emporia.edu/emporiastateuniversity/graduate-school/more-info/degree-completion-checklist?authuser=0>

### 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 Accountancy, 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 3.0 cumulative grade point average in all courses used for the degree. A grade of A, B, (inclusive of B-) or P (no C, D or F grades) may be used in 500 and 600 level courses, and no

grade lower than C may be used in other graduate classes. 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 (inclusive 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 40% 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).

Degree seeking graduate students and non-degree graduate students must maintain a 3.0 GPA to remain in good academic standing within the Graduate School. If a graduate student's semester GPA falls below 3.0, the student will be placed on academic probation and may be dismissed from her/his graduate program at the discretion of the department (denial of degree candidacy). A student who has two consecutive semesters of a cumulative GPA below a 3.0 will be dismissed from the Graduate School following the denial of degree candidacy process initiated by the department chair. Students wanting to appeal dismissal should consult the University Policy Manual, section 4E.1406. (Revised by the Graduate Council, Nov 15, 2018).

### **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 may be extended each semester at the discretion of the faculty member in charge. A final course grade must be submitted for the course(s) by the end of the semester the student graduates. Upon the graduate student's completion of a non-thesis degree program, any thesis credit hours for which a grade has not been received will be transformed from "IP" to "W" grades. (FSB 03007)

### **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.

### 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) In cases where graduate students are entering two graduate programs, the accepted number of transfer hours may be applied to one of the two degree programs or divided between the two degree programs. The accepted number of transfer credit cannot be applied to each degree program separately. (Approved by Graduate Council 2/18/2016)
- 3) A grade of B- or higher must have been earned in all such transfer credit.
- 4) Official transcripts of all transfer work must be on file in the Graduate School prior to submitting degree plans. Courses must be current or within 7 years timeframe.
- 5) Transfer courses must be approved by the chair of the major department and the Dean of the Graduate School and Distance Education.
- 6) The transfer credit must be applicable toward a graduate degree at the university at which the course work was taken.
- 7) 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 40% 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 Graduate Council January 20, 2011).

Students who have completed graduate level course work at accredited international universities must submit their transcripts to an approved foreign credential evaluation service which is a member of the National Association of Credential Evaluation Services. 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 may earn graduate credit after accumulating 90 undergraduate hours by accomplishing the following:

- 1) Completing a formal application for graduate study and submitting an official transcript.
- 2) Having a minimum overall undergraduate GPA of 2.5.
- 3) Having a degree contract on file with the undergraduate degree analyst in the Registrar's Office.
- 4) Completing a Request for Graduate Credit form for each course for enrollment. The approval of the advisor, course instructor, Dean of the Graduate School and Distance Education, and Registrar is required. The Senior Request for Graduate Credit form must be presented to Registration at the time of enrollment.
- 5) Graduate courses taken **may not** be used to meet undergraduate requirements, except in case of approved accelerated masters programs. Undergraduate students who take graduate credit may only enroll for a total of 17 semester hours during the fall/spring or a total of 10 hours for the summer term (undergraduate/graduate). No more than 12 semester hours of graduate credit can be accumulated in this way. Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded. Undergraduate students may not enroll in 800 or 900 level graduate classes.
- 6) In an approved 4+1 program, in a Master's program requiring 40 or more hours of graduate coursework, no more than 15 semester hours of graduate credit can be accumulated as a senior earning graduate credit. (approved by Graduate Council, September, 2019).

\*Seniors cannot earn graduate credit in the Accelerated Online Programs for Educational Administration, Curriculum and Instruction, MBA and MAcc. (approved by Graduate Council, March, 2018).

### Dissertation

A dissertation is required for the Doctor of Philosophy in Library and Information Management. Students are required to complete and submit the [Thesis and Dissertation Committee Declaration Form](#) the semester prior to completing the thesis or dissertation. 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 is due in the Graduate School one week before graduation. The dissertation guide is available online on the graduate web site. 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 Dean of the School of Library and Information Management or the dissertation will not be accepted by the Graduate School. An electronic copy of the finalized, corrected dissertation must also be provided at the time the final, corrected hard-copy manuscript is submitted to the Graduate School. A finalized, corrected hard copy with payment is due in the Graduate School one week prior to the close of the semester. The cost for the required bound copy is \$15 and personal copies can be bound for \$25 each plus applicable tax.

