



**A Proposal for Restructuring Non-Degree Graduate Study
At Eastern Illinois University**

August 22, 2012

Introduction

The guiding principle for leadership in graduate education was stated by the Council of Graduate Schools in its 2004 publication titled *Organization and Administration of Graduate Education: The Graduate School should establish and articulate a standard for intellectual excellence that pervades all discussions and decisions about faculty, students, curriculum, and research direction. In the face of strong pressures to attend to a variety of other concerns, each institution needs a unit that is always centered on academic issues, keeps the campus focused on its primary goal of excellence, and lays out a vision of how to achieve it.* (Council of Graduate Schools, 2004, p.4). In 2012, the Council of Graduate Schools published *Pathways Through Graduate School and into Careers* (Commission on Pathways Through Graduate School and into Careers, 2012). Key recommendations emerging from the report included: a) Graduate Schools should provide career counseling, professional skills development, resources, and guidance in preparing for a variety of career pathways, and b) Graduate education leaders should work across campus to broaden the development of professional skills by graduate students. The publication of *Pathways* coincided with President Perry's Five Year Strategic Plan for Eastern Illinois University. Two academic excellence strategic goals important to strategically advancing graduate education included: a) Develop a "key points" advisement process to insure that all student are intentionally advised to participate in an identified program of rigor at the designated key point during their academic curriculum and b) Create an enrollment leadership group to work strategically and collaboratively to tap into emerging education markets and improve Eastern's application, marketing, and yield strategies.

Definitions & Mission

In order to articulate a standard of excellence for non-degree graduate study, and in response to the Commission's *Pathways* report and the President's Strategic Plan, the Graduate School proposes its first initiative focusing on non-degree graduate study.

- **Non-degree Definition:** Non-degree graduate study at EIU includes students who have completed the baccalaureate or graduate degree and seek the University's graduate study options for professional development, an additional baccalaureate degree, an additional teaching certificate or an additional teaching endorsement. The goal of non-degree study is acquisition of content knowledge but not completion of a graduate degree or certificate.
- **Non-degree Enrollments:** Between 2001 and 2011, students in non-degree status comprised 16% of the graduate enrollment. The average number of students in this study option is 257 with enrollments ranging from 310 to 197. The enrollment data indicate that this is a very important career pathway.
- **Current Non-degree Administration:** Currently, non-degree graduate students have no academic home. There is no administrative structure to monitor existing non-degree study options, to foster new non-degree study options, to recruit students to non-degree study options, to provide an academic community for networking and advising non-degree students during key points in their study, to provide career counseling related to pursuit of a future degree or certificate program or to acknowledge the completion of coursework milestones.

Graduate Pathways at Eastern Illinois University offers a new academic approach for administrative oversight of all post-baccalaureate or post-graduate degree students who are not seeking degrees. Graduate Pathways will offer marketing, recruitment, community integration, and career counseling related to non-degree graduate study. Below is a summary of the distinctive features of this approach along with definitions of the unit and an outline of its mission.

- The Graduate School: The Graduate School will remain the title of the overall administrative unit that serves the mission of graduate education, research, international education and study abroad.
- Graduate School Role in Admission: The Graduate School will remain the first stage of admission for students seeking degrees or certificates and will continue to certify degree and certification candidates.
- Graduate Pathways Definition: Graduate Pathways will become a new program within the Graduate School's admission and certification unit. Graduate students who are not seeking a degree or certificate program will be enrolled and monitored in the Graduate Pathways Programs located in the Graduate School.
- Graduate Pathways Role in Admission: Graduate Pathways serves as the admission portal for non-degree graduate students and will provide administrative oversight for students seeking non-degree graduate study. Following admission, the Graduate Pathways will monitor and provide support services for these students.
- Mission of Graduate Pathways: The mission of Graduate Pathways is to serve as the academic community for non-degree graduate students and the administrative unit responsible for fostering non-degree graduate study programs. The Graduate Pathways mission will include: a) monitoring and fostering the development of distinctive non-degree graduate study options that are designed to serve regional and state needs and emerging markets, b) developing marketing and promotional materials to invite non-degree graduate study, c) providing professional networking and services to support an integrated community of advanced learners, and d) linking students to career counseling at key points to create the foundation for future graduate degrees and new careers.

