

**MEMORANDUM  
EASTERN ILLINOIS UNIVERSITY**

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**TO:** Dr. Robert Augustine, Dean – Graduate School

**FROM:** Sue Harvey, Office of the Registrar

**DATE:** March 5, 2009

**RE:** Degrees with Distinction for Post-Baccalaureate Students

The purpose of this memorandum is to request a revision to the Graduate Catalog. The requested revision will allow post-baccalaureate students earning a second bachelors degree to earn degrees with distinction based upon their grade point average and hours completed at Eastern.

Attached is a copy of the sections of the Undergraduate Catalog that would be affected by this change. I have placed the text after the "Requirements for All Degree and Certificate Candidates" although the Council may determine there is a more appropriate place for it to be printed if it is approved.

Please contact me if you have any questions.

## Requirements for All Degree and Certificate Candidates

Regardless of the type of graduate degree or academic program, all graduate degree and certificate candidates must meet the following requirements. Candidates hold final responsibility for knowing and completing these requirements.

- GPA: All candidates earning degrees or completing certificate programs must achieve and maintain a graduate cumulative 3.00 GPA (4.00 scale) for all courses numbered 4750 or higher taken for graduate credit at Eastern Illinois University and for all courses listed on the Graduate Study Plan. This requirement may not be waived or appealed.
- Study Plan: All candidates must have a Graduate Study Plan submitted from the academic program to the certification officer in the Graduate School for each degree or certificate program the candidate seeks to complete. The Graduate Study Plan and the Certificate Study Plan are an approved list of all courses and their recommended sequence that will fulfill requirements for degrees or certificates as specified in the regulations for degrees and certificates required by the Graduate School and the academic program. Upon achieving degree candidacy or certificate admission, candidates are required to consult with program advisors to develop a Graduate Study Plan or Certificate Study Plan. The coordinator of graduate study submits the Graduate Study Plan or Certificate Study Plan electronically to the certification officer in the Graduate School within 10 working days of the graduation application deadline during the final term of study. Deadlines to apply to graduate are published in the academic calendar. Coordinators must alert the certification officer of any changes to the study plan made after the deadline. Candidates are responsible for securing a copy of the study plan from the coordinator.
- Time Limitation: Degree and certificate candidates must fulfill all of the requirements for graduate degrees or certificates outlined on the study plan within six consecutive years. The six-year time limit ensures that the degree and/or certificate represent a well-sequenced, cohesive body of current knowledge that progresses over consecutive semesters of study. All course work listed on the candidate's Graduate Study Plan or Certificate Study Plan, including transfer credit, field experience, independent study, research, thesis, and internships, must be completed within the six-year time limit. The earliest term in which a course listed on the Graduate or Certificate Study Plan was taken marks the beginning of the six year time period. Exceptions may be requested through the Graduate School Waiver and Appeals Process when progress toward completion of the degree or certificate is interrupted by obligations or circumstances which are beyond the control of the student.

### Degrees with Distinction

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To be eligible for a degree with distinction, a student must have completed at least 56 semester hours of course work at EIU, including at least 40 semester hours of graded courses (exclusive of work taken on the Credit/No Credit Option). The 56 semester hours at EIU and the 40 semester hours of graded courses may not be waived.

Eligible students who have a cumulative grade-point average of 3.90 to 4.00 are graduated **summa cum laude**; those with a cumulative grade-point average of 3.80 through 3.89 are graduated **magna cum laude**; and those with a cumulative grade-point average of 3.65

through 3.79 are graduated **cum laude**. Students who qualify for degrees with distinction wear an appropriate chevron as part of their academic attire at commencement and their names appear in the commencement program as being awarded Degrees with Distinction. All grades earned at EIU are counted in computing the cumulative GPA. Grades earned during the final grading period are not used for compiling the tentative list developed for commencement. Transcript notations of graduating **cum laude**, **magna cum laude**, and **summa cum laude** are based on the student's total cumulative grade-point average, including the final grading period.

**Post-Baccalaureate Students:** Post-baccalaureate students earning a second bachelors degree are eligible to receive a degree with distinction based on their post-baccalaureate grade point average if they meet the criteria stated above. All undergraduate and post-baccalaureate hours taken at Eastern will be used to determine if the completed and graded hours requirements have been met. Students may not have distinction applied retroactively to any previous degrees earned at Eastern.

**Note:** The calculation of GPA for degrees with distinction will be based only on work taken at EIU.

## Requirements for the Master's Degree

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Masters' degrees include the Master of Arts, Master of Science, and Master of Business Administration degree. All masters' degrees must meet the requirements and restrictions outlined below and the requirements specified by the academic program in the "Academic Program Requirements" section of the catalog. Candidates hold final responsibility for knowing and completing these requirements.

### Requirements

- **Total Semester Hours:** A minimum of 32 semester hours of study is required for all non-thesis options. A minimum of 30 semester hours of study is required for all thesis options or the recital option for candidates in the Master of Arts in music program. Candidates are advised to review the Academic Program Requirements section of the catalog for minimum hours required by academic programs. This requirement may not be waived or appealed.
- **Residency Semester Hours:** A minimum of 21 semester hours of the 32 hour non-thesis option is required in residence. A minimum of 19 semester hours of the 30 hour thesis option is required in residence. Residence is defined as credit for courses taught by Eastern Illinois University faculty at on-campus or off-campus sites. This requirement may not be waived or appealed.
- **5000 Level Semester Hours:** A minimum of 22 semester hours of the 32 hour non-thesis option must be in courses numbered 5000 or higher. A minimum of 20 semester hours of the 30 hour thesis option must be in courses numbered 5000 or higher.

### Restrictions

- **Research, Internship and Special Course Restrictions:** A minimum of 21 semesters hours of the 32 hour non-thesis option or the 30 hour thesis option must be completed in courses exclusive of independent study, research, thesis, internship, and special courses.

- **4750-4999 Hour Restrictions:** A maximum of 10 semester hours of courses numbered 4750 to 4999 may be applied to degree programs.
- **Research Hour Restrictions:** A maximum of six semester hours of independent study may be applied to a degree. A maximum of six semester hours of research may be applied to a degree. A maximum of six semester hours of thesis may be applied to a degree. A maximum of nine semester hours in a combination of independent study, research, or thesis may be applied to a degree.
- **Non-degree Hour Restrictions:** A maximum of 12 semester hours earned as a non-degree student may be applied to a degree. There is no guarantee that any credit earned as a non-degree student may later apply to a degree.