



# Graduate Degree Programs

***Note: Course descriptions begin on page 138.***

Any and all references herein to candidacy on the master's level have been superseded starting in the Fall of 1998 with the term "Plan of Study."

## ADULT AND TECHNICAL EDUCATION (ATE)

### MASTER OF SCIENCE DEGREE

The Master of Science in Adult and Technical Education is a field-based program designed to serve persons who are employed on a full-time basis. The program is intended for persons who serve in an instructional, training, leadership, or professional role in human services areas of business, industry, government, community agencies or education. The areas of emphasis in Adult and Technical Education allow a program to be tailored to meet the personal and professional needs of a broad spectrum of graduate students. The courses provide students with the opportunity to continue their graduate education in a flexible program through a state-wide delivery system. Most courses are taught in the evening or at other convenient times. Every effort is made to tailor the program to meet the needs of the student.

The following provides the framework for the candidate's Plan of Study: In consultation with the advisor, the student will select an area of emphasis and plan the program. Areas of emphasis available in the Master of Science degree program are:

- a. Adult Education
- b. Interdisciplinary Studies
- c. Occupational Leadership
- d. Training and Development
- e. Teaching English as a Foreign Language

Students may complete 33 hours in the thesis option or 36 hours in the non-thesis option to satisfy the Master of Science degree requirements. Full admission to the program requires an undergraduate GPA of 2.75 on a 4.0 scale. Students who are do not meet the undergraduate GPA requirements may be admitted provisionally if they show promise of successful completion of the program.

### Adult Education

The Adult Education program is designed to serve persons who work with adults in either an instructional or an administrative role. As such, its participants are drawn from various areas such as the human services agencies, those with staff development, or inservice responsibilities in hospitals, business or government as well as those in adult preparatory programs at the postsecondary or community college level.

Minimum Requirements ..... 33-36 hours

Major Field ..... 27

Required:

- ATE 603 Introduction to Adult Education and Adult Learners
- ATE 618 Literature of Adult and Continuing Education
- ATE 628 Adult Instruction: Environmental and Personal Aspects
- ATE 675 Literature & Applied Research in ATE or Equivalent
- ATE 679 Problem Report (3 hours only)

Select 12 hours from the following:

- ATE 600 Aspects of Training and Development
- ATE 609 Developing Training in Business and Industry
- ATE 656 Instructional Planning for Adult Populations

*(continued)*

ATE 661 Practicum in Adult and Continuing Education

ATE 671 Evaluation of Adult and Technical Education

Thesis (6 hours) or Electives (9 hours) ..... 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Reading Education, Safety Technology, Sociology, or other approved disciplines.

### Interdisciplinary Studies

The Interdisciplinary Studies program involves a combination of courses from disciplines within the broad field of Adult and Technical Education. The program is designed to permit students to forge specific links among courses from adult education, technical education, and training and development. Students can tailor the program to their particular interests and needs. The program differs from traditional graduate programs in that it promotes acquisition of knowledge that transcends traditional disciplinary boundaries.

Minimum Requirements ..... 33-36 hours

Major Field ..... 27

Required:

ATE 595, Historical Developments in Workforce Preparation (or ATE 552)

ATE 601, Philosophy of Workforce Preparation (or ATE 511)

ATE 603, Introduction to Adult Education and the Adult Learner

ATE 675, Literature and Applied Research in ATE or equivalent

Elect 15 additional hours of ATE course credit

Thesis (6 hours) or Electives (9 hours) ..... 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Economics, English, Family and Consumer Sciences, Instructional Technology, Mathematics, Management, Marketing, Psychology, Reading Education, Safety Technology, Sociology, or other approved disciplines.

### Occupational Leadership

The Occupational Leadership program prepares individuals to be more effective in roles requiring advanced competencies in the disciplines found in secondary and postsecondary workforce preparation programs (Agriculture Education, Business Education, Family and Consumer Sciences, Marketing Education, Technology Education, Technical Industrial Education). The program is based on the student's educational background, experience, and professional goals. It serves individuals who desire graduate study in teaching, coordinating, curriculum development, cooperative education and/or for teacher certification renewal.

