

Waiver of a Policy on Graduate Education: The Council on Graduate Studies, in consultation with the Dean of the Graduate School, establishes policies on graduate education to insure that graduate degree programs and graduate courses are rigorous and meet the highest standards of graduate scholarship. It is expected that all graduate students will remain in compliance with requirements for degrees or post-baccalaureate study established by the Graduate School. On rare occasions, circumstances beyond the student's control may warrant a variation from the established requirements. Any variation from the policies must be approved through the Graduate School waiver and appeals process. All waivers must be approved by the Dean of the Graduate School prior to initiating the policy variation. Students may appeal waivers denied by the Dean to the Council on Graduate Studies Waiver and Appeals Subcommittee. The Waiver and Appeals Subcommittee will review the appeal and recommend a decision to the Council on Graduate Studies which will appear in the Council's Minutes.

Policies on graduate education that may not be waived or appealed.

- The 16 graduate semester hour load limit for fall and spring terms
- The 13 graduate semester hour load limit for summer term
- The required 3.00 cumulative graduate GPA for graduate degree completion
- The minimum number of semester hours for a masters degree
- The minimum number of semester hours of new course work for the specialist's degree
- The minimum number of semester hours in residency for all graduate degrees
- The 3.00 cumulative GPA for assistantship eligibility
- The restriction on undergraduate access to courses numbered 5500 or higher

The Graduate School Application Fee is a mandatory fee approved by the Board of Trustees (BOT Regulations VJ3L) and can only be waived by the Board of Trustees.

[Attach additional pages as necessary]

[Please type in your responses, then print out form]

Name : Grace G Wilken E#: E12543204

Address : 1508 Trails Drive Phone: 217-721-3396

City/State/Zip Code : Urbana, IL 61802

Date: 10/7/2019 E-mail Address: pgwilken@eiu.edu

Semester/Term of Request : Fall 2019

Department/Degree Program Name: MBA

Policy to be waived (Cite catalog page, if applicable):

"Requirements for Dual Master's Degree" - "earn two degrees concurrently"; Grace completed the MS in Sustainability in Summer 2019; MBA will be completed Fall 2019.

For policy waivers, 1) cite the circumstances beyond the control of the student and 2) explain why the variation will not diminish the quality of graduate scholarship:

Grace needed to have a masters degree completed for employment purposes for Fall 2019 and could not complete both programs by Summer 2019. She has been committed to the dual degree arrangement since starting graduate studies at EIU. She fully completed both degree requirements; but is not earning degrees in the same term.

Graduate Coordinator's Decision: ☐ I do not support the request ☐ I support the request for the following reasons:

Dr. Melody L. Thelan, Associate Dean
Signature + former Coordinator when this issue arose.

Date

10/2/2019

Department Representative on Request of Coordinator:

The Graduate Coordinator may request that other department representatives provide additional input regarding the waiver appeal. Additional input [if required by the coordinator] should be provided in the space below.

The decision of the Dean of the Graduate School and the Council on Graduate Studies (when applicable) will be provided to all parties.

Lumpkin College of Business and Technology

To: Ryan Hendrickson, Dean Graduate School; CGS members

From: Dr. Melody Wollan, Associate Dean



Date: October 8, 2019

RE: Waiver of policy for Grace Wilken

On October 7, 2019, I submitted a waiver of policy for Grace Wilken. In response to a request to provide additional details, please consider this memo explaining the timeline that led to the waiver request.

Admission. Grace came to EIU three years ago, intending to complete her MBA and MS in Sustainable Energy. At that time, a dual degree agreement between the two programs to share 12 credit hours was approved as follows:

Shared Coursework: The following courses may be applied to each degree program:

- | | | |
|------------|---|---|
| • MBA 5680 | 3 | (Organizational Behavior & Group Dynamics) |
| • MBA 5660 | 3 | (Operations Management) |
| • MBA 5010 | 3 | (Accounting from a Management Perspective:
applied to MS in Environmental Sustainability
in lieu of MBA 5001) |
| • TEC 5143 | 3 | (Research in Technology; applied to MBA as
one of two MBA Electives) |

Total hours required in the MBA/CENCERE Dual Degree Program

- | | |
|-------------------|----|
| • Shared Courses | 12 |
| • MBA Courses | 21 |
| • CENCERE Courses | 24 |

