



Admission Information

ADMISSION TO THE GRADUATE COLLEGE

Prospective graduate students should apply for admission as early as possible. The first step for a student interested in a degree program is to obtain admission information from the department offering the program desired or from the Graduate Admissions office. Admission information will include instructions for applying to and the admission requirements of the particular program.

Admission to the Graduate College is based on receipt of a baccalaureate degree from a regionally accredited college or university, the Grade Point Average, the scores on required Admissions examinations and the information provided on the "Application for Graduate Admissions" form.* The only exception to the baccalaureate degree requirement pertains to students in the 3+2 joint Bachelor's/MBA degree program in the Lewis College of Business. Students who have previously taken graduate coursework at another institution must submit all transcripts and also meet undergraduate and examination requirements. Poor academic performance in prior graduate work may serve as the basis for the denial of admission to Marshall University Graduate College, at the discretion of the faculty.

The application for admission form accompanied by payment of a non-refundable application fee must be filed in the Graduate Admissions Office at least two weeks prior to the opening of the term of enrollment. One official copy of the applicant's undergraduate transcript showing the degree earned and the date on which it was conferred must be mailed directly from the registrar's office of student's undergraduate college or university to the Graduate Admissions Office when the application is filed. An official transcript from each college or university previously attended must be received in the Graduate Admissions Office before the applicant can be considered for admission to a degree program. **All materials submitted in support of an application for admission become the property of Marshall University. Materials will not be returned or released to third parties. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.**

In some academic programs, applicants may enroll for one semester with conditional status based upon submission of the application form, an official undergraduate transcript that certifies the receipt of a bachelor's degree, and the application fee. However, students with conditional status will not be eligible for subsequent registration unless they have completed all requirements for admission and have been admitted to their requested program. Credit for coursework taken will not be applied toward a degree unless the admission process is completed. Certain programs, including, but not limited to, those in the Graduate School of Management, Nursing, Biomedical Sciences, Communication Disorders, Technology Management, and others require that all admissions requirements be completed and that the applicant be admitted to the program before being permitted to enroll for courses in those fields.

The university reserves the right, even after the arrival and enrollment of students, to make individual curricular adjustments whenever particular deficiencies or needs are identified. These deficiencies will be determined by the student's advisor or the program director/department chair. Students may be required to take such courses without credit toward the master's degree and at

*For international students, a baccalaureate degree from the equivalent of an appropriately accredited institution is required. See International Students, point number 5.

their own expense. This could also apply to additional coursework in Speech and/or English whenever necessary.

Further requirements or exceptions applicable to special fields are noted in the program statements in this catalog.

Any appeals of admissions decisions should be directed to the Vice President for Graduate Studies, whose decision is final.

ADMISSIONS EXAMINATIONS

The Graduate Record Examinations (GRE) General Test is required of applicants to some programs. M.B.A. students are required to take the Graduate Management Admission Test (GMAT) prior to admission to that program. Other programs may accept the Miller Analogies Test (MAT) in lieu of the GRE. Specific test requirements are indicated in the program or departmental description in later sections of this catalog. Test scores must be sent by the appropriate testing agency directly to the Graduate Admissions Office, Marshall University Graduate College, 100 Angus E. Peyton Drive, South Charleston, WV 25303-1600.

The GRE and GMAT are available through computer-based testing (CBT) programs at the Prometric Testing in South Charleston and on the Marshall University campus in Huntington. Call Prometric at (304) 345-1986 or the Marshall testing center in Huntington at (304) 696-2604 for information and to register for the test. Additional information is available in the GRE Information and Registration Bulletin and the GMAT Information Bulletin, which may be obtained from the Graduate Dean's office and the Graduate Admissions Office.

The MAT is administered weekly during the school year and during summer sessions at the Graduate College in South Charleston and by appointment at the Psychology Department in Huntington. There is no preregistration required for the MAT, but the registration fee must be paid at the time the test is taken. For a recorded message about MAT administration information in South Charleston, call (304) 746-1944 or 1-800-642-9842, extension 1944. For information on taking the test in Huntington, call either 696-2777 or 696-6446 in Harris Hall.

Waiver of Admissions Examination

If a student has a master's or higher degree from a regionally accredited institution of higher education, the admissions examination requirement may be waived for any future master's program at Marshall University. Ultimate responsibility for this decision rests with the faculty of the program in which the student proposes to enroll.

ADMISSION CLASSIFICATION OF GRADUATE STUDENTS

DEGREE-SEEKING—A student who desires admission as a degree-seeking graduate student must have an overall undergraduate Grade Point Average (GPA) of 2.5 on a 4.0 scale. Individual schools and programs may require higher Grade Point Averages. A degree-seeking student must also meet all criteria for full admission to the program of his/her choice.

PROFESSIONAL DEVELOPMENT—Students who do not want to be enrolled in degree programs but who wish to enroll in certificate/licensure programs or other programs that require the completion of specified sequences of courses must apply as professional development students.

In most cases, requirements for admission to professional development programs are the same as for admission to degree programs. However, requirements for admission to these programs can vary and are explained in the degree programs section of this catalog.