Minimum Requirements ..... 33-36 hours

Major Field ..... 27

Required:

ATE 601 Philosophy of Workforce Preparation

ATE 603 Introduction to Adult Education and Adult Learners

ATE 595 Historical Developments in Workforce Preparation

ATE 616 Community Relations in Adult/Technical Programs

ATE 640 Program Design in Occupational Education

ATE 675 or equivalent

Elect 9 hours of additional ATE course credit

Thesis (6 hours) or Electives (9 hours) ..... 6-9

Select any academic graduate courses for electives from Adult and Technical Education, Counseling, Curriculum and Instruction, Educational Foundations, English, Family and Consumer Science, Mathematics, Psychology, Reading Education, Safety Technology, Sociology, Special Education, or other approved discipline.

### Training and Development

The Training and Development program is designed to serve persons employed in business, industry, or other organizations involved in the advancement of knowledge, competencies, and skills of their employees. Graduate students are drawn from areas such as management, marketing, human resources, and safety whose responsibilities include instructional design and preparation of employees for current jobs, future assignments, and/or personal enhancement.

Minimum Requirements .....	33-36 hours
Major Field .....	27
Required:	
ATE 503 Introduction to Adult Learning Theory*	
ATE 600 Aspects of Training and Development	
ATE 609 Developing Training in Business and Industry*	
ATE 628 Adult Instruction: Environmental and Personal Aspects*	
ATE 652 Field Based Job Analysis and Curriculum Design*	
ATE 661 Practicum in Adult and Continuing Education	
ATE 675 or equivalent	
Elect 6 hours of additional ATE course credit	
Thesis (6 hours) or Electives (9 hours) .....	6-9

Select any academic graduate courses for a minor field from Adult and Technical Education, Communications Studies, Counseling, Instructional Technology, Management, Marketing, Psychology, Safety Technology, or other approved disciplines.

\*Students may register for Internship after successful completion of: ATE 503, ATE 609, ATE 628, ATE 652.

### Teaching English as a Foreign Language (TEFL)

This program is designed to serve persons who have a desire to work with adults whose first language is not English. The status of English as a world language has important consequences for the way in which it is taught and the role of the teacher in the process. The TEFL program prepares its graduates for teaching positions in a wide variety of adult education institutions in the United States and abroad.

Minimum Requirements .....	33-36 hours
Major Field .....	27
Required:	
ATE 503 Introduction to Adult Learning Theory	
ATE 550 Interpersonal Skills in the Workplace	
CISL 550 Second Language Acquisition	
CISL 551 Linguistics for ESL or ENG 575, Linguistics	
ATE 595 Historical Developments in Workforce Preparation	
ATE 643 Teaching EFL Abroad	
ATE 659 EFL Methods	
ATE 663 EFL Practicum	
ATE 675 Literature and Applied Research	
Thesis (6 hours) or Electives (9 hours) .....	6-9

Choose electives from the following list of courses and/or other courses approved by your advisor:

- ENG 576 Modern Grammar
- ENG 578 Language, Society, and Self: An Introduction to Sociolinguistics
- Proposed English courses in Contrastive Analysis, Discourse Analysis, and Methods and Methods for TESOL

### EDUCATION SPECIALIST (Ed.S.) DEGREE IN ADULT AND TECHNICAL EDUCATION

#### Admission to the Program:

1. Admission to the Graduate College.
2. Master's degree in Adult Education, Adult and Technical Education, Business Education, Family and Consumer Sciences, Industrial Education, Marketing Education, Technology Education, or related area.
3. Acceptance by Adult and Technical Education.

#### Program:

The program is designed to permit specialization in the field of Adult and Technical Education. Upon admission, the department will assign an advisor who will work with the student in developing an approved program. The program is considered approved when an agreement is signed by the student, advisor and one other member of the ATE program. All programs must be completed in seven years from admittance and conform to the following standards:

1. Completion of a minimum of 36 hours of planned, approved graduate study with a 3.25 GPA, including the following:

*(continued)*

Core coursework .....	21
(credit will not be approved for courses used in a master's program)	
Minor field (approved area of specialization) .....	6
Research Component (ATE 677 or equivalent course by approval) .....	3
Applied Research (Thesis, 6 hours) .....	6
<b>TOTAL HOURS .....</b>	<b>36</b>

2. Completion of a comprehensive oral examination covering the coursework and thesis. The examination will be administered by three full-time ATE faculty members selected by the student.

**Plan of Study:**

All students enrolled in the Ed.S. program must complete their Plans of Study following completion of the first twelve hours of their approved coursework. The student may continue to register when the student's plan for completion of his/her program is approved by his/her advisor and one other ATE faculty member and it is verified that the student has maintained a 3.25 GPA.

