GRADUATE STUDENT HANDBOOK

MASTER OF SCIENCE IN COMPUTER SCIENCE

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1. PROGRAM OVERVIEW

Welcome to Eastern Michigan University's Master of Science in Computer Science program!

The Master of Science in Computer Science program provides a flexible and rigorous education in the advanced principles of computer science. Graduates are prepared for research or doctoral programs, as well as employment in business, government organizations, educational institutions and other enterprises.

The program requires 33 credit hours of Computer Science courses, including a practicum, research study or thesis. All students are also required to complete a core set of courses, if they have not already completed them in their undergraduate study.

Graduate Assistantships are available to qualified students to aid them financially and enhance their academic experiences here at EMU.

2. INTRODUCTION TO DEPARTMENT AND FACULTY

The Computer Science department is located in the College of Arts and Sciences (CAS) and strives to provide students a broad education centered on computer science and delivered in the context of the liberal arts. The department offers a minor and several majors at the undergraduate level, and a masters-level graduate degree.

Contact Information
Department of Computer Science
511 Pray-Harrold
Ypsilanti, Michigan 48197
Phone: 734.487.1063
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Email: cs@emich.edu
https://www.emich.edu/compsci/index.php

Department Head
Dr. Augustine Ikeji
511D Pray-Harrold
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Graduate Coordinator
Dr. Krish Narayanan
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Department Faculty
Faculty members are at the heart of any academic program. The faculty members of the Department of Computer Science have wide-ranging interests and skillsets and are active in teaching and research in the field. Brief faculty educational and professional biographies may be found on the department website at https://www.emich.edu/compsci/faculty/.

3. ADMISSIONS

a) Requirements

Applicants must:

1. Meet Graduate School admission requirements
2. Have at least 18 hours of 200-level (or above) computer science courses, including data structures, theory of programming languages, computer organization, and competency in a high-level programming language such as C, C++, Java, or Python; a major in computer science is preferred
3. Must have a minimum GPA of 2.75 in computer science course work
    and
4. Have completed courses in discrete mathematics, probability, and statistics, linear algebra and calculus (two semesters).

b) Conditional Admit

A student who does not satisfy all admission requirements may be conditionally admitted to the program. A conditional admit may include one or more of the following four conditions:

*   Condition 1 – Curriculum deficiencies
    Applicant meets Graduate School requirements, but has curricular deficiencies in his/her undergraduate preparation and/or does not meet other departmental standards. Special conditions that must be completed prior to getting a full admit will be specified.

*   Condition 2 – Senior status
    Applicant is in the process of completing his/her undergraduate degree. This status is valid for one enrollment period. Condition is removed when the student submits an official transcript to the Office of Admissions with the baccalaureate degree posted.

*   Condition 3 – English as a Second Language (ESL)
    Applicant is a nonnative speaker of English who scored below the Graduate School and/or department required minimum on the English proficiency examination(s). ESL staff will determine ESL course(s) that are required to remove this condition based on test sub-scores. Check http://www.emich.edu/worldlanguages/esl for more details.

*   Condition 4 – Academic deficiencies
    Applicant does not meet the minimum GPA requirement and/or graduated from a non-accredited academic institution, but has demonstrated the potential to be successful in a graduate-level program. This admission status requires that the student complete nine to twelve credit hours of graduate courses at EMU and maintain good academic standing with a 3.0 GPA. Some or all of these credit hours may be counted towards the graduate degree.

c) Bridge student

A student who has a 3-year undergraduate degree or has not completed all four years of undergraduate study will be considered for the program under condition 4. Such students will be

required to complete at least 30 credit hours of undergraduate coursework at EMU in order for the condition to be removed and transition to a regular admit.

d) Change of student status

Condition 1 students will need to secure a grade of B- or above on all specified condition 1 courses. Condition 4 students will need to secure a grade of B or above on all specified condition 4 courses. When a student completes all conditional courses, their status will be changed to a regular admit. The department will notify the Graduate School of the status change. A student may not graduate from the program as a conditional admit.