## 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 is due in the Graduate School one week before graduation. A candidate may obtain a thesis guide online at <https://www.emporia.edu/graduate-school/graduate-student-resources/graduate-policies/>. Dates by which theses must be received in the Graduate School are listed in the thesis guide. 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 must apply a minimum of 3 credit hours but 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 finalized, corrected thesis must also be provided at the time the hard-copy manuscript is submitted to the Graduate School. The electronic copy (in pdf format) should be sent as an attachment to [jspotsw@emporia.edu](mailto:jspotsw@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. A finalized, corrected copy of the thesis with payment is due in the Graduate School one week prior to the close of the semester. The cost for the required bound copy is \$10 and personal copies can be bound for \$25 each plus applicable tax.

## Project Binding

The latest Graduate School will accept projects for binding is the Wednesday of final exam week. The cost for the departments required bound copy is \$10 (2 max.) and personal copies can be bound for \$25 each plus applicable tax.

## 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 master's or specialist 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. Any exceptions to this policy must be requested by the department chair and approved by the Dean of Graduate School and Distance Education.

## Loads

A graduate student enrolled in nine or more graduate semester hours in a given semester during the academic year is classified as a full-time student. (Graduate assistants are required to enroll in a minimum of 6 graduate 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.

Courses enrolled 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, certificates 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.

### **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 recommended by the Graduate Council 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.

### **Shared Credit Hours for Multiple Degree Programs**

Students in dual degree programs may share a limited number of credit hours toward the requirements of both degrees. The term "shared hours" refers to the use of a limited number of credit hours toward the requirements of two separate degrees or programs. The principle of shared-hours allows the student to earn two degrees for fewer credit hours than would normally be required if both programs were taken independently.

Sharing credit hours for two certificate programs is not allowed.

- A student wishing to secure a second master's degree at Emporia State University may share a maximum of ten semester hours of credit from the first degree, provided the credits are approved by the chair of the major department and Dean of the Graduate School and Distance Education AND are within the seven year time limit.
- Any exception to the ten-hour limit must be requested by the chair of the major department and approved by the Graduate Council and Dean of Graduate School and Distance Education. To preserve the integrity of each graduate degree, requests that exceed the maximum of 10 shared hours must demonstrate that at least half of the

minimum required credit hours for each graduate degree are earned in the individual graduate program and counted solely for that degree.

**Examples:**

- A student enrolled in a 36-hour Emporia State University master's program may not request more than a combination of 18 transfer and/or shared credit hours toward the graduate program.
- A student enrolled in a 60-hour Emporia State University master's program may not request more than a combination of 30 transfer and/or shared credit hours toward the graduate program.
- A graduate program may overlap with only **one other program** for the purpose of shared credit hours. Credit hours may never be used for **three** or more programs. If a student seeks a third certificate or degree, it must stand alone.
- Graduate programs may limit the shared of credit hours below the Emporia State University Graduate School maximum, but may not allow double-counting above the ESU Graduate School limit.

**Graduate Awards**

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.

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.

The Graduate Council established two Graduate Teaching Assistant University Awards to recognize excellence in teaching, defined as instruction in both traditional classroom and technology-assisted formats. Two awards of \$500 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.

The Graduate Council established the Outstanding Graduate Faculty Mentor Award to recognize graduate faculty who demonstrate dedication to and mentorship of graduate students and provide leadership to graduate education. An award of \$1000 will be awarded annually.

The Robert J. Grover Graduate Student Scholarship was established by the Graduate Student Advisory Committee (GSAC) in 2005. Two awards of \$400 each are awarded annually. Applicants must be degree-seeking graduate students with a gpa of 3.75 or better.

The Graduate School established the Thesis/Dissertation Support Awards to support students completing a thesis or dissertation. Five awards of \$500 each will be awarded each semester (fall and spring). The awards must be used as financial support for creative activities or research necessary for the completion of a thesis/dissertation.

The Graduate School established the New Graduate Student Scholarship to award first time degree seeking graduate students. A limited number of \$500 graduate scholarships will be awarded each semester (spring, summer and fall). The scholarship must be used to pay tuition/fees for any degree-seeking program of graduate study.

### **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.0801 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; updated 10/2/2013; FSB 17005 approved by President 8/6/2018)

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating, plagiarism, or any other academically unethical activity as defined in the course syllabus by the faculty member and based on standards of the academic discipline.

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. If the student fails the course as a result of academic dishonesty, a course grade of XF may be assigned by the instructor of record to the student's transcript to indicate the failure in the course was due to academic dishonesty, provided the Academic Dishonesty Committee authorized the "X" part of the grade as outlined below.

Departments, schools, and colleges, or the university may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and 3-77 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 the department chair and the registrar of the infraction. The notification to the department chair should include

documentation of the academic dishonesty infraction and the course of action the faculty member takes. All documentation must be provided within 10 business days after the discovery of academic dishonesty. The department chair shall forward the report of the infraction to the Provost and Vice President for Academic Affairs. 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 shall act as the record keeper for student academic infractions. The Provost and Vice President for Academic Affairs will notify the student in writing that an infraction has been reported and inform the student and the faculty member of their rights to be heard by the Academic Dishonesty Committee; furthermore, such communication will indicate the right to appeal and of the appropriate appeal procedures.

