



TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Group 1 Catalog Revisions -- *Domestic Application and International Application Sections*
Effective Fall 2010

DATE: August 10, 2010

Attached are the proposed changes to the Domestic Application and International Application sections of the Graduate Catalog. Many are changes required to update current practices. The rational for the changes are summarized below:

- Re-Entering After a Lapse of One or More Terms: The additional step of notifying the Records Office has been eliminated.
- TOEFL: The computer based TOEFL has been phased out and will be eliminated throughout the catalog copy, the IELTS, STEP Eiken, and MELAB were approved for use by CGS and have been added to the Catalog.
- Application Access: The web address was updated.
- Conditional Admission for International Applicants: International Students and Scholars replaces International Programs throughout the Catalog, TOEFL requirements have been updated.
- Timelines for International Applicants: This section was updated to reflect current practices.
- Admission Offer Limitation Exemption for Military Deployment: The State of Illinois has proposed a bill that provides preferential treatment to veterans who return to school following deployment. The proposed language insures that students who are deployed after admission are except from the one-year time limitation for admission so that they can immediately return to study following deployment.
- Off Campus Students Not Admitted to the Graduate School: This category of admission has been eliminated.

Graduate Study Options

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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:

- Master's and specialist's degree programs
- Graduate certificate programs
- Second bachelor's degree programs

Non-degree Study: Admission to the Graduate School is required for the following non-degree study options:

- Post-baccalaureate teacher certification
- Alternative teacher certification
- Courses for licensure, professional development, or personal goals

Domestic Application Procedures

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Application Access:

- <http://www.applyweb.com/apply/eiu/menu.html>: This web site provides a web application with fee payment via credit card.
- <http://www.eiu.edu/~graduate/forms/admissionform.pdf> : This web site provides a printable application with fee payment via check.

Materials: An application, fee, and transcripts are required to complete admission to the Graduate School. Test scores may be required of some programs. The categories below will guide applicants regarding the specific application requirements.

Applicants New to EIU: Applicants who have never attended EIU must submit an application, fee, and official transcripts verifying that they have obtained a baccalaureate degree from an accredited institution approved by Eastern Illinois University.

EIU Applicants: Applicants who are completing or who hold a baccalaureate degree from EIU and who are seeking continued enrollment as graduate candidates are required to submit an application and fee.

- **2.75 GPA:** EIU applicants who have earned a cumulative undergraduate GPA of 2.75 or higher and who have department/school approval may be authorized to register for graduate courses.
- **Re-Entering After a Lapse of One or More Terms:**
www.eiu.edu/~records/readframe.htm#gradread.htm: This web site provides a printable readmission form. EIU applicants who wish to re-enter as graduate candidates after a lapse of one or more semesters (excluding the summer term) following completion of the undergraduate degree follow a two-stage admission process. Applicants must submit an application and fee to the Graduate School. ~~and also submit an application of readmission to the Records Office at least ten calendar days prior to the official registration day of the term in which the applicant intends to enroll.~~
- **Less Than 2.75 GPA:** All applicants who are completing a baccalaureate degree, but who have earned less than a 2.75 undergraduate cumulative GPA at the time of application do not meet degree candidacy or provisional candidacy requirements for admission. Such applicants may seek authorization to register for graduate classes through the Graduate School Waiver and Appeals Process-provisional admission. If approved **for provisional admission by the degree program**, the applicant may register for graduate courses. If the applicant fails to complete the baccalaureate degree during the current term and has less than a 2.75 undergraduate GPA, the applicant will be dropped from all graduate courses by the 10th day of the following term.

Undergraduates who fail to complete their baccalaureate degrees as scheduled and who have less than a 2.75 undergraduate cumulative GPA are not eligible for any graduate study options.