Check https://emich.edu/graduate/policies/policies_process.pdf for more information regarding EMU Graduate School policies, including academic load, transfer credit, withdrawals, repeating courses, grade change policy, and academic probation.

4. INTERNATIONAL STUDENTS

a) Additional admission requirements

i. English language skills test
International applicants whose native language is not English must take the official English Language skills test – TOEFL IBT, IELTS, MELAB, or Pearson's Test of English (PTE). Minimum scores required are as follows:
- TOEFL IBT - 79 overall with writing of at least 19
- IELTS - 6.5 overall with writing of at least 5.5
- CGT - 213 overall with writing of at least 5.0
- MELAB - 83
- PTE - 58 overall with writing of at least 65

ii. Transcript evaluation
All international transcripts must be submitted directly by one of the four approved evaluation services – EP, WES, ECE, or SpanTran.

Check https://emich.edu/international/graduate/graduate-checklist.php for more information regarding international admission.

b) Course load

Depending on the student's residency/visa status, they may be required to register for a minimum of 8-credit hours in the fall and winter semesters. For details on course load and visa issues, please contact the Office of International Students at EMU. Students are strongly encouraged to meet with the Graduate Coordinator and complete a Program of Study before registering for classes.

c) OPT/CPT

An international student is eligible for Optional Practical Training or Curricular Practical Training. CPT needs to be associated with a class in the student's program of study. A letter of support from the graduate coordinator is necessary. Check https://www.emich.edu/oiss/ for more information.

5. PROGRAM REQUIRMENTS

The program includes a set of required courses, electives, and optional cognates. All students may follow one of three plans: **Plan A**, with a practicum; **Plan B**, with a research study; or **Plan C**, with a thesis. Each plan requires 33 hours. For Plans A & B, at least nine hours in approved 600-level computer science elective courses are required. For Plan C, at least nine hours in approved 600-level computer science courses are required. At most, nine hours of cognates (500- and 600-level courses pre-approved by the graduate committee) may be credited toward the degree. All students must satisfactorily complete at least one course in each of the following areas: operating system principles, network principles, database principles, and theoretical computer science. All students must have an approved and current program of study.

a) Plan A: Practicum

This plan requires a capstone practicum course.

Required Course: 3 hours

- COSC 683 - Software Engineering Practicum 3 hrs

Elective Courses Category I: 27-30 hours

27 to 30 hours, a minimum of nine hours must be taken at the 600-level

- COSC 511 - Design and Analysis of Algorithms 3 hrs
- COSC 513 - Formal Methods in Software Development 3 hrs
- COSC 522 - Computer Communication Networks and Distributed Systems 3 hrs
- COSC 523 - Advanced Computer Organization 3 hrs
- COSC 524 - Microprocessors 3 hrs
- COSC 525 – Computer System Principles 3 hrs
- COSC 527 - Wireless Networking Principles 3 hrs
- COSC 540 – Web Technology 3 hrs
- COSC 541 - Automata, Computability and Formal Languages 3 hrs
- COSC 542 – Compiler Construction 3 hrs
- COSC 552 - Human-Computer Interaction 3 hrs
- COSC 556 - Advanced Computer Graphics 3 hrs
- COSC 557 - Computer Game Programming 3 hrs
- COSC 561 - Artificial Intelligence 3 hrs
- COSC 562 - Information Retrieval and Recommendation 3 hrs
- COSC 571 - Database Management Systems Design 3 hrs
- COSC 576 - Computational Tools in Bioinformatics 3 hrs
- COSC 581 - Software Design and Development 3 hrs
- COSC 582 - Object-Oriented Design 3 hrs
- COSC 590 - Special Topics 1 hr
- COSC 591 - Special Topics 2 hrs
- COSC 592 - Special Topics 3 hrs
- COSC 612 - Parallel Algorithms 3 hrs
- COSC 616 – Algorithms in Bioinformatics 3hrs
- COSC 623 - Advanced Operating Systems 3 hrs