**Application for Graduation:**

Applications for Graduation must be filed in the Office of Graduate College not later than the date printed in the calendar of the final term or semester in which the degree requirements will be completed. Forms for applying for graduation may be obtained from the Office of the Graduate College. A receipt for the diploma fee payable at the Cashier's Office must be attached to the application before it will be accepted by the Graduate College Office. Students who fail to apply and to pay the diploma fee will not be included on the graduation list.

**EDUCATION SPECIALIST DEGREE (Ed.S.)  
IN COMMUNITY AND TECHNICAL COLLEGE STUDIES**

The Ed.S. Degree program with an area of emphasis in Community and Technical College Studies builds on learners' professional experience and the teaching and learning process. The program incorporates both theory and practical applications, helping learners become stronger, more effective classroom teachers in a community college setting.

The program is intended to serve persons who are employed on a full-time basis as Community and Technical College teachers. It is also available to professionals who aspire to become teachers in community and technical colleges. Emphasis on classroom teaching and learning means community college faculty must not only have strong backgrounds in their fields of expertise, but also possess skills in effective instruction. Expectations and accountability in student learning are challenging community college faculty to strengthen their knowledge and skills in the teaching process. The focus of the Ed.S. degree is on the teaching-learning process.

**Admission to the Program**

All students entering the Ed.S. Program must:

- Possess a master's degree from a regionally accredited college or university;
- Be admitted to the Graduate College;
- Be approved by Adult and Technical Education faculty; and
- Interview with Adult and Technical Education faculty.

**Program Requirements**

The program is designed to permit specialization in the field of Community and Technical College Studies. Upon admission, the department will assign an advisor who will work with the student in developing an approved program. The program is considered approved when an agreement is signed by the student, advisor, one other member of the program, and the Dean of the Graduate College. Completion of a minimum of 36 hours of planned, approved graduate courses with a 3.25 GPA is required. All programs must be completed in seven years and conform to the following standards:

1. Core Requirements ..... 15 hrs.
 

ATE 701	The Community and Technical College
ATE 603	Introduction to Adult Education and Adult Learners
ATE 702	Analysis of Literature on Community and Technical Colleges
ATE 723	Perspectives and Strategies for Teaching Workforce Education
ATE 726	Funding, Planning, and Administrative Issues of Community and Technical Colleges

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2.	Applied Research Component .....	3 hrs.
	<i>(Required before further advancement in program)</i>	
	ATE 703 Interpretation and Utilization of Applied Research in Community and Technical Colleges	
3.	Professional Seminars in Community and Technical College Studies .....	3 hrs.
	ATE 707-709 Professional Seminars	
4.	Thesis .....	6 hrs.
	ATE 781 Thesis	
	<i>(Students must have a written thesis proposal/prospectus approved by the thesis committee prior to enrolling for thesis credit. An oral defense of the completed thesis is required.)</i>	
5.	Professional Support Courses .....	9 hrs.
	ATE 712 Classroom Assessment for Community and Technical College Students	
	ATE 714 Community and Technical College Curriculum Design	
	ATE 718 Education and Employment Preparation for Diverse Populations	
Total hours for Ed.S. Degree .....		36 hrs.

### Plan of Study

All students enrolled in the Ed.S. Program must prepare a Plan of Study following completion of the first 12 hours of their approved coursework. Admission may be granted by the Dean of the Graduate College when the student's plan for completion of his/her program is approved by his/her advisor and one other faculty member, and it is verified that the student has maintained a 3.25 GPA. The Plan of Study must be filed with the Dean of the Graduate College no later than the beginning of the semester in which the student completes his/her 18<sup>th</sup> credit hour.

### ART AND DESIGN (ART)

The Department of Art and Design offers the M.A. in Art, with three areas of concentration for graduate study:

1. The 36-hour concentration in studio art with options in the following areas of study: ceramics, sculpture, graphic design, painting, photography, printmaking, or weaving.
2. The 36-hour area of emphasis in Art Education with studio option.
3. The 36-hour area of emphasis in Art Education with thesis option.

### Application Process

Applicants should follow the admissions process outlined in the Graduate Catalog, meeting all requirements for admission to the university at the graduate level.

### Admission Requirements

Regular admission to the Department of Art and Design graduate program requires a GRE score of at least 1500 (for tests taken after October 2002, the score must be 1000) plus undergraduate GPA of 2.5.