EIU Employees

- **Faculty or Administrative Applicants:**
http://www.eiu.edu/~humanres/forms/Grad_waiver.pdf: Applicants who hold faculty or administrative appointments at EIU and who wish to enroll for non-degree graduate study are required to submit an application. Transcripts are required only if not on file with the University. Application fees are waived if applicants complete the faculty and administration application fee waiver form available in the Benefits Office or at the web site listed previously. A copy of the application fee waiver form must be attached to the application.
- **Civil Service Applicants:**
http://www.eiu.edu/~humanres/forms/Grad_waiver.pdf: Applicants who hold civil service appointments at EIU and who wish to enroll for non-degree graduate study are required to submit an application and transcripts. Application fees are waived if applicants complete the civil service application fee waiver form available in the Benefits Office or at the web site listed above. A copy of the application fee waiver form must be attached to the application.

McNair Scholars: McNair Scholars are strongly encouraged to apply for graduate study at Eastern Illinois University. Application fees are waived for McNair Scholars. McNair Scholars are required to submit an application and transcripts. McNair applicants should check the section of the application that verifies their enrollment as McNair Scholars and must include a copy of their certificate of candidacy in the McNair Scholars program.

Domestic Applicants with Degrees from Non-English Speaking Institutions: Domestic applicants or permanent resident aliens who hold baccalaureate degrees from a non-English speaking institution must apply for graduate admission as do other domestic applicants and also must submit copies of their green card in order for their application to be processed. All applicants who hold baccalaureate degrees from non-English speaking institutions are required to provide documentation of English language mastery. English language mastery may be documented in one of the ways listed below:

- **TOEFL:** Submission of a score of 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL), or a score of 79 or higher on the internet-based TOEFL.
 - **Hours:** Submission of successful completion of 24 semester hours of college credit at an accredited college or university in the United States
 - **Certificate:** Submission of a Level 112 Certificate of Proficiency from an ELS Center in the United States.
 - **IELTS:** Submission of an overall band score of 6.5 or higher on the Academic Module
 - **STEP EIKEN:** Submission of completion of Grade 1.
 - **MELAB (Michigan English Language Assessment Battery):** Submission of a score of 77 or higher.

Timelines for Domestic Applicants: The completed graduate application packet should be received no later than August 1, for the fall semester, December 1, for the spring semester, and May 1 for the summer term. Graduate School deadlines insure processing time prior to the beginning of an academic term. Degree and certificate programs often establish firm deadlines that are earlier than those established by the Graduate School. Applicants should contact the degree or certificate program of interest for specific deadlines.

International Application Procedures

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Application Access:

- <http://www.applyweb.com/apply/eiu/menu.html>: This web site provides a web application with fee payment via credit card.
- <http://www.eiu.edu/~internl/docs/AdmissionApplication.pdf>: This web site provides a printable application with fee payment via check.
- ~~Paper application materials are available on request by contacting The Office of International Students and Scholars, Eastern Illinois University, Charleston, IL, 61920, 217/581-2321.~~

BCIS Regulations: All international applicants are subject to the regulations established by the Bureau of Citizenship and Immigration Services of the United States Department of Justice. International applicants may seek admission only as degree candidates.

Materials: A complete application packet includes an international application, an application fee, an approved financial affidavit form, an official raised seal transcript, any required admission test scores, and documentation of English mastery. The approved financial affidavit form must verify the applicant's financial status for study. The raised seal transcript must be from an internationally accredited university and must document completion of a four-year baccalaureate degree, or its equivalent, comparable to that awarded by an accredited institution in the United States. The transcript must also verify that the applicant earned a minimum GPA of 2.75 on a 4.0 scale.

English Requirements: English language mastery may be documented in one of the ways outlined below.

- **TOEFL:** Submission of a score of 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or a score of 79 or higher on the internet-based TOEFL. Applicants from English speaking provinces of Canada, United Kingdom, Australia, or New Zealand are exempt from the TOEFL requirement.
- **Hours:** Submission of successful completion of 24 semester hours of college credit at an accredited college or university in the United States; or
- **Certificate:** Submission of a Level 112 Certificate of Proficiency from an ELS Language Center in the United States
- **IELTS:** Submission of an overall band score of 6.5 or higher on the Academic Module.
- **STEP EIKEN :** Submission of completion of Grade1.
- **MELAB (Michigan English Language Assessment Battery):** Submission of a score of 77 or higher.
- English Proficiency Requirements can be waived under the following circumstances:
 1. You have successfully completed 24 semester hours of academic credit from a U.S. college or university, or
 2. You have completed Level 112 courses with a Certificate of Proficiency from an ELS Language Center in the U.S., or
 3. You have successfully completed two consecutive years of courses in a country where English is the primary language and medium of instruction.