- COSC 625 - Real Time Processing 3 hrs
- COSC 631 - eCommerce and Web Database Infrastructure 3 hrs
- COSC 645 - Advanced Compiler Construction 3 hrs
- COSC 653 - Software Requirements Engineering 3 hrs
- COSC 661 - Automated Reasoning 3 hrs
- COSC 662 - Seminar 1 hr
- COSC 663 - Fuzzy Logic and Design of Fuzzy Systems 3 hrs
- COSC 667 - Machine Learning and Data Mining 3 hrs
- COSC 671 - Advanced Topics in DBMS 3 hrs
- COSC 679 - Special Topics 1 hr
- COSC 680 - Special Topics 2 hrs
- COSC 681 - Special Topics 3 hrs
- COSC 685 - Software Quality Assurance 3 hrs

Elective Courses Category II: 0-3 hours

Zero to three hours selected in consultation with the graduate coordinator

- COSC 597 - Independent Study 1 hr
- COSC 598 - Independent Study 2 hrs
- COSC 599 - Independent Study 3 hrs
- COSC 697 - Independent Study 1 hr
- COSC 698 - Independent Study 2 hrs
- COSC 699 - Independent Study 3 hrs

Cognate Courses (pre-approved, 500- and 600-level): 0-9 hours

Zero to nine hours selected after approval of the graduate committee in consultation with the graduate coordinator.

b) Plan B: Research Study

Plan B requires completion of a research project. A committee of three members, chaired by the student's research advisor, is responsible for confirming the student's preparedness, approving the topic and readings and accepting the research report. One committee member may be from outside the department. The research report must be publicly presented after approval by the committee.

Required Courses: 3 hours

- COSC 694 Research Study 3 hrs

Elective Courses Category I: 27-30 hours

27 to 30 hours, a minimum of nine hours must be taken at the 600-level

- COSC 511 - Design and Analysis of Algorithms 3 hrs
- COSC 513 - Formal Methods in Software Development 3 hrs
- COSC 522 - Computer Communication Networks and Distributed Systems 3 hrs

- COSC 523 - Advanced Computer Organization 3 hrs
- COSC 524 - Microprocessors 3 hrs
- COSC 525 – Computer System Principles 3 hrs
- COSC 527 - Wireless Networking Principles 3 hrs
- COSC 540 – Web Technology 3 hrs
- COSC 541 - Automata, Computability and Formal Languages 3 hrs
- COSC 542 – Compiler Construction 3 hrs
- COSC 552 - Human-Computer Interaction 3 hrs
- COSC 556 - Advanced Computer Graphics 3 hrs
- COSC 557 - Computer Game Programming 3 hrs
- COSC 561 - Artificial Intelligence 3 hrs
- COSC 562 - Information Retrieval and Recommendation 3 hrs
- COSC 571 - Database Management Systems Design 3 hrs
- COSC 576 - Computational Tools in Bioinformatics 3 hrs
- COSC 581 - Software Design and Development 3 hrs
- COSC 582 - Object-Oriented Design 3 hrs
- COSC 590 - Special Topics 1 hr
- COSC 591 - Special Topics 2 hrs
- COSC 592 - Special Topics 3 hrs
- COSC 612 - Parallel Algorithms 3 hrs
- COSC 616 – Algorithms in Bioinformatics 3hrs
- COSC 623 - Advanced Operating Systems 3 hrs
- COSC 625 - Real Time Processing 3 hrs
- COSC 631 - eCommerce and Web Database Infrastructure 3 hrs
- COSC 645 - Advanced Compiler Construction 3 hrs
- COSC 653 - Software Requirements Engineering 3 hrs
- COSC 661 - Automated Reasoning 3 hrs
- COSC 662 - Seminar 1 hr
- COSC 663 - Fuzzy Logic and Design of Fuzzy Systems 3 hrs
- COSC 667 - Machine Learning and Data Mining 3 hrs
- COSC 671 - Advanced Topics in DBMS 3 hrs
- COSC 679 - Special Topics 1 hr
- COSC 680 - Special Topics 2 hrs
- COSC 681 - Special Topics 3 hrs
- COSC 685 - Software Quality Assurance 3 hrs