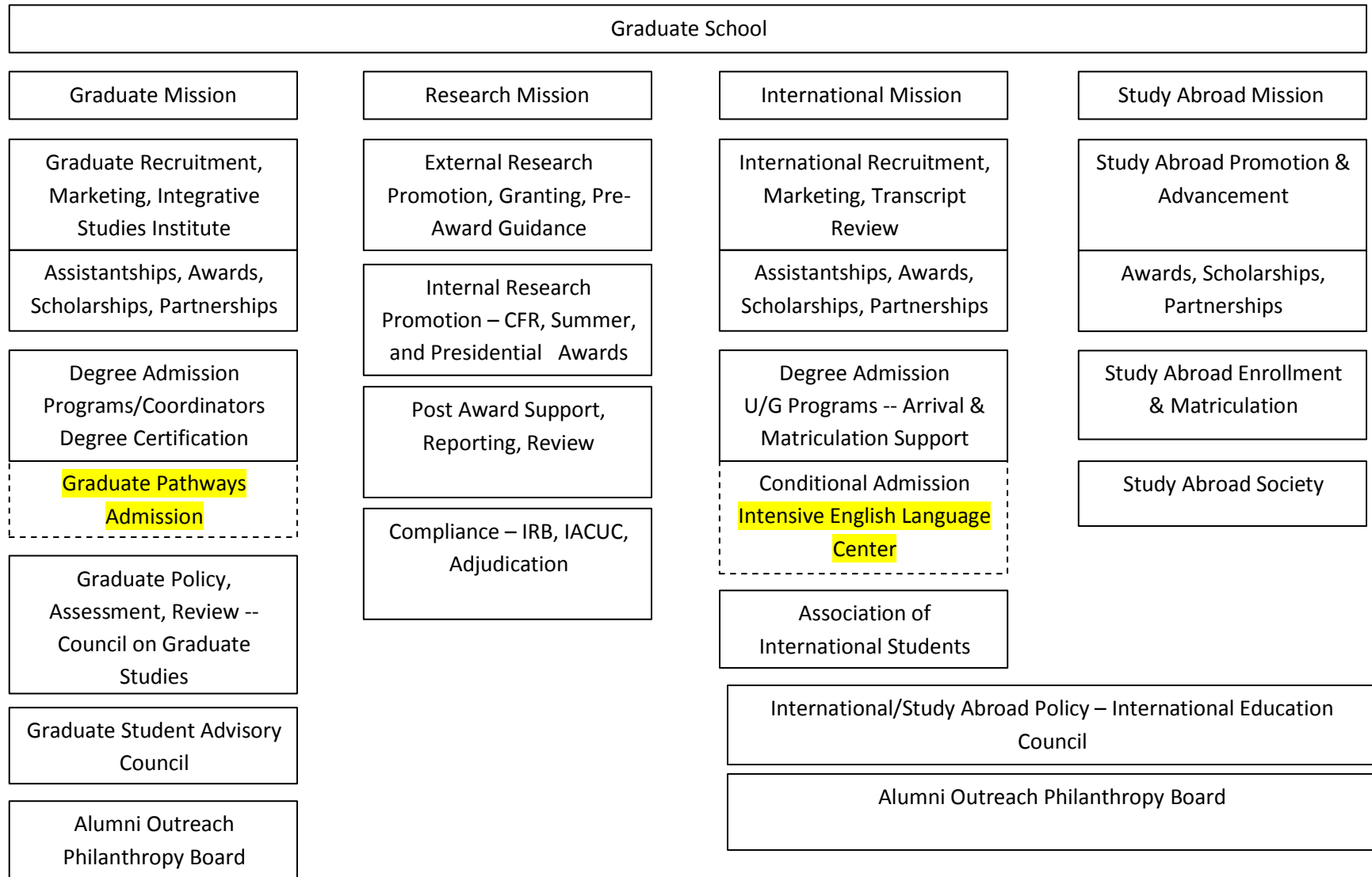
Concluding Summary

Aligned with the national Council of Graduate Schools, EIU's Graduate School proposes that the title *Graduate School* remain the overarching administrative unit that leads the mission of graduate education at the University along with its research, international, and study abroad missions. *Graduate Pathways* will become the administrative unit under the Graduate School that is responsible for improving and expanding options for non-degree graduate study and providing admission, oversight, and support services for non-degree graduate students. *Graduate Pathways* offers a new community of graduate scholars and aligns Eastern with the most forward thinking institutions by advancing opportunities for graduate study. If approved, Eastern will offer this as a best practice model for non-degree administration at comprehensive universities.

Attachments

- Attachment 1: Visual Summary of the Administrative Structure
- Attachment 2: Catalog Copy Contrasting Current and Proposed Catalog Text

Attachment 1: Administrative Structure Graduate Pathways



Attachment 2
Catalog Copy Contrasting Current and Proposed Text for the Graduate Pathways
Updated October 8, 2012

CURRENT CATALOG TEXT	PROPOSED CATALOG TEXT
<p>GRADUATE STUDY OPTIONS</p> <p>Degree and Certificate Programs: Admission to the Graduate School is the first stage of admission required for all of the following degree and certificate programs:</p> <ul style="list-style-type: none"> • Master's and specialist's degree programs • Graduate certificate programs • Second bachelor's degree programs <p>Non-degree Study: Admission to the Graduate School is required for the following non-degree study options:</p> <ul style="list-style-type: none"> • Post-baccalaureate teacher certification • Alternative teacher certification • Courses for licensure, professional development, or personal goals <p>DOMESTIC APPLICATION PROCEDURES</p> <ul style="list-style-type: none"> • Unchanged <p>INTERNATIONAL APPLICATION PROCEDURES</p> <ul style="list-style-type: none"> • Unchanged <p>ADMISSION TO GRADUATE DEGREE OR CERTIFICATE PROGRAMS</p> <ul style="list-style-type: none"> • Unchanged <p>ADMISSION FOR ADDITIONAL BACCALAUREATE DEGREES</p> <ul style="list-style-type: none"> • Admission to the Graduate School: Students holding a baccalaureate degree from an accredited institution approved by Eastern Illinois