Conditional Admission for International Applicants: Applicants who meet all of the requirements for admission, but do not meet the criteria for English mastery, may be offered conditional admission while they seek to fulfill the requirements for English language mastery. Conditional admission for international applicants is granted only by the Graduate School through a recommendation of the Office of International Students and Scholars. Students offered conditional admission must provide evidence of meeting English language mastery to the Office of International Students and Scholars in one of two ways. Students must earn a 550 or higher on the paper-based TOEFL or a score of 79 or higher on the internet-based TOEFL taken in their home country. International students offered conditional admission are admitted to the Graduate School and to degree candidacy only after providing evidence of English mastery and acceptance by the academic department.

Candidacy Requirements for International Applicants: International applicants must be eligible for degree candidacy at the time of admission to the Graduate School. To achieve candidacy, applicants must meet any additional requirements established by academic programs. Additional requirements may include, but are not limited to, a higher cumulative GPA, a GPA for courses in the undergraduate major, or valid standardized test scores for the Graduate Record Examination, Miller's Analogies Test, or Graduate Management Admission Test. Program requirements for candidacy are outlined in the "Academic Program Requirements" section of this catalog. Applicants must review this section of the catalog for the program in which they seek candidacy to insure that all of the requirements are met at the time of application. Completed files are copied to the Graduate School and to the program in which degree candidacy is requested.

Timelines for International Applicants: International applicants normally apply for a student visa (F-1) at the nearest United States Consulate. Applicants must be admitted and approved for issuance of appropriate documents by the deadlines outlined below. Late applications will be processed on a case-by-case basis. Upon request, files may be updated for admission the following semester or term.

- Fall Semester: May 15 to apply for admission, May 30 to complete the application file
- Spring Semester: October 15 to apply for admission, October 30 to complete the application file
- **Students currently attending another U. S. institution may apply after deadlines by submitting the printable application form. Application files should be completed ten days before the beginning of the semester.**

Admission to Graduate Degree and Certificate Programs

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Admission Offer Limitation

An offer of degree or certificate candidacy is limited to the term in which it is offered or the two subsequent terms. Candidates seeking to initiate study in one of the subsequent terms must provide a written request to the Graduate School to update the admission file to the desired subsequent term of study. Applicants are advised that programs may establish restrictions on initiating study in terms other than the one originally offered and may delay or deny subsequent term admission. Applicants who do not enroll within one calendar year must seek candidacy through a formal readmission process. Readmission requires resubmission of the application, fee, and official transcripts for candidates with undergraduate degrees from institutions other than EIU. Candidacy through readmission is not automatic. Applicants must meet any new admission requirements for the new term of candidacy. Programs may establish other restrictions on the limit of a candidacy offer.

Admission Offer Limitation Exemption for Military Deployment

Students who are offered degree candidacy but are subsequently required to delay enrollment due to military deployment are exempt from the Admission Offer Limitation. Students in deployed status retain their degree candidacy during their deployment. Candidates must alert the Graduate School via electronic communication of their deployed status and anticipated re-enrollment. Candidates in military deployment are eligible for immediate re-enrollment at the conclusion of military service. Upon return to the University, candidates contact the Graduate School to request an update to their term of enrollment. There are no fees or applications required.

Change of Status

http://www.eiu.edu/~graduate/forms/admissions_statuschange.html This web site provides a printable change of status form. A student who wishes to change from candidacy in one degree program to another or a student with a post-baccalaureate non-degree classification must complete a change of status form in the Graduate School to be eligible for candidacy in the new program. The Graduate School will request a decision

from the new program when status changes require a degree or certificate candidacy decision. If degree or certificate candidacy is approved by the new program, the student will be notified of the change. Students are required to meet all of the degree or certificate candidacy requirements of the new program in order to be eligible for candidacy.