Elective Courses Category II: 0-3 hours

Zero to three hours selected in consultation with the graduate coordinator

- COSC 597 - Independent Study 1 hr
- COSC 598 - Independent Study 2 hrs
- COSC 599 - Independent Study 3 hrs
- COSC 697 - Independent Study 1 hr
- COSC 698 - Independent Study 2 hrs
- COSC 699 - Independent Study 3 hrs

Cognate Courses (pre-approved, 500- and 600-level): 0-9 hours

Zero to nine hours selected after approval of the graduate committee in consultation with the graduate coordinator.

c) Plan C: Thesis

Plan C requires completion of a thesis for six hours. A committee of three members, chaired by the student's research advisor, is responsible for confirming the student's preparedness, approving the topic and readings and accepting the thesis. One committee member may be from outside the department. The thesis must be publicly defended.

Required Courses: 6 hours

- COSC 690 - Thesis 1 hr
- COSC 691 - Thesis 2 hrs
- COSC 692 - Thesis 3 hrs

Elective Courses Category I: 24-27 hours

24 to 27 hours, a minimum of six hours must be taken at the 600-level

- COSC 511 - Design and Analysis of Algorithms 3 hrs
- COSC 513 - Formal Methods in Software Development 3 hrs
- COSC 522 - Computer Communication Networks and Distributed Systems 3 hrs
- COSC 523 - Advanced Computer Organization 3 hrs
- COSC 524 - Microprocessors 3 hrs
- COSC 525 – Computer System Principles 3 hrs
- COSC 527 - Wireless Networking Principles 3 hrs
- COSC 540 – Web Technology 3 hrs
- COSC 541 - Automata, Computability and Formal Languages 3 hrs
- COSC 542 – Compiler Construction 3 hrs
- COSC 552 - Human-Computer Interaction 3 hrs
- COSC 556 - Advanced Computer Graphics 3 hrs
- COSC 557 - Computer Game Programming 3 hrs
- COSC 561 - Artificial Intelligence 3 hrs
- COSC 562 - Information Retrieval and Recommendation 3 hrs
- COSC 571 - Database Management Systems Design 3 hrs
- COSC 576 - Computational Tools in Bioinformatics 3 hrs
- COSC 581 - Software Design and Development 3 hrs
- COSC 582 - Object-Oriented Design 3 hrs
- COSC 590 - Special Topics 1 hr
- COSC 591 - Special Topics 2 hrs
- COSC 592 - Special Topics 3 hrs
- COSC 612 - Parallel Algorithms 3 hrs
- COSC 616 – Algorithms in Bioinformatics 3hrs
- COSC 623 - Advanced Operating Systems 3 hrs
- COSC 625 - Real Time Processing 3 hrs
- COSC 631 - eCommerce and Web Database Infrastructure 3 hrs
- COSC 645 - Advanced Compiler Construction 3 hrs

- COSC 653 - Software Requirements Engineering 3 hrs
- COSC 661 - Automated Reasoning 3 hrs
- COSC 662 - Seminar 1 hr
- COSC 663 - Fuzzy Logic and Design of Fuzzy Systems 3 hrs
- COSC 667 - Machine Learning and Data Mining 3 hrs
- COSC 671 - Advanced Topics in DBMS 3 hrs
- COSC 679 - Special Topics 1 hr
- COSC 680 - Special Topics 2 hrs
- COSC 681 - Special Topics 3 hrs
- COSC 685 - Software Quality Assurance 3 hrs

Elective Courses Category II: 0-3 hours

Zero to three hours selected in consultation with the graduate coordinator

- COSC 597 - Independent Study 1 hr
- COSC 598 - Independent Study 2 hrs
- COSC 599 - Independent Study 3 hrs
- COSC 697 - Independent Study 1 hr
- COSC 698 - Independent Study 2 hrs
- COSC 699 - Independent Study 3 hrs

Cognate Courses (pre-approved, 500- and 600-level): 0-9 hours

Zero to nine hours selected after approval of the graduate committee in consultation with the graduate coordinator.