University may seek an additional baccalaureate (undergraduate) degree. Admission to pursue an additional baccalaureate degree requires admission through the Graduate School by submission of an application, fee, and official transcripts. Students pursuing an additional baccalaureate degree are considered graduate students even though they are completing the requirements for an undergraduate degree program. The following regulations apply to students seeking an additional baccalaureate degree: • Baccalaureate Advisement: Following 	<p>GRADUATE STUDY OPTIONS</p> <p>Graduate Degree and Post-baccalaureate Certificate Programs: Admission to the Graduate School is the first stage of admission required for all of the following degree and certificate programs:</p> <ul style="list-style-type: none"> • Master's Degree Program • Specialist's Degree Program • Post-baccalaureate Certificates Program <p>Graduate Pathways: Admission to Graduate Pathways is required for the following graduate study options:</p> <ul style="list-style-type: none"> • Professional Development Program • Additional Baccalaureate Degree Program • Post-baccalaureate Teacher Certification Program • Additional Teacher Endorsement Program <p>DOMESTIC APPLICATION PROCEDURES</p> <ul style="list-style-type: none"> • Unchanged <p>INTERNATIONAL APPLICATION PROCEDURES</p> <ul style="list-style-type: none"> • Unchanged <p>ADMISSION TO GRADUATE DEGREE OR POST-BACCALAUREATE CERTIFICATE PROGRAMS</p> <ul style="list-style-type: none"> • Unchanged <p>GRADUATE PATHWAYS</p> <p>NON-DEGREE GRADUATE STUDY OPTIONS</p> <p>Graduate Pathways at Eastern Illinois University provides access to distinctive non-degree graduate study opportunities. Graduate Pathways include programs that are designed to serve regional and state needs for students who seek advanced courses but do not seek a graduate degree or a post-baccalaureate certificate. Graduate Pathways is a community of advanced scholars who enjoy professional networking, rigorous well-focused graduate-level alternatives for students prior to pursuing a graduate degree or certificate, the opportunity for continuing professional advancement, or access to advanced learning experiences that create the foundation for future graduate degrees and new careers. Admission to the Graduate Pathways is required for the following graduate study programs:</p> <ul style="list-style-type: none"> • Professional development program