Off-Campus Students Not Admitted to the Graduate School

~~The University offers graduate courses at off-campus locations to support professional development. A professional who holds a baccalaureate degree but does not seek admission to a graduate program may enroll for a one-to-three semester hour off-campus course for professional development as a professional off-campus (non-degree-seeking) student. To initially qualify for enrollment, students must complete a professional off-campus (non-degree-seeking) application, provide an official transcript verifying completion of a baccalaureate degree from an accredited college or university approved by Eastern Illinois University, provide evidence of a minimum GPA of 2.75 on a 4.0 scale for the degree, and submit payment of the Graduate School service fee each time they register as a professional off-campus (non-degree-seeking) student. Future enrollment in courses for professional development will require only the completion of the application and fee as long as the student registers again within a six year period. Students enrolled as professional off-campus (non-degree-seeking) students are not admitted to the Graduate School and, therefore, are not eligible to take courses on campus or in degree programs established at off-campus sites. The credit earned as a professional off-campus student will not apply to a graduate degree at Eastern Illinois University.~~

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.

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TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Group 2 Catalog Revisions -- *Previously Earned Credit Section*
Effective Fall 2010

DATE: August 10, 2010

Transfer credit at EIU requires that the transfer courses meet certain criteria. If the courses were already completed, students submit transcripts to verify that the courses are acceptable for credit. Prior approval is recommended. The policy was re-organized in order to provide clarity.

Previously Earned Credit

Transfer Credit

Transfer Criteria **Policy**: To be acceptable for transfer to Eastern Illinois University as graduate credit applicable to a degree program, transfer courses must meet the following criteria:

- The courses must be earned from an accredited institution approved by Eastern Illinois University.
- A copy of the "Transcript Guide" provided on the back of official transcripts, or an equivalent document, must be on file with the Graduate School to document that the course number is equivalent to graded graduate credit applicable to a degree program at the transfer institution
- The course must be offered for graded credit equivalent to an "A" or "B" and not "CR" or "Credit", "Pass" or any other form of non-graded credit.
- The course must be approved by the program as acceptable for transfer to a degree program. Some EIU graduate programs publish lists of courses that are acceptable for transfer credit and restrict acceptance to specific institutions and courses.
- The course must be approved by the certification officer in the Graduate School as acceptable for transfer to a degree program.

Transfer Credit Restrictions: **Courses that may not be used for transfer to Eastern Illinois University as graduate credit include the following:**

- Courses taken prior to the receipt of a baccalaureate degree at another institution may not be counted toward a graduate degree program at EIU.
- Courses taken to meet the requirements of a master's degree at a transfer institution or at EIU may not be counted toward another master's degree program at EIU. Candidates should review the section of the catalog titled "Requirements for the Specialist's Degree" and "Requirements for Graduate Certificate Programs" for information on previous graduate credit that may be applied to a specialist's degree or graduate certificate program.
- Correspondence courses may not be used for graduate credit in a degree program at EIU

- Continuing professional development units (CPDUs) that are offered to meet continuing education requirements and that are not applicable to degree programs at the transfer institution may not be used for graduate credit in a degree program at EIU
- Transfer credit is subject to the six-year time limit on master's and specialist's degrees established by the Graduate School
- The student must earn a grade of "B" or better to be accepted for credit.
- A maximum of 11 semester hours of graduate course work may be considered for transfer to a degree program

Courses Completed without Prior Approval: Candidates may request that graduate courses completed at another institution be considered for transfer to a graduate degree program at Eastern Illinois University by submitting official transcripts to the Graduate Coordinator. The Graduate Coordinator determines if the courses are acceptable for meeting content requirements in the degree program. The transcripts are then reviewed by the certification officer in the Graduate School to determine if the courses meet the Transfer Criteria Policy. All courses accepted for transfer credit must meet the criteria outlined previously. If prior approval was not obtained, there is no guarantee that the transfer work will be accepted for application to a degree or certificate program.

