A. Transfer of Course Credit Policy

All courses outlined in Graduate Programs in English at Indiana University East will be offered on a rotating through the Indiana University East campus. Up to one course for a certificate program and up to two courses for the Master of Art’s degree taken at another institution of like focus and content would be transferable within the parameters of Indiana University East’s graduate programming. Minimally the course would transfer as an elective. Otherwise, there will be no courses in the program offered by other institutions. The process for requesting potential transfer credit includes the following steps: 1) contact the Graduate Programs in English Director to make notification of your request; 2) provide details on the course including course number, title, description, and syllabus if possible; 3) the director will communicate with the Department Graduate Program Committee, which will consider the request, and the Director will provide a response once a review of the course is complete; 4) In the event a student disagrees with the decision of the Graduate Program Committee, the student may then appeal to the Dean of the School of Humanities and Social Sciences.

B. Appeal for Course Exemption

In very rare cases, up to one course for a certificate program can be made exempt by making the case that there is another course that may better satisfy a student’s individual program goals. The process for requesting potential course exemption includes the following steps: 1) contact the Graduate Programs in English Director to make notification of your request; 2) provide details on the course petitioned to be exempt and rationale for another course functioning in its place within your graduate program of study, including course number, title, description, and syllabus if possible; 3) the director will communicate with the Department Graduate Program Committee, which will consider the request, and the Director will provide a response once a review of the course is complete; 4) In the event a student disagrees with the decision of the Graduate Program Committee, the student may then appeal to the Dean of the School of Humanities and Social Sciences.

C. Grade Forgiveness Policy

One of the Graduate Programs in English at Indiana University East requirements is a 3.0 grade point average in order to be admitted. The most recent degree is grade point average is what is reviewed most closely when the
admissions committee makes its decision. Indiana University East has a grade forgiveness policy that may be exercises once. Details can be found at:

http://www.iue.edu/registrar/policies/standards.php#academicforgiveness

D. Grade Replacement Policy

The purpose of this policy is to allow students who have done poorly in a course due to extenuating circumstances to repeat the course and move forward in the program. The process for requesting potential grade replacement includes the following steps: 1) contact the Graduate Programs in English Director to make notification of your request; 2) complete the petition for grade replacement form and submit to the Graduate Programs in English Director (see link below); 3) the director will provide a response once a review of the petition is complete; 4) In the event a student disagrees with the decision of the Graduate Program Committee, the student may then appeal to the Dean of the School of Humanities and Social Sciences.

Link for grade replacement form:

http://www.iue.edu/registrar/policies/documents/PetitionforGradeReplacement_Approved_04072015.pdf

E. Student Residency Policy

Details on student residency policies for Indiana University East can be found at the following link:

http://www.iue.edu/registrar/policies/residency_rules.php

F. Applying for Graduation

Every student who wants to graduate must apply for graduation. The applications for graduation are in the records and registration website:

http://www.iue.edu/registrar/graduation_information.php

Students will need to complete the application after choosing the appropriate graduate program application. Fill it out, then email it to the Director of Graduate Programs in English. When completing the application, students must include their signature, not just type in your name.

For graduation details, refer to:

As a general rule, an application remains active until it is over one year old. Once a year has passed, a student has to submit the application again.

G. Process of Checking Degree Requirement Satisfaction

Once you have submitted your application for graduation, a review of your work in the graduate program will occur. The Director of Graduate Programs in English and Department Chairperson typically oversee degree requirement satisfaction processes. You may refer to your advising sheet for a checklist and consult the checklist below for confirming requirement completion:

- Students must complete the appropriate number of credit hours.
- Students must complete the appropriate program course requirements.
- All courses except one for a certificate or two for a Master’s degree must be completed within the Indiana University system.
- Students are required to obtain a grade of B or better for all courses applied toward the degree.
- Students must complete the program assessment procedures.

H. Diplomas

The Office of the Registrar and Student Records handles the diplomas. You can find the answers to many questions here:

http://www.iue.edu/registry/documents/FAQGraduation_003.pdf (scroll to question 16)