admission to the Graduate School, copies of the student's file are forwarded to the program in which the additional baccalaureate degree is requested and the program assigns an advisor. Students should consult with programs regarding the requirements for the additional baccalaureate degree. Whether an additional baccalaureate degree or a graduate degree is the more appropriate choice will depend upon the student's educational objectives. Students are urged to consult with coordinators of graduate study or other academic advisors to make this choice. The student's classification may also determine eligibility for types of financial assistance. Students are advised to contact the Financial Aid Office for information.

- Additional baccalaureate degree program
- Post-baccalaureate teacher certification program
- Additional endorsements program

ADMISSION TO THE GRADUATE PATHWAYS

Admission to the Graduate Pathways: To be admitted to Graduate Pathways, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University and seek to pursue one of the graduate study programs outlined below. Some Graduate Pathways programs require additional admission procedures and admission criteria. These are reviewed in the sections for each specific program.

Graduate Pathways for Professional Development

- **Definition:** Graduate Pathways for Professional Development Program at Eastern Illinois University is a pathway to advanced study options for students seeking courses for professional development including courses to maintain certification and licensure and courses for career and degree advancement. Post-baccalaureate students who do not seek a graduate degree or certificate are invited to become members of the Graduate Pathways Professional Development Program. For students in provisional degree candidacy or students ineligible for degree candidacy, the Graduate Pathways Professional Development Program provides course work to establish a more competitive record of scholarship that may lead to degree candidacy. For students who have not completed an undergraduate curriculum leading to preparation for graduate study, the Graduate Pathways Professional Development Program offers an opportunity to sample disciplines of interest and begin building a graduate degree foundation. For students who are in career transition, the Graduate Pathways Professional Development Program provides access to new areas of career focus.
- **Admission to the Graduate Pathways:** Admission to Graduate Pathways completes the admission process for students seeking the Graduate Pathways Professional Development Program. Students submit an application, fee, and official transcripts.
- **Policies:** Students enrolled in the Graduate Pathways Professional Development Program are subject to the regulations governing

ADMISSION TO NON DEGREE STUDY

Post baccalaureate students may pursue graduate study as non-degree students. To be eligible for admission to the Graduate School for non-degree options, applicants must have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University. Non-degree areas of study typically have specific admission criteria. Applicants should consult the sections that outline the admission requirements for non-degree study options.

Post-baccalaureate Teacher Certification

- **Admission to the Graduate School:** Students seeking admission as post-baccalaureate non-degree teacher certification students are advised to consult with the College of Education and Professional Studies before making a formal application for admission to the Graduate School. The consultation will provide information regarding the student's eligibility for admission to teacher education. Following consultation and completion of any pre-application requirements, students should apply for admission to the Graduate School. Applicants must meet the requirements for admission to the Graduate School for post-baccalaureate teacher certification options. Admission to the Graduate School does not constitute admission to teacher education and does not guarantee admission to teacher education.
- **College of Education and Professional Studies Review & Requirements:** To initiate post-baccalaureate teacher certification,

applicants complete a request for a transcript evaluation, pay the transcript evaluation fee in the Office of the Dean of the College of Education and Professional Studies, and provide evidence of having achieved a minimum undergraduate cumulative GPA of 2.65 on a 4.0 scale or having completed a master's degree with a minimum graduate cumulative GPA of 3.00. The College of Education and Professional Studies will then provide the student with an evaluation of coursework completed and additional coursework required for certification in the field identified. Post-baccalaureate students seeking a teaching certificate through any of EIU's state approved certification programs must meet the full intent of the respective programs. All previous course work, either graduate or undergraduate, will be evaluated in terms of current requirements. This will include general education, a major, and the professional education requirements.