The Provost and Vice President for Academic Affairs 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 or the Academic Dishonesty Committee. 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 may impose additional penalties, including expulsion of the student from the University.

Once the Provost and Vice President for Academic Affairs receives the documentation associated with an XF grade designation, the Provost and Vice President for Academic Affairs will forward the documentation to the Academic Dishonesty Committee. The Academic Dishonesty Committee shall decide whether the “X” portion of the XF grade designation is warranted, and then notify the Provost and Vice President for Academic Affairs and the office of the Registrar of the committee’s decision. The Academic Dishonesty Committee shall be focused on the alleged dishonesty.

The Academic Dishonesty Committee shall consist of 5 members with a minimum of 1 tenured faculty member from each School/College. New members of the committee will be assigned within 30 days of the start of the academic year for a 2-year term. Committee members from the College of Liberal Arts and Sciences, the School of Library and Information Management, and the at-large member will be selected in odd years, and members from The Teachers College and the School of Business will be selected in even years. All members of the Academic Dishonesty Committee are assigned to the committee by the Committee for Campus Governance via a random selection process. The committee shall designate its own chair. No member of the committee shall abstain from voting on a decision, unless that member is the same faculty member in whose course or under whose tutelage the act of academic dishonesty occurred, in which event the committee member shall be recused, and a temporary substitute member from the same School/College as the recused committee member shall be appointed by the Faculty Senate Executive Committee.

The student and the faculty member each have the right to be heard by the Academic Dishonesty Committee. Moreover, each has the right to appeal the charge of academic 3-78 dishonesty (see

Academic Appeals section). 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 student (current or former) who has received a grade of XF may present a written request to the Provost and Vice President for Academic Affairs for the removal of the X from the student's transcript. Two years must pass before the request may be submitted. Granting the removal of the X designation on a student's transcript is at the discretion of the Provost and Vice President for Academic Affairs provided the student has no additional academic dishonesty violations.

A chair of a department or director of a program may request from the Provost and Vice President for Academic Affairs 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 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 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.

## Appendix A:

### Accelerated Degree Program Guidelines and Procedures

#### For Bachelor's/Master's Accelerated Degree Programs (4+1)

Emporia State University's Accelerated Degree programs (Bachelor's and Master's - 4+1) are designed by academic units to provide its selected highest quality students with the opportunity to link advanced undergraduate coursework with graduate coursework and degree completion with the opportunity to get a head start on the Master's degree while completing the Bachelor's degree. **All proposals must be sent through curriculum review and reviewed and approved by the Graduate Council and Dean of the Graduate School.**

There are two possible options for creating Accelerated Bachelor's/Master's Degree Programs. One option is where the bachelor's and master's program are in the same department (Undergraduate Math and Graduate Math) or closely related departments (Undergraduate Chemistry and Graduate Physical Sciences). The second option is where the bachelor's and

master's program are in different disciplines. The two programs must clearly identify the undergraduate program, graduate program and shared hours.

Complete the program development form. Each proposal must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.

## Admission Standards

- Students must have a minimum of an overall undergraduate GPA of 3.3.
- Students must apply for admission to the Graduate School during the second semester of their junior year or after 75 credit hours.
- Students must meet all admission criteria established by the academic unit and Graduate Education, except the completion of the baccalaureate degree.
- The admission standards for the accelerated degree must be consistent with the admissions criteria of Graduate School and the academic unit for the Master's degree.
- A written statement detailing the satisfactory academic progress requirements to remain in the accelerated degree program must appear in all recruiting, admission materials and website provided by the academic unit.
- The academic unit must designate a faculty member responsible for coordinating the admissions process.
- Students will be eligible to start the accelerated program after completing 90 (senior status) credit hours of coursework towards their undergraduate degree program. During senior year, students must complete "Request for Graduate Credit" form from the Graduate School. (revised by Graduate Council, October 18, 2018)

## Monitoring Student Status

- The academic unit must specify how a student's academic progress in the program will be monitored and reported. A student will be considered an undergraduate until all undergraduate degree requirements have been completed, at which time the Master's degree program will be activated. Undergraduate students enrolled in the accelerated programs will be eligible to enroll in graduate level courses and seminars. However, **they will not be eligible for most graduate services including teaching and research assistantships and related health insurance, financial aid, or graduate award programs until the undergraduate degree is completed.**
- All recruiting and admission materials provided by the academic unit should include a written statement indicating that students will be considered undergraduates until all undergraduate requirements have been met and the Bachelor's degree has been posted to the student's transcript.
- The academic unit must specify how the accelerated program will provide academic advising. Administration of the accelerated program must include an annual review of each student's academic progress in meeting both Bachelor's and Master's degree requirements.