Applicants may be conditionally admitted for one semester pending receipt of final, official transcripts and GRE scores.

Applicants may be conditionally admitted with a GRE of at least 1200 (for tests taken after October 2002, the score must be 800) plus undergraduate GPA of 3.0. These students must achieve a GPA of 3.0 in the first 12 hours of graduate work for regular admission to the department.

In addition, the following must be sent directly to the Department of Art and Design for review:

1. A portfolio representing the applicant's artwork (either 35mm color slides or a digital archive). Twenty works are required for application to the studio concentration and art education with the studio option, twelve works for application to art education with the thesis option.
2. A writing sample. For application to the studio concentration, this consists of an artist's statement of 500-700 words. For application to the art education concentration, this consists of a statement of educational philosophy of 500-700 words.
3. Letter of application addressed to the department chair.
4. Three letters of reference.

Applicants whose transcripts, portfolio, or writing samples indicate lack of adequate preparation for graduate study in art are required to do preliminary coursework to address the deficiencies. Hours earned in such coursework do not count toward the requirements for graduation.

**Applicant's slides and writing sample:**

Faculty members in the studio concentration will review slides of the applicant's work and submit a letter of recommendation to the graduate committee. The graduate committee will decide whether to accept the student based on its review of the slides, writing sample, and transcripts.

**Courses Prerequisite to Graduate Study in Art for those not completing a Bachelor's in Art:**

One year of remedial undergraduate courses for those lacking undergraduate degrees in art who wish to pursue graduate study in art will consist of a minimum of:

- Two courses from the following six foundation courses (selected in consultation with the graduate advisor): 214, 215, 217, 218, 406, 418
- ART 201 and 202
- Two courses in proposed area of studio concentration.

**These courses will not be converted or substituted for graduate credit.**

Prospective students who have completed comparable courses as undergraduates may substitute that work for some of these requirements in consultation with the chair or director.

At completion of the minimum of 18 hours of coursework, a portfolio and writing sample must be submitted to the graduate committee for review.

The deadlines for application are October 15 for spring semester admission and March 15 for fall admission. An additional deadline for review of complete applications is the last day of the C Summer School session.

An applicant who wishes to be considered for an assistantship should contact the Department of Art and Design office, obtain the appropriate form, and schedule an interview with the department chair.

**GENERAL REQUIREMENTS**

Each student will have a committee for the purposes of advising and reading the comprehensive examination. The student will select two faculty members plus the chair of the Department of Art and Design.

All students are required to complete three semesters of ART 500, Co-Curricular Experiences.

All students in studio areas are required to undergo a review of their artwork after completing 9 hours of work. Students must pass this review before registering for additional studio courses. All students in studio areas are additionally required to undergo an 18-hour review. Dates for both the 9-hour and 18-hour reviews are posted every semester in the Art and Design office.

Transfer students must complete a minimum of 30 hours toward the degree in courses in the Marshall University Department of Art and Design.

All students seeking an M.A. degree in art must pass a written comprehensive examination prior to graduation.

All students in studio concentrations are required to exhibit artwork completed at Marshall University, in the Birke Art Gallery, prior to graduation.

All students in the art education concentration with the thesis option must submit an approved written thesis by the deadline required by the Graduate College.

**STUDIO ART**

The degree of Master of Arts in Art, with a concentration in Studio Art, requires a minimum of thirty-six credit hours. General Graduate College admission requirements must be fulfilled. It is suggested that applicants contact a studio faculty member in the area of concentration they wish to pursue if they have questions about the program. An exhibition of completed artwork is required.

Minimum Course Requirements .....	36 hours
Studio area .....	18-21 hours
Art History .....	6-9 hours
Seminar (ART 670) .....	3 hours
Electives in courses selected in consultation with advisor .....	6-9 hours

**ART EDUCATION**

The degree of Master of Arts in Art, with an area of emphasis in Art Education, requires a minimum of thirty-six credit hours. General Graduate College admission requirements must be fulfilled. It is suggested

that applicants contact the advisor in Art Education if they have questions about the program or certification. Students may elect to write a thesis *or* present an exhibit of artwork created while pursuing the degree. This decision will be made in consultation with the major advisor and chair of the department .