- Hours Prior to Student Teaching: Post-baccalaureate students must complete a minimum of 15 semester hours at EIU prior to student teaching. Departments may require additional course work within their major to bring the student's background into compliance with the intent of this institution's state-approved certification program and may also require previous work to be repeated if it is outdated.
- Students Seeking Admission to Teacher Education: www.eiu.edu/ceps/teached/: This web site provides teacher education admission guidelines. Candidates are also advised to consult the "Admission to Teacher Education" section of the Undergraduate Catalog or contact the College of Education and Professional Studies. Admission to Teacher Education is a selective process and admission to the Graduate School does not guarantee admission to teacher education. Post-baccalaureate students must meet all teacher education requirements including selection and admission to teacher education. Post-baccalaureate students must apply for admission to teacher education by attending a University admission to teacher education meeting within the first 30 days of enrollment as post-baccalaureate students.
- Time Commitment: Post-baccalaureate certification requires a commitment of a

graduate education and must fulfill the standards for study required of any graduate student. Graduate degree and certificate programs sometimes limit enrollment in certain graduate or undergraduate courses to degree/certificate candidates and have final approval regarding the application credit earned while enrolled in Graduate Pathways toward a future graduate degree or certificate.

Sometimes, graduate degree and certificate programs limit the number of semester hours earned as a member of Graduate Pathways toward a future graduate degree to 12 semester hours.

- Financial Aid: Students enrolled in the Graduate Pathways Professional Development Program are not eligible for financial aid.

Graduate Pathways for an Additional Baccalaureate Degree Programs

- Definition: Students holding a baccalaureate degree from an accredited institution approved by Eastern Illinois University may seek an additional baccalaureate (undergraduate) degree by enrolling in the Graduate Pathways for an Additional Baccalaureate Degree Program.
- Admission to Graduate Pathways: Admission to Graduate Pathways completes admission for students who wish to pursue an additional baccalaureate degree. Students submit an application, fee, and official transcripts.
- Baccalaureate Consultation: Following admission to Graduate Pathways, copies of the student's file are forwarded to the program in which the additional baccalaureate degree is requested and the program assigns an advisor. Students should consult with programs regarding the requirements for the additional baccalaureate degree. Whether an additional baccalaureate degree or a graduate degree is the more appropriate choice will depend upon the student's educational objectives. Students are urged to consult with coordinators of graduate study or other academic advisors to make this choice. The student's classification may also determine eligibility for types of financial assistance. Students enrolled in the Graduate Pathways Additional Baccalaureate Degree Program are advised to contact the Financial Aid Office for information.

minimum of three or more semesters. Professional education course work and student teaching for some programs are sequenced over four semesters. For most students, the program takes about two years to complete. Not all courses are offered every semester and summer offerings may be limited. In order to be ready to register for classes, a student must have a completed transcript evaluation specifying all courses needed to earn certification.

- **Student Teaching:** Application for student teaching placement is a separate process. Candidates are advised to follow the instructions for student teaching placement as outlined in the “Student Teaching” section of the EIU Undergraduate Catalog.
- **Advisor Assignment:** An advisor in the College of Education and Professional Studies will be assigned for all post-baccalaureate students seeking teacher certification with the following exceptions: Special Education, Communication Disorders and Sciences and Natural Sciences.
- **GPA:** A post-baccalaureate student may use the graduate GPA for purposes of selection if the student has successfully completed a master’s degree program. (The student has the responsibility of notifying the dean’s office and furnishing evidence of the graduate GPA). Post-baccalaureate students may appeal the use of the undergraduate GPA to the Executive Officer of the Council on Teacher Education (the Dean of the College of Education and Professional Studies) and request the use of an alternative GPA for purposes of the selection if the student:
- The student is encouraged to appeal early in the semester in which the 12 semester hours will be completed. The appeals decisions of the Executive Officer of the Council on Teacher Education are final.