PROVISIONAL—A student may be admitted as provisional in a degree program after submission of all required application materials when he or she possesses a baccalaureate degree and shows academic promise but does not meet the criteria for regular admission. An academically provisional student must be reclassified as a regular student no later than the completion of the 12th graduate

credit hour. This is accomplished by meeting the conditions established by the academic program and by maintaining at least a 3.0 GPA in courses identified by the program faculty and approved by the appropriate dean.

NON-DEGREE ADMISSION—Persons who desire university instruction without becoming graduate degree candidates may attend as non-degree students, provided they present transcripts or diplomas denoting graduation with a bachelor's degree from a regionally accredited undergraduate college or university. Before enrolling in a class, non-degree graduate students must obtain permission from the instructor. Students wishing to take courses offered by the Lewis College of Business must secure approval of the academic advisor. The fees for attendance as a non-degree student are the same as those set for other graduate students. Non-degree enrollment for graduate courses is not available to persons under suspension by the university.

A non-degree student who does not hold a master's or higher degree may take a maximum of 15 semester hours. Permission for non-degree students to register for additional hours beyond 15 can be granted by the Dean of the Graduate College or the appropriate school dean. Applicants for non-degree status will complete a Graduate Application for Admission, pay the application fee, and submit proof of having received a bachelor's or higher degree not later than the scheduled time of registration. A person holding a graduate degree may take an unrestricted number of additional courses for which he/she has the prerequisites and departmental permission.

Non-degree graduate students may apply later for admission to degree programs by filing the necessary documents, provided they meet the admission requirements described in the current Marshall University Graduate Catalog. However, work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Only credit approved by the assigned program advisor and the appropriate dean will be counted toward a degree awarded by the University.

TRANSIENT—A graduate student who is duly enrolled at another regionally accredited graduate institution may, upon submission of an admission application and a letter of good standing from the home university, enroll for Marshall University graduate coursework. This admission is valid for one semester only. The student must submit a new application and letter of good standing each semester he/she wishes to attend.

Normally, up to twelve credit hours of coursework may be transferred back to the home institution. Permission to transfer credits is arranged with the home university. Transient students who wish to register for coursework beyond twelve credit hours at Marshall are required to obtain the approval of Marshall University's Graduate Dean.

STAFF DEVELOPMENT—School personnel approved by their county school systems may use a special form to be admitted in the Staff Development category. Students admitted in this category are restricted to registering for Staff Development classes (560 series) in the College of Education for which they will receive credit/non-credit or satisfactory/unsatisfactory grades. Such classes cannot be used in degree, professional development or licensure programs. Students who wish to mix regular and Staff Development classes must seek regular admission to the Graduate College.

SENIORS—Seniors at regionally accredited baccalaureate institutions with a cumulative GPA of 2.75 may register for graduate classes (500 and 600 series) after they have received approval from their undergraduate dean, the chair of the department offering the course, and the appropriate graduate college/school dean. Complete applications must be on file in the appropriate graduate dean's office and permission secured prior to the opening of the term of enrollment. Credit for graduate courses completed as a senior can be applied to either an undergraduate or a graduate degree at Marshall University but not to both.

RESIDENCY CLASSIFICATION FOR ADMISSION AND FEE PURPOSES

Title 133

Procedural Rule

West Virginia Higher Education Policy Commission, Series 25

SECTION 1. General

- 1.1. Scope – Rule regarding residency classification of students for admission and fee purposes.
- 1.2. Authority – W. Va. Code §§18B-1-6, 18B-1-7, and 18B-10.
- 1.3. Filing Date – July 2, 2002
- 1.4. Effective Date – August 1, 2002
- 1.5. Repeal of Former Rule - Repeals and replaces Title 128, Series 34 and Title 131, Series 34

SECTION 2. Classification for Admission and Fee Purposes

2.1. Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the President. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

2.2. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two (2) weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

2.3. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

SECTION 3. Residence Determined by Domicile

3.1. Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve (12) months of continued presence within the state prior to the date of registration: **Provided**, That such twelve (12) months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve (12) months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such consider-

ations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

SECTION 4. Dependency Status

4.1. A dependent student is one (1) who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

4.2. A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

SECTION 5. Change of Residence

5.1. A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this State. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 3 of these rules. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

SECTION 6. Military

6.1. An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees: **Provided**, That the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6.2. Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

SECTION 7. Aliens

7.1. An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 3 of these rules, may be eligible for in-state residency classification: **Provided**, That person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 3 of these rules. Any person holding a student or other temporary visa cannot be classified as an in-state student.

SECTION 8. Former Domicile

8.1. A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state

may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one (1) year period of time and satisfies the conditions of Section 3 of these rules, regarding proof of domicile and intent to remain permanently in West Virginia.

SECTION 9. Appeal Process

9.1. Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decisions of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At a minimum, such procedures shall provide that:

9.1.1. An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

9.1.1.1. The institutional committee on residency shall be comprised of members of the institutional community, including faculty and at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.1.2. The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

9.1.2. The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

9.1.3. Residency appeals shall end at the institutional level.

ADMISSION OF INTERNATIONAL STUDENTS

Marshall University is authorized by the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services to enroll non-immigrant visa students with F-1 or J-1 status.