Prior Approval Process: <http://www.eiu.edu/~graduate/forms/transfercredit.pdf> Approval for transfer credit by Eastern Illinois University prior to completion of the courses in order to verify that the courses will meet the transfer criteria is recommended but not required. Approval for transfer credit is the responsibility of the graduate candidate and is a four step process guided by the Graduate Transfer Credit Approval Form accessible at the web site listed above.

- Candidates obtain written documentation from the Graduate School at the transfer institution that the course meets the Transfer Criteria Policy.
- The documentation is reviewed and approved as acceptable for meeting content requirements in the degree program by the appropriate EIU coordinator of graduate study or program chair.
- The documentation is reviewed and approved as meeting the Transfer Criteria Policy by the certification officer in the Graduate School. Non-authorized verbal or written agreements of prior-approval between candidates and coordinators of graduate study, program chairs or program advisors are not recognized by the Graduate School.
- Credit for the course is documented upon completion of the course by providing official transcripts to the Graduate School by the Last Class Day published in the Class Schedule.

Undergraduate Deficiencies

When undergraduate preparation is inadequate in the major field of study or when deficiencies in an area of concentration are identified by the program, students will be required to take additional undergraduate course work to achieve the required level of competence. Undergraduate deficiencies must be made up without credit toward the graduate degree or certificate program.

The Graduate School

EASTERN ILLINOIS UNIVERSITY™



TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Group 3 Catalog Revisions -- *Requirements for All Degree and Certificate Candidates and Requirements for the Master's Degree*
Effective Spring 2011

DATE: August 10, 2010

The following changes are proposed for the *Requirements for All Degree and Certificate Candidates* section of the Graduate Catalog. If approved, these changes would be implemented immediately.

- Change 1: Adoption of the Degree Audit Report System (DARS) has changed the process for creating the graduate curriculum, previously called the Study Plan, and for auditing the curriculum at the conclusion of study. The new language reflects the new procedures that will be used. If these are approved, we will systematically remove the "Study Plan" language throughout the Catalog and replace it with "EIU Degree Audit."
- Change 2: The State of Illinois has proposed a bill that provides preferential treatment to veterans who return to school following deployment. The proposed language insures that students who are deployed after candidacy are except from the six-year time limitation for the years of deployment.

The following changes are proposed for the Requirements for the Master's Degree.

- Change 1: Add information on restrictions for the use of provisional hours with the restrictions on the use of hours earned while in non-degree status.

New and replacement sections appear in red.

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 **EIU Degree Audit**. 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.~~

- **EIU Degree Audit:** All candidates must have an EIU Degree Audit for each degree or certificate program. The EIU Degree Audit serves as an unofficial summary of requirements for each degree or certificate program. Final authority for certifying that candidates have met all requirements for the degree or certificate rests with the certification officer in the Graduate School. There are two categories of requirements. The first category includes the standard set of degree or certificate requirements approved by the Council on Graduate Studies and published in the Graduate Catalog. The standard EIU Degree Audit is generated automatically in the Degree Audit Reporting System (DARS) at the time of degree or certificate candidacy. The second category of requirements includes modifications of the standard degree or certificate requirements (additions or substitutions). Modifications of the standard EIU Degree Audit are submitted electronically by the graduate coordinator to the certification officer in the Graduate School at the time the modifications are approved but no later than 10 working days prior to submission of an application for graduation. It is the candidate's responsibility to consult with the Graduate Coordinator to ensure that all degree or certificate requirements are met and to adhere to the policies outlined in the Graduate Catalog.
- **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 requirements in the Degree Audit Report 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 in the Degree Audit Report 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.
- **Time Limitation Exemption for Military Service:** Students who are offered degree candidacy and who are in Good Academic Standing but are deployed for military service after admission are exempt from the standard six-year time limitation. Students in deployed status retain their degree candidacy during their deployment. Candidates must alert the Graduate School via electronic communication of their deployed status and anticipated re-enrollment. Candidates are eligible for immediate re-enrollment at the conclusion of military service. Upon return to the University, candidates contact the Graduate School to update their enrollment. The years of military service are excluded from the six-year limitation.