*Thesis Option*

Minimum Course Requirements .....	36 hours
Education .....	6 hours
Art Education (ART 560, ART 566, ART 670) .....	9 hours
Electives (Art Education, Studio Art, Art History) .....	15 hours
Thesis (ART 681) .....	6 hours

*Studio Option*

Minimum Course Requirements .....	36 hours
Education .....	6 hours
Art Education (ART 560, ART 566, ART 670) .....	9 hours
Studio courses .....	12-15 hours
Art Electives (Art Education, Studio Art, Art History) .....	6-9 hours

The M.A. in Art, with a concentration in art education, does not prepare students for initial teaching certification. The Master of Arts in Teaching (M.A.T.) degree program is an alternative and accelerated means for college graduates with degrees in liberal arts, fine arts, business, and professional fields to attain teacher certification. For more information on the M.A.T., see Education in this catalog.

**BIOLOGICAL SCIENCES (BSC)**

**Program Overview**

The Department of Biological Sciences at Marshall University offers Master of Science (M.S.) and Master of Arts (M.A.) degrees with a major in Biological Sciences. The M.S. degree in Biological Sciences is preparation for further study or employment requiring research experience in areas ranging from cellular and molecular to organismal and population biology. The M.S. degree requires the submission of an acceptable thesis. Potential M.S. students must be mentored by faculty members and are encouraged to contact potential faculty advisors about research projects and graduate assistantships prior to application for admission. Information about faculty may be accessed through the Biological Sciences web site ([www.marshall.edu/biology](http://www.marshall.edu/biology)). The Master of Arts degree does not require a thesis and allows students to strengthen their education in Biological Sciences through the completion of advanced coursework.

**Admission Requirements**

Participation in the graduate program in Biological Sciences requires admission to the Graduate College and acceptance by the department. Application deadlines are April 15 and November 15 for Fall and Spring admissions, respectively. A complete application includes 1) completed *Graduate Application for Admission Form*; 2) completed *Graduate College Information Sheet*; 3) official transcripts from all schools where undergraduate and/or graduate credits were earned; 4) three letters of recommendation from academic or professional references; 5) a written statement of educational and professional goals (250-500 words); and 6) general Graduate Record Exam (GRE) scores. Applicants must specify that official test scores are to be sent directly to Marshall University. Students interested in applying for teaching assistantships must submit a completed *Application for Graduate Assistantship* by April 15 or November 15 for the Fall or Spring semester, respectively. The *Graduate Application for Admission Form* and *Graduate College Information Sheet* are available from the Graduate Admissions Office, 100 Angus E. Peyton Drive, South Charleston, WV 25303. The *Application for Graduate Assistantship* Form is available from the Department of Biological Sciences, One John Marshall Drive, Huntington, WV 25755.

A combination undergraduate GPA of 2.75 and 1100 GRE score (composite verbal and quantitative test scores) and an undergraduate GPA in biology courses of 3.0 or higher are required for regular admission status. Provisional admission is extended in some circumstances. Students who are admitted provisionally must meet with their faculty advisors and demonstrate adequate progress toward graduation prior to registration for subsequent semesters. Provisional admission status can be converted to full admission status by recommendation of the faculty advisor to the BSC Graduate Program Committee..

**Degree Requirements**

Students selecting the M.S. option must complete at least 32 hours of graduate work, including the thesis. Theses must conform to the guidelines established by the Graduate College and the Department of

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Biological Sciences. The maximum amount of credit that may be earned for the thesis (BSC 681) is 12 hours. It must be completed and submitted to the Department and to the Graduate College by the date specified by the Graduate College for a specific semester. In addition, candidates for the M.S. degree must complete at least 5 semester hours of credit in Graduate Seminar (two hours of BSC 661 in the first semester and one hour of BSC 662 in each subsequent semester), and at least 18 hours in BSC electives at the graduate level (which may include BSC 661, 662, and 681). Not more than 5 hours of seminar (BSC 661-662) may be used to complete the 32-hour requirement. Not more than 4 semester hours credit in Independent Study (BSC 585-588) or Special Problems (BSC 650-652) may be used to complete the 32 hour requirement, and these may only be applied beyond the 18 hours in BSC graduate credits. Students may elect to take 6 hours of graduate work in a minor field. Successful completion of the program in Biological Sciences requires a GPA of 3.0 or higher, and no more than 6 credit hours of "C" grades may be applied to the total hours for graduation. Upon completion of course requirements and the thesis, M.S. candidates must pass a comprehensive oral examination.