Alternative Teacher Certification

- **Admission to the Graduate School:** Students seeking admission to the Alternative Teacher Certification Program are advised to consult with the Coordinator of Web-Based and Alternative Teacher Certification Programs before making a formal application for

Graduate Pathways Post-baccalaureate Teacher Certification Program

- **Definition:** The Graduate Pathways Post-baccalaureate Teacher Certification program provides access to additional teacher credentials. Students seeking an additional teaching certificate through any of EIU’s state approved certification programs must meet the full intent of the respective programs. All previous course work, either graduate or undergraduate, will be evaluated in terms of current requirements. This will include general education, a major, and the professional education requirements.
- **College of Education and Professional Studies Review & Requirements:** Consultation with the College of Education and Professional Studies is the first stage of admission for students seeking admission to the Graduate Pathways Post-baccalaureate Teacher Certification Program. Students are advised to complete this consultation before making a formal application for admission to the Graduate Pathways. The consultation will provide information regarding the student’s eligibility for admission to teacher education. To initiate the consultation, applicants complete a request for a transcript evaluation, pay the transcript evaluation fee in the Office of the Dean of the College of Education and Professional Studies, and provide evidence of having achieved a minimum undergraduate cumulative GPA of 2.65 on a 4.0 scale or having completed a master’s degree with a minimum graduate cumulative GPA of 3.00. The College of Education and Professional Studies will then provide the student with an evaluation of coursework completed and additional coursework required for certification in the field identified.
- **Hours Prior to Student Teaching:** Post-baccalaureate students must complete a minimum of 15 semester hours at EIU prior to student teaching. Departments may require additional course work within their major to bring the student’s background into compliance with the intent of this institution’s state-approved certification program and may also require previous work to be repeated if it is outdated.
- **Students Seeking Admission to Teacher Education:** www.eiu.edu/ceps/teached/: This web site provides teacher education admission guidelines. Candidates are also

admission to the Graduate School. The consultation will provide information regarding the student's eligibility for admission to the program. Following consultation, students will receive application materials and may apply for admission to the Graduate School. Applicants must meet the requirements for admission to the Graduate School for non-degree study options. Admission to the Graduate School does not constitute admission to the Alternative Teacher Certification Program.

- **Alternative Teacher Certification Review and Requirements:**

www.eiu.edu/%7Eeiuttp/: The Alternative Teacher Certification Program is designed to prepare individuals to teach in severe shortage areas and provides an intensive course of study in educational foundations, pedagogy, and methodology, followed by a year-long internship during which students are hired and paid as first-year teachers. Specifically, students enroll in a web-based course in May, then a full-time schedule of courses during the eight-week summer session. After successfully completing the summer coursework, students complete an internship during which they are hired as full-time teachers for the entire academic year. The program culminates in a brief comprehensive program assessment course that students take in the summer following their internship. Candidates for this program must meet admission requirements that differ somewhat from other post-baccalaureate certification programs. Prerequisites include having completed a bachelor's degree (GPA 2.65 or higher on a 4.0 scale) and a major or minor in the intended area of certification, having been employed for a period of at least five years in an area requiring application of the individual's education, having passed the Illinois Basic Skills test and applicable subject-matter test, and having secured a commitment from a school district to be hired (and paid as a full-time teacher) for the internship. Interested students should contact the Coordinator of Web-Based and Alternative Teacher Certification Programs for specific requirements, additional program details, and program limitations. For information, contact the Coordinator of the Alternative Teacher Education Program, College of Education and Professional Studies at the web site listed above or by phone at 217-581-6671.

advised to consult the "Admission to Teacher Education" section of the Undergraduate Catalog or contact the College of Education and Professional Studies. Admission to Teacher Education is a selective process and admission to the Graduate School does not guarantee admission to teacher education. Post-baccalaureate students must meet all teacher education requirements including selection and admission to teacher education. Post-baccalaureate students must apply for admission to teacher education by attending a University admission to teacher education meeting within the first 30 days of enrollment as post-baccalaureate students.