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.
- **Provisional and Non-degree Hour Restrictions:** A maximum of 12 semester hours earned as a **provisional or** non-degree student may be applied to a degree. There is no guarantee that any credit earned as a **provisional or** non-degree student may later apply to a degree.



TO: Council on Graduate Studies

FROM: Robert M. Augustine, Dean

RE: Group 4 Catalog Revisions -- *Graduation Section*
Effective Fall 2010

DATE: August 10, 2010

Graduation

Comprehensive Knowledge and Examinations for Graduate Degree Candidates

Degree candidates are expected to achieve comprehensive knowledge in the area in which the degree is to be offered. Many programs require formal documentation of this achievement through the Certificate of Comprehensive Knowledge and/or completion of comprehensive examinations. Candidates should consult with graduate coordinators regarding the requirements for the certificate if it is part of the graduate degree program. Programs establish procedures that are used to examine the candidate's comprehensive knowledge. Procedures may include written examinations, oral examinations, national or state examinations, or other assessments of knowledge. Upon the candidate's successful completion of the required procedures, the coordinator of graduate study will electronically document achievement of the Certificate of Comprehensive Knowledge. ~~Electronic documentation must be completed by the last class day published in the Class Schedule during the final term of study.~~ Some programs also record completion of comprehensive examinations on the graduate transcript. Programs may designate completion of the examination as "pass" or "pass with distinction." *The **Deadline to Complete Academic Requirements** is identified in the Academic Calendar <http://www.eiu.edu/~registra/acadcal.php>.*

Application and Re-Application for Graduation and/or Certificate Completion

www.eiu.edu/paws/: Students must use the PAWS system to apply for graduation. The fees of \$25.00 for graduate degrees and/or \$15.00 for certificates will be posted on the student's account. All degree and certificate candidates must apply and pay the required fee for graduation or certificate completion. Students must apply and pay the fee for each degree or certificate completed. ~~Students may apply any time prior to the 10th day of the term in which they plan to graduate or complete a certificate.~~ This deadline is published in the Class Schedule each semester. Candidates who fail to apply by the published deadline are not eligible for graduation or certificate completion until the next semester or term.

Candidates are encouraged to run their own degree audit to monitor completion of requirements. The application for graduation or certificate completion automatically initiates a graduate degree or graduate certificate audit by the certification officer in the Graduate School. Candidates will be alerted to any deficiencies that must be completed in order to meet the requirements for the degree or certificate. If candidates fail to complete the requirements for the degree or certificate or fail to complete any identified deficiencies; candidates will be required to re-apply for graduation or certificate completion in a subsequent term. There is no additional fee for the re-application. The re-application is also accessed on the PAWS system. *Students may apply any time prior to the **Deadline to Complete Academic Requirements** as identified in the Academic Calendar for the term in which they plan to complete the certificate.*

Commencement

While degrees and certificates are granted at the close of the fall, spring, and summer terms, commencement exercises are scheduled only at the conclusion of the fall and spring terms. Students completing requirements during the summer term will automatically receive information regarding participation in the fall ceremony. Participation in commencement does not constitute completion of degree requirements. Degrees are conferred only when the certification officer determines that the student has met all of the requirements for the degree.

Transcripts

www.eiu.edu/~records/transcript/order.html: This web site provides a printable order form. The Records Office will make a transcript of the academic record of a student when requested to do so. Unless specific instructions are given to the contrary, it is understood that the Records Office has permission of the student to send his/her transcript to employing and certifying agencies, such as schools, boards of education, businesses, and the state department of education, when such an agency requests a transcript. All requests for transcripts must be in writing, either by letter or on the request form supplied by the Records Office or at the above web site. The time required for preparation and mailing of transcripts varies; during enrollment and at the end of grading periods there may be a delay of several days. A fee is charged for each transcript issued. Transcripts will be issued only for students whose records are clear.