Students who select the M.A. option must complete a minimum of 36 hours of graduate work. M.A. candidates do not conduct thesis research. The Graduate Seminar, BSC electives, Independent Study/Special Problems, GPA, "C" grades, and comprehensive oral exam requirements are as stated for the M.S. degree.

## BIOMEDICAL SCIENCES

### Program Overview

The basic science departments of the Joan C. Edwards School of Medicine offer an interdisciplinary program leading to the Master of Science and Doctor of Philosophy degrees in Biomedical Sciences. The primary aim of the Biomedical Sciences (BMS) Program is to graduate students who are broadly based in the biomedical sciences with definite interests and special in-depth training in one of the following areas of emphasis: anatomy, cell and neurobiology; biochemistry and molecular biology; microbiology, immunology, and molecular genetics; neuroscience; pharmacology; and physiology. These areas are designed to be flexible and research oriented in order to develop the interests, capabilities and potential of all students pursuing careers in academic or industrial biomedical sciences.

In addition, the BMS Program offers a non-thesis Master of Science degree in a medical sciences area of emphasis for students wishing to pursue non-research careers in the health profession or in biotechnology and pharmaceutical industries. This area of emphasis is also designed to improve the science foundation of students seeking admission into doctoral programs in medicine. Admission into this Program does not guarantee admission into medical school. Students in this area of emphasis are required to pay a Health Professional Fee each semester while enrolled in the program. Because of the nature of the curriculum, applicants to the medical sciences area of emphasis will only be considered for admission for the Fall semester.

The Biomedical Sciences Doctor of Philosophy Degree program accepts a very limited number of students to study concurrently with the Doctor of Medicine degree. Individuals must be admitted into each program separately.

### Admission Requirements

Students who wish to enroll in the Biomedical Sciences graduate program must apply for admission through the Graduate Admissions Office and meet the admission requirements of the Graduate College and the Graduate Studies Committee of Marshall University's Joan C. Edwards School of Medicine. Interested persons should contact the Office of Research and Graduate Education, Marshall University School of Medicine, 1542 Spring Valley Drive, Huntington, WV 25704 or via the Internet at [www.meb.marshall.edu/programs.htm](http://www.meb.marshall.edu/programs.htm).

### Minimum Requirements for Admission into Master of Science and Doctor of Philosophy Program

All applicants must have baccalaureate degrees in one of the sciences, with the following prerequisites: one year of general biology, physics, general chemistry, and organic chemistry, all with associated laboratories. Although calculus and physical chemistry are not requirements for admission, they may be required for certain areas of emphasis and are highly recommended. Applicants must also submit (a) Graduate Record Examination (General) scores (minimum of 1,000 Verbal and Quantitative) or MCAT scores (medical science area of emphasis only, 6.5 average), (b) three letters of recommendation from references familiar with the applicant's relevant academic/professional performance and (c) a personal statement describing educational and career goals. International students are required to score 213 or better on the TOEFL examination.

### Duration of Degree Programs

Students generally complete the requirements for the Master of Science degree within three years. Those who pursue the doctoral degree usually complete the requirements within five to six years. Students

who possess a M.S. degree in Biomedical Sciences or the equivalent when admitted into the doctoral degree program, generally require three to four years to complete the Doctoral of Philosophy Degree.

### **MASTER OF SCIENCE DEGREE**

All students are required to meet the general requirements of the Graduate College for receipt of a master's degree. A minimum of thirty-six credit hours is required for a non-thesis degree, while a minimum of thirty-two credit hours is required for the thesis degree. No more than six hours of thesis (BMS 681) may be credited toward the thirty-two hour requirement. Each student will specialize in one of the seven areas of emphasis as defined in the program overview. All students are required to successfully complete Cellular and Molecular Biology (BMS 600, 3 hrs), Statistics/Biostatistics (PSY 517, EDF 517 or equivalent, 3 or 4 hrs), Introduction to Research (BMS 685, minimum of 3 hrs), and Seminar (BMS 680, minimum of 4 hrs). In addition, the student must successfully complete other courses required by his/her area of emphasis and advisory committee and pass a written and/or oral comprehensive examination.

### **DOCTOR OF PHILOSOPHY DEGREE**

The doctorate is a research or performance degree and does not depend solely on the accumulation of credit hours. The degree requirements are admission to candidacy, residency, and successful completion and defense of a dissertation. The degree signifies that the holder has the competence to function independently at the highest professional level.