d) 600-level requirement

At least nine credit hours (Plans A & B) or six credit hours (Plan C) in a student's program of study must be in 600-level COSC classes. These credits do not include COSC 683, COSC 694, Thesis credits and Independent Study.

e) Cognates

Cognate courses need to be pre-approved by the graduate committee. A 600-level cognate course in another department may not be considered as a 600-level computer science class and thereby not satisfy the 600-level requirement.

f) Programs of Study

EMU Graduate School requires a program of study of all students in any program. This study includes a list of courses a student will take to complete his/her degree requirements. Students should schedule an appointment with the graduate coordinator to set up a program of study as soon as possible within their first semester. The completed Program of Study form will help them plan, track, and ensure that they satisfy all requirements for graduation. An approved program of study must be on file in the Office of Records and Registration in order to meet graduation requirements. A sample program of study is included below.

PLAN A   PRACTICUM   Program of Study for the M. S. in Computer Science degree (2 pps)

Student Name:_____   **Student No.**_____

_____

Conditions:_____

_____

Requirements: 33 credit hours minimum	**Core requirements** (also list in following section when

Requirements: 33 credit hours minimum
▫ Satisfy core requirements listed to the right
▫ COSC 683 Practicum
▫ At least 9 credit hours of approved 600-level COSC courses
▫ At most 3 credit hours of COSC independent study
▫ At most 9 credit hours of *pre-approved* cognate courses
▫

Core requirements (also list in following section when credits count toward the M.S.)

Area	Institution / Course #	Date
Operating Systems	_____	
Network Principles	_____	
Database Principles	_____	
Theory	_____	

Indicate the course numbers which are included in the plan.

Required Course: **3 hours**

X   683   Software Engineering Practicum   3   _____

Electives Courses Category I: **27 – 30 hours**

A minimum of 9 hours must be taken at the 600-level

_____   511 Design and Analysis of Algorithms   3   _____
_____   513 Formal Methods in Software Development   3   _____
_____   522 Computer Communication Networks and Distributed Systems 3   _____
_____   523 Advanced Computer Organization   3   _____
_____   524 Microprocessors   3   _____
_____   525 Computer Systems Principles   3   _____
_____   527 Wireless Networking Principles   3   _____
_____   540 Web Technology   3   _____
_____   541 Automata, Computability and Formal Languages   3   _____
_____   542 Compiler Construction   3   _____
_____   544 Programming in Lisp   1   _____
_____   545 Programming in Prolog   1   _____
_____   552 Human-Computer Interaction   3   _____
_____   556 Advanced Computer Graphics   3   _____
_____   557 Computer Game Programming   3   _____
_____   561 Artificial Intelligence   3   _____
_____   562 Information Retrieval & Recommendation   3   _____
_____   571 Database Management Systems Design   3   _____
_____   576 Computational Tools in Bioinformatics   3   _____
_____   581 Software Design and Development   3   _____
_____   582 Object-Oriented Design   3   _____
_____   590/591/592 Special Topics   1/2/3_____   topic: _____
_____   590/591/592 Special Topics   1/2/3_____   topic: _____
_____   590/591/592 Special Topics   1/2/3_____   topic: _____
_____   590/591/592 Special Topics   1/2/3_____   topic: _____

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A minimum of 9 hours must be taken at the 600-level

_____	612 Parallel Algorithms	3	_____
_____	616 Algorithms in Bioinformatics	3	_____
_____	623 Advanced Operating Systems	3	_____
_____	625 Real Time Processing	3	_____
_____	631 eCommerce & Web Database Infrastructure	3	_____
_____	645 Advanced Compiler Construction	3	_____
_____	653 Software Requirements Engineering	3	_____
_____	661 Automated Reasoning	3	_____
_____	662 Seminar	1	_____
_____	663 Fuzzy Logic & Design of Fuzzy Systems	3	_____
_____	667 Machine Learning & Data Mining	3	_____
_____	671 Advanced Topics in DBMS	3	_____
_____	679/680/681 Special Topics	1/2/3_____	topic: _____
_____	679/680/681 Special Topics	1/2/3_____	topic: _____
_____	679/680/681 Special Topics	1/2/3_____	topic: _____
_____	685 Software Quality Assurance	3	_____