- **Time Commitment:** Post-baccalaureate certification requires a commitment of a minimum of three or more semesters. Professional education course work and student teaching for some programs are sequenced over four semesters. For most students, the program takes about two years to complete. Not all courses are offered every semester and summer offerings may be limited. In order to be ready to register for classes, a student must have a completed transcript evaluation specifying all courses needed to earn certification.
- **Student Teaching:** Application for student teaching placement is a separate process. Candidates are advised to follow the instructions for student teaching placement as outlined in the "Student Teaching" section of the EIU Undergraduate Catalog.
- **Advisor Assignment:** An advisor in the College of Education and Professional Studies will be assigned for all post-baccalaureate students seeking teacher certification with the following exceptions: Special Education, Communication Disorders and Sciences and Natural Sciences.
- **GPA:** A post-baccalaureate student may use the graduate GPA for purposes of selection if the student has successfully completed a master's degree program. (The student has the responsibility of notifying the dean's office and furnishing evidence of the graduate GPA). Post-baccalaureate students may appeal the use of the undergraduate GPA to the Executive Officer of the Council on Teacher Education (the Dean of the

Courses for Licensure, Professional Development, or Personal Goals

Students seeking post-baccalaureate courses for licensure, professional development, or personal goals, but who do not seek to complete the requirements for a degree, may request enrollment as non-degree students. In addition, applicants who were denied degree or provisional degree candidacy may enroll for course work as post-baccalaureate non-degree students. However, non-degree students may be limited to enrollment in certain graduate or undergraduate courses. Students pursuing graduate courses as post-baccalaureate non-degree students are subject to the regulations governing graduate education and must fulfill the standards for study required of any graduate student. Should a non-degree student later apply for admission for degree candidacy, that student must meet all of the admission requirements for candidacy. There is no assurance that credit earned as a non-degree student will later apply toward the degree. With program approval, a student may apply no more than 12 semester hours earned as a post-baccalaureate non-degree graduate student toward a degree. Non-degree students are not eligible for financial aid.

College of Education and Professional Studies) and request the use of an alternative GPA for purposes of the selection if the student:

- The student is encouraged to appeal early in the semester in which the 12 semester hours will be completed. The appeals decisions of the Executive Officer of the Council on Teacher Education are final.

- Admission to the Graduate Pathways: Admission to Graduate Pathways is the final stage of admission for post-baccalaureate teacher certification students, following consultation and completion of any pre-application requirements with the College of Education and Professional Studies *as outlined above*. Applicants must meet the requirements for admission to Graduate Pathway for Post-baccalaureate Teacher Certification. Students meeting admission to teacher education and admission to the Graduate Pathways are members of the Graduate Pathways Post Baccalaureate Teacher Certification Program.

Graduate Pathways for Teaching Endorsements Program

- Definition: The Graduate Pathways for Teacher Endorsements Program is designed to extend grade range teaching eligibility. For example, teachers must have a Middle Grades Endorsement on either the Elementary or Secondary Teaching Certificate in order to teach grades 5-8. The Graduate Pathways for Teaching Endorsements Program provides access to courses that add endorsements to a current Illinois teaching certificate.
- College of Education and Professional Studies Review & Requirements: Completing a written request by mail or email to the College of Education and Professional Studies for an evaluation of transcripts for the desired endorsement is the first stage of admission for the Graduate Pathways for Teaching Endorsement Program. The review consultation will provide information regarding the specific requirements for the endorsement.
- Admission to the Graduate Pathways: Admission to Graduate Pathways is the final stage of admission for students seeking admission to the additional endorsements program, following consultation with the College of Education and Professional Studies. Following consultation,

	<p>students will receive application materials and may apply for admission to the Graduate Pathways for Teaching Endorsements Program. Students meeting admission to the additional endorsements program and admission to the Graduate Pathways are members of the Graduate Pathways for Teaching Endorsements Program.</p> <p>[Note: Due to changes in requirements, the existing Alternative Teacher Certification Program will be eliminated as Graduate Pathways study option.]</p>
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