The academic unit must clearly outline satisfactory academic progress guidelines, including specific timelines, as well as the consequences of not meeting these requirements.

- Advisors must submit an undergraduate plan of study and a graduate degree plan for the student to appropriate offices.
- Undergraduate students who have been accepted to an accelerated bachelor's/master's degree program prior to the awarding of their undergraduate degree must complete all of their bachelor's degree requirements and graduate within 12 months of the first day of the semester for which they were admitted to the accelerated program.
- Undergraduate students may not use graduate level courses taken before they have been accepted in the accelerated master's program (i.e., students cannot retroactively become part of the accelerated degree). A degree plan must clearly identify the graduate course of study and identify the 12 shared hours.

## Degree Requirements

- Students in the accelerated degree program must meet all degree requirements of the Bachelor's and Master's programs.
- When a thesis is required for the Master's degree, the undergraduate honors thesis may not be substituted for the master's thesis.
- Accelerated Bachelor's/Master's programs may use a maximum of 12 pre-admission to Graduate School credits, which may include up to a maximum of 12 hours shared between the Bachelor's and Master's program. All 12 shared hours must be taken at the 700 level. No 500 or 600 level courses will be accepted as shared hours.
- Only course approved 700 level courses (12 shared hours) in which the student receives a B (B+, B) or better will be transferred to the graduate transcript. These courses must be approved by advisor, Department Chair and Dean of the Graduate School.
- Transcripts - Two transcripts, one undergraduate and one graduate, will show the completed coursework for Accelerated Degree students. Undergraduate transcripts will contain all courses taken for undergraduate credit. Graduate transcripts will contain all courses taken for graduate credit. All courses shown on the undergraduate transcript will be used to calculate the undergraduate GPA. Graduate GPA will be calculated using graduate courses. (Revision approved by Provost, April 2019)
- In Masters programs requiring 40 or more hours of graduate coursework, a maximum of 15 hours may be shared between the Bachelor's and Master's program. (Approved by Graduate Council, October 18, 2018)

## Continuing and Graduation Requirements

- Maintain a cumulative GPA of 3.3 or higher (in both undergraduate and graduate programs)
- Earn a grade of B (3.0) or higher on all double-counted, graduate level (700 level) courses.
- Complete the degree requirements within time limits set by the Graduate School and the degree-granting program.

- If a student does not meet the above the standards, s/he will be removed from the accelerated degree program. At that time, the department will submit a request to change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor).

### **Program Monitoring**

- The academic unit should outline a plan for monitoring the program's success after three years.
- For official university reporting purposes, students will be considered as undergraduates until the Bachelor's degree is awarded.

### **Proposal Submission Procedures**

Accelerated degree program proposals must be submitted to Graduate School and Graduate Council for approval. Complete the program development form. Each proposal must include the following:

- A program description
- Admissions requirements (if higher than requirements set by Graduate School).
- Degree requirements for undergraduate program, graduate program and shared hours.
- A sample plan of study for both the undergraduate and graduate portions of the program.

### **Leaving the Accelerated Degree Program**

- Students admitted to the Accelerated Degree program, who voluntarily decide not to pursue a graduate degree, or who are not admitted to the graduate program, may change majors back to a regular undergraduate program at any time. If an Accelerated Degree student chooses not to pursue a graduate degree, the student should notify the administering department in writing of this decision; this notification should include the specific undergraduate major that the student intends to pursue. At that time, the department will submit a request to change the student's major code back to a regular undergraduate major (as specified by the student, in consultation with the department/advisor). Once a student withdraws from the accelerated program, s/he may not return to that program and cannot reapply to the accelerated program again.

### **Tuition and Financial Aid**

- Undergraduate tuition rates apply to students up until undergraduate degree is awarded. After that time, graduate tuition rates will apply.
- Undergraduate students may receive federal financial aid (through the Financial Aid Office) for both undergraduate and graduate courses.



- However, once a student becomes a graduate student, financial aid is not available for undergraduate courses. In addition, financial aid as a graduate student is not available until an undergraduate degree has been conferred. This is why it is important for Accelerated Degree students to complete all undergraduate degree requirements and apply for an undergraduate degree during the first four years. Students are strongly encouraged to contact the financial aid office to discuss financial aid options during the fourth and fifth years.