Electives Category II: **0 – 3 hours**

_____	597/598/599 Independent Study	1/2/3_____	topic: _____
_____	697/698/699 Independent Study	1/2/3_____	topic: _____

Transfer :   0 – 9 hours   (indicate when EMU has course equivalents)

Credits earned on a posted degree cannot be transferred to CSC
_____
_____
_____
_____

Cognate: 0 – 9 hours (500 – 600 level; these credits must be approved before registration)

_____
_____
_____

Other:

_____
_____

Other Remarks / Restrictions:

Special Topics restricted to 9 hours by graduate school. Petition for waiver.
_____

TOTAL CREDIT HOURS: _____

_____	_____	_____
Student Signature	**Graduate Coordinator Signature**	**Date**

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6. GRADUATE RESEARCH

Students interested in working on research in the Computer Science department are encouraged to consider one of more of the following options available to them. Each of these options requires students to work with a faculty member.

a) Independent study

COSC 597-599 and COSC 697-699 - An intensive study of a problem or implementation of a project under the direction of a member of the computer science faculty.

Students can count up to three credits of independent study work in their program of study.

b) Research study

COSC 694 - An intensive study of a problem or implementation of a project under the direction of a member of the computer science faculty.

Plan B students can count up to three credits of independent study work in their program of study.

c) Thesis

Intensive research into a computer science problem and the preparation of a report consistent in substance and form with the standards of the discipline.

Plan C students can count up to six credits of thesis work in their program of study.

d) Graduate Research Conference

Graduate students have the opportunity to present their research and creative activity work at the annual, professional, conference-format event that takes place on campus, in March. For more information, check https://www.emich.edu/graduate/news_events/research_conference/.

7. CAREER OPPORTUNITIES

Students interested in gaining some software development experience are encouraged to consider one of more of the following options available to them.

a) Practicum

COSC 683 – Software Engineering Practicum - Working in a software project team, students will develop a large software system, carrying the project through from requirements analysis to acceptance testing. Teams will analyze "live" problems, that is, projects selected for their functionality to the user(s) involved. This is a laboratory course with formal class meetings only for the distribution of projects.

Plan A students can count up to three credits of practicum in their program of study.

b) Internship & Career fairs

EMU hosts annual, internship and career fairs in Fall and Spring. For more information on these events, check https://www.emich.edu/careerfair/index.php.

8. GRADUATE ASSISTANTSHIPS

Students in the graduate program are eligible for Graduate Assistantship positions. The Computer Science department and other departments on campus hire GAs from Computer Science. We typically have full and half GA positions. Full GAs work 20-hours a week within the department performing duties such as tutoring, assisting in labs for lower level undergraduate classes, grading, assisting in research and occasionally teaching a 100 or 200-level class. Full GA benefits include tuition waiver for up to 9-credit hours a semester and a bi-weekly stipend. Half GAs work 10-hours a week and get half the benefits for a full GA. The hiring process takes place at the end of each regular semester for the following semester.

Check https://www.emich.edu/economics/graduate/gradassist.php for more information regarding GA positions, applications, and timelines.

9. PLAGIARISM

Plagiarism will not be tolerated at any stage during any Computer Science course. Plagiarism is to present as one's own, the work, writing, words, ideas, opinions, or computer information of someone else or make use of the following: part or all of a spoken, or computer generated assignment copied or accessed from another person's work. It is subject to sanctions like penalties, suspension, and even expulsion. This includes taking computer programs from the internet and submitting them as your own work. This is unacceptable in any Computer Science course.

Plagiarism is a serious violation of academic ethical standards and is unfair to other students and the university community. Moreover, plagiarism defeats the main purpose of course work, which is to assist students in learning the course material.