Total	57
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Progress in Programs. In accordance with that agreement and the program mission (below), Grace was advised by Dr. Melody Wollan (MBA Coordinator at the time) and Dr. Peter Ping Liu (Sustainability Coordinator at the time). She was admitted to both programs within a semester, if not the same term, and pursued courses in both programs *concurrently*. Within the dual degree agreement, the language used was “*leading to degrees in both*”. Both Dr. Ping Liu and I had interpreted this to mean that courses could count to both degrees as long as they were completed within the six-year time span typically applied (per policy) to Graduate Degree coursework. Grace was well within this timeframe with her start date of Summer 2017, completion of degree requirements for MS in Sustainable Energy in Summer 2019, and MBA anticipated in Fall 2019. One challenge Grace encountered was that she needed to complete 11 of 11 Phase I/prerequisite courses (33 credit hours) prior to taking

related MBA classes, thereby adding additional semesters and coursework of business-related classes (undergraduate BUS courses). Thus, Grace's EIU transcript reflects completion of **48 earned graduate hours**, with **12 hours in process** (for a total of 60 earned graduate hours at EIU, plus 3 transferred graduate hours), and **33 earned undergraduate/post-bacc hours** while at EIU. Both GPA's are currently 4.00.

Proposal for Dual Degree Programs by Master of Business Administration and Master of Science in Sustainable Energy

Program Mission: The purpose of the Dual Degree Program **leading to degrees in both** the Master of Business Administration (Applied Management Option) and Master of Science in Sustainable Energy is to provide an opportunity for candidates who seek to develop advanced knowledge and skills in leadership, management, and business functions and those who seek to complement that expertise with leadership and management in the energy industry an opportunity to pursue both areas of interest. The dual degree program is designed to meet the mission of each degree program.

Policy and Subsequent Waiver Request. In March 2019, Ms. Wilken was offered a position in her intended career field that required her to have earned a masters degree no later than August 2019. She approached both Dr. Ping Liu and Dr. Wollan to determine what steps could be taken to earn at least one of her two pursued degrees by that date. In her advisers' interpretation, both indicated that she could earn the degrees separately as she earned each degree, and that she was on track to complete the MS in Sustainability in Summer 2019. There was no possibility of her being able to complete the MBA any quicker than Fall 2019 because of needed courses not being available during Summer 2019. However, both advisers also suggested that Grace see Lana Beasley, Graduate School Certification Officer, to verify and make Ms. Beasley aware of the situation. At that time, Dean Hendrickson pointed out to Drs. Wollan and Ping Liu that in the Graduate School catalog, under "Requirements for Dual Master's Degree" was the language that students needed to "*earn two degrees concurrently*". Interim LCBT Dean Minnis appealed to Dean Hendrickson to consider the circumstances as "concurrent", while Dr. Ping Liu, who had crafted the original Dual Degree catalog language with Dean Augustine indicated that the actual discussion of dual degrees had never specifically been earning the degrees in the same term, but that degree coursework could be shared in *concurrent* as opposed to *sequential* timing. I believe that Dean Hendrickson then consulted with Provost Gatrell. Timing on this was critical, as Grace's job offer had a time limit and this entire process was taking place over the span of not more than 5 working days. It was at that point that Provost Gatrell indicated to Dr. Wollan and Dr. Ping Liu that Grace should proceed to apply for Summer graduation for the MS in Sustainable Energy, and that Dr. Wollan should prepare a waiver of policy related to the need for "concurrent" degrees to be conferred.

Impact of Waiver. First, it should be noted that Grace's MS in Sustainable Energy was conferred under the Dual Degree Agreement, as MBA 5010 must have been applied to fulfill the MBA 5001 Sustainability Requirement. Both MBA 5680 and MBA 5660 are approved courses for MS in Sustainable Energy students as substitutes for TEC 5103 and TEC 5133 respectively. Without this waiver being approved, Ms. Wilken's degree will be further delayed as well because she will be in need of yet another MBA elective to replace TEC 5143 shared hours.

However, MBA 5010, MBA 5660, and MBA 5680 (having already been applied to the Sustainable Energy degree that is earned) have no alternatives in the MBA program, and are required core courses in the MBA program for all non-Accounting Concentration MBA students (MBA 5010 is replaced with a graduate-level ACC class for Accounting Concentration students). As such, because of the order of the degrees being earned, it would seem unreasonable to deny Ms. Wilken an MBA degree because of a four-month gap between earning the dual degrees related to one word in a policy that arguably, she did concurrently earn, except for this last semester. Thus, I appeal to CGS, Dean Hendrickson and others involved, to please consider the waiver request to waive the policy as it relates to one word: "concurrently", given the circumstances and inconsistent catalog language between Graduate School policy and the understanding and stated language of "leading to both degrees" within the actual dual degree agreement and program in the Graduate Catalog.