#### **Degree Requirements**

To qualify for the Doctor of Philosophy degree, the student must pass (*C* or better or *CR*) the following courses: Cellular and Molecular Biology (BMS 600, 3 hrs), Statistics/Biostatistics (PSY 517, EDF 517, or equivalent 3 or 4 hrs), Biomedical Sciences Communication Skills (BMS 600/661, hr. each), Seminar (BMS 680, minimum of 6 hrs.), Introduction to Research (BMS 685), and Research (BMS 882, maximum of 15 hrs). In addition, the student must successfully complete other courses required by his/her area of emphasis and advisory committee. All courses will be defined in the student's *Course of Study*.

#### **Advisory Committee**

The advisory committee should be formed no later than the end of the first year of graduate education or upon completion of 18 semester hours of credit. As soon as the committee has been identified, an *Approval for Dissertation Topic and Committee Membership* form is completed and submitted to the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

The committee will be selected by the student and research advisor and approved by the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. The advisory committee will be composed of at least five faculty members with appropriate expertise. One of the members may be from another institution. The student's research advisor will act as the chairperson of the committee.

#### **Approval of Course of Study**

It is essential for the student and advisory committee to carefully define a *Course of Study* by the end of the first year. This is considered a basic contract between the student and the program and includes 1) all transfer credits 2) required and elective courses to be taken at Marshall University and 3) all competencies to be achieved by the student during graduate study. These details must be recorded on a *Course of Study* form and submitted for approval by the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

#### **Graduate Assistantships for the Doctor of Philosophy Program**

Research assistantships are available for students in the doctoral degree program on a competitive basis. Applications will be reviewed as soon as complete. The base stipend is renewable annually for up to five years. Priority consideration for the Doctor of Philosophy graduate assistantships will be given to West Virginia residents.

#### **Academic Performance**

The student must maintain a grade point average of 3.0 and any student who receives a grade of *C* in more than two courses will be subject to dismissal from the program.

If the GPA falls below 3.0, the student will be placed on academic probation. Following notification of probation, the student will be counseled by his/her advisor. At this time, the deficiency will be identified and a written plan will be prepared for removing it within the next nine semester hours. This plan, co-signed by the student and the advisor, must be approved by the Dean of the Graduate College before the student can register

for additional coursework.

If probationary status is not removed within nine semester hours, the Dean of the Graduate College, in consultation with the Associate Dean for Research and Graduate Education and the Graduate Studies Committee will determine whether the student is retained or dismissed from the program. Retention must be recommended by the interim advisor or student's advisory committee and endorsed by the Graduate Studies Committee.

### **Transfer Credit**

The student may transfer credits completed at other regionally accredited graduate institutions. Approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College is contingent on (1) the grades earned were B's or better (2) the credits are appropriate to the student's program and acceptable to the advisory committee, and (3) the time limitations were not exceeded.

The number of transfer hours acceptable for the Ph.D. degree will be determined by the student's advisory committee. Both must receive approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. Transfer credit will not become part of the Marshall University Grade Point Average.

Transfer of credits should be accomplished as early as possible. This should be accomplished either when the student is admitted to candidacy or submits an approved Course of Study. Attempts to transfer credits during the last semester may delay graduation. Official transcripts must be on file in the Graduate College office by the date that grades are due in the Marshall University Registrar's Office.

### **Validation of Outdated Coursework**

The advisory committee has the option to require validation, by special examination, of courses which members deem to be outdated.

### **Time Limitations**

Students must meet all requirements for the Doctor of Philosophy degree within seven years from the date of enrollment in the first course to be used in the degree program. The Graduate Dean may grant an extension upon recommendation by the Graduate Studies Committee. Absence due to military obligations, long serious illness, or similar circumstances beyond the student's control may be considered valid reasons for an extension. It is the option of the advisory committee to require validation of outdated courses by special examination.

### **Admission to Candidacy**

Admission to graduate study and enrollment in graduate courses does not guarantee acceptance as a candidate for the Doctor of Philosophy degree. This is only accomplished by satisfactorily passing a comprehensive qualifying examination and meeting all other specified requirements.

The qualifying examination assesses whether the student has attained sufficient knowledge to undertake independent research. The examination will be given after most of the coursework has been completed and consists of written and oral components covering all areas specified in the *Course of Study*. The examination is prepared, administered