Individual faculty member will have statements on plagiarism included in the syllabus for the course. Here is an excerpt from one such course syllabus:

"Students are required to attend to the policy on academic irregularity outlined in the EMU student handbook. In addition, collaboration among students in solving programming and homework assignments is forbidden. If I receive programs or homework assignments that are substantially equivalent, or which are not the original work of the student submitting the material, I will not hesitate to punish all involved parties to the fullest extent, up to and including assignment of a failing grade for the course, and referral to the Office of Judicial Student Services for possible punitive action at the University level, which may include expulsion from the University. In addition, the University and the Computer Science Department maintain policies regarding proper behavior on its computer systems. Failure to adhere to these policies can result in loss of computer privileges, and possible legal action."

The Graduate School has policies related to plagiarism. See the link below for details
http://guides.emich.edu/c.php?g=611337&p=4935583.

10. GRADUATE SCHOOL POLICIES

A short list of the Graduate School policies, as it pertains to a Computer Science student, is listed below. Check https://www.emich.edu/graduate/policies/index.php for a comprehensive list of EMU Graduate School policies.

a) New student orientation

Transfer students, change of level students and change of status students are required to attend the New Graduate Student Orientation. International students are required to attend the UNITED International Student Orientation as one of their first steps to transition to EMU. For details on the UNITED orientation, check https://www.emich.edu/oiss/orientation.html.

b) Full-time status

International graduate students with a student visa (F-1 or J-1) are required to take a minimum of eight credits per semester. Other graduate students do not have this requirement unless they have a requirement to be full-time due to financial aid or other related rules. Graduate Assistants need to be enrolled in at least six credits to keep their appointments.

c) Grades & GPA requirement

All graduate students must receive at least a C- grade in order to earn credit in a graduate class. Also graduate students must have an overall GPA of at least 3.0. Courses with a B or better grade cannot be repeated for credit. If a student falls below an overall GPA of 3.0, the fastest way to bring up their GPA is to repeat a course with a grade below B- since the new grade will replace the original grade.

d) Course numbers & limitations

Only courses numbered 500 and up can be used on a program of study. In the Computer Science department, some 500-level classes are cross-listed with a 400-level course. Graduate students must take the 500-level course to count that course on their program of study towards graduation.

A maximum of twelve credits designated as Special Topics or Independent Study may be counted on a program of study with a maximum of six credits of Independent Study.

e) Time to degree

Masters degree requirements must be completed within six years of first enrollment in the degree program. A request for extension should be made close to the sixth year of study. A petition should be submitted at the time the student has passed the applicable time limit.

f) Step out and come back

Graduate students whose enrollment at EMU is interrupted for any reason, resulting in a non-enrollment period of at least two consecutive years, must apply for readmission. The department

will evaluate the application and determine readmission eligibility. Students should apply for readmission at least two months prior to the start of the semester in which they wish to reenroll.

g) Application to graduation

A student is required to apply for graduation in their last semester. This can be done through the my.emich portal. The application to graduate is supposed to be completed early in that semester (during the first two weeks) but later applications will be accepted. Application to graduate will trigger an audit of the student's program of study and it is important to have one on file at that time.

11. CONTACTS

a. Graduate School

200 Boone Hall
Phone: 734.487.0042
Email: graduate_school@emich.edu
https://emich.edu/graduate/

b. Graduate Admissions

Phone: 734.487.3400
Email: graduate_admissions@emich.edu
https://www.emich.edu/graduate/prospective_students/admissions/requirements.php

c. Office of International Students & Scholars

240 Student Center
Phone: 734.487.3116
Email : oiss@emich.edu
https://www.emich.edu/oiss/

d. International admissions

244 Student Center
Phone: 734.487.0205
Email: international.admissions-@emich.edu
https://www.emich.edu/international/

e. Records & Registration

304 Pierce Hall
Phone: 734.487.4111
Email: registrar@emich.edu
https://www.emich.edu/registrar/index.php

f. University Advising & Career Development Center (UACDC)

McKenny Hall
Phone: 734.487.0400
https://www.emich.edu/uacdc/index.php