International applicants must submit ALL of the following documents to be considered for admission:

1. A Marshall University application form, which is obtained online at www.studymarshall.com/cip/apply/graduate/index.asp or by writing to the Director of International Students and Scholars Program, Marshall University, Huntington, West Virginia 25755-1054, U.S.A.
2. \$100.00 Application Fee (non-refundable). Make check or money order payable to Marshall University. Please note that this is a non-refundable fee and cannot be refunded in the event the student is not accepted or does not get a student visa. To be accepted, all checks must have a 9-digit routing number. DO NOT SEND CASH.

You can also pay the \$100 fee with a Visa/Mastercard using our online secure payment form at www.studymarshall.com/cip/apply/graduate/index.asp.

3. Graduate Information Sheet, downloadable at www.studymarshall.com/cip/apply/graduate/index.asp.
4. Official Transcripts. Transcripts must be in English and contain ALL college or university academic credits and grades. The transcripts must be sent directly to the Center for International Programs by the institution that you attended. Photocopies will be accepted as a basis for preliminary evaluation of eligibility for admission; however, the official transcripts must be received prior to admission. In some cases, a credential evaluation may be required from a certified academic and credential evaluation service.
5. Evidence of English Language Proficiency. It is possible for students to be admitted conditionally without English proficiency if the student applies for admission to the L.E.A.P. Intensive

English Program at the same time he or she applies for graduate study. Visit the L.E.A.P. Web site at for more information and on-line application for this program. Proof of your proficiency in English may be certified by submitting one of the following*:

- a. The Test of English as a Foreign Language (TOEFL) reflecting at least the minimum required score reported directly to Marshall University Admissions Office by the Educational Testing Service, Princeton, New Jersey 08540. Students taking the paper version of the test must have a minimum score of 525. Students taking the computer-based test need a score of at least 195, or a Next Generation score of at least 52 without the Speaking section or a 70 with the Speaking section. If a program mandates a score higher than 525 (paper), 195 (computer) or 52/70 (Next Generation), that requirement will be found in the degree requirements section of this catalog.
- b. Michigan English Language Assessment Battery (MELAB) - The minimum acceptable score is 82% for graduate study.
- c. A minimum score of 6.5 on the International English Language Testing System (IELTS) for graduate study. (More information about the IELTS is available on their Web site at www.ielts.org. IELTS is jointly managed by the British Council, IDP:IELTS Australia, and the University of Cambridge ESOL Examinations.)
- d. Advanced ESL - Completion of the advanced level of Marshall University's L.E.A.P. Intensive English Program or the completion of an intensive English program comparable to Level 9 of the English Language School (ELS).
- e. Diploma or degree from an English-speaking school - A degree or a diploma from an accredited secondary school, college or university in which the primary language of instruction is English.

* Tests taken more than two (2) years prior to the date submitted cannot be accepted.

6. Affidavit of Support Form (if you need to obtain an F-1 visa) showing that you or your sponsor have finances to support your study and living costs for one academic year (9 months). Download the Affidavit of Support Form at www.studymarshall.com/cip/apply/graduate/index.asp. We currently estimate this amount to be \$17,000 USD. (In some cases, a 50% deposit will be required in order to issue the I-20 form.) Proof of financial support may be demonstrated in several ways:
 - a. An affidavit of financial support from a personal sponsor (parent, relative, friend) that has been certified by a U.S. bank or financial institution.
 - b. A scholarship agency (government, corporation, etc.) stating the availability of funds and the intention to support your educational and living expenses for the entire duration of study at Marshall University.
 - c. Personal funds, provided you submit documentary evidence of a bank statement from a U.S. bank or financial institution or it affiliate in U.S. dollars (USD). A statement from your employer certifying that you have been granted study leave and salary support arrangements may also be acceptable.

The Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) may be required for some degree programs. Please check the graduate catalog for information about admission to specific programs.

If you are planning to enroll in the L.E.A.P. Intensive English Program before pursuing a graduate program of study, please also send us the completed application materials for the L.E.A.P. Program. Students can be conditionally admitted to a graduate program of study at Marshall University without English proficiency if they enroll in Marshall University's L.E.A.P. Intensive English Program and they satisfy all other criteria for admission.

All nonimmigrant student applicants currently in the United States are required to submit an "International Student Status Verification Report" which should be completed by an official at the U.S. educational institution last attended or currently being attended. This form will be sent to you automatically upon receipt of your application materials.

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Send all of your application materials and fees to the address below:

Marshall University
Center for International Programs
Old Main 320
One John Marshall Drive
Huntington, West Virginia, USA 25755-1054

After we receive all of your application materials, your credentials will be evaluated and, if admissible, you will be sent a letter of admission and an I-20 form. The I-20 form is used to apply for a student visa (F-1) at an American embassy or consulate. We will also send a housing application and a form you can complete to notify us of your arrival.

If you are not able to attend the semester for which you applied, contact the Center for International Programs and we will fill out a new application for the semester that you will be able to attend. All of your other application materials will be acceptable for a period of one year. After that time period, new documentation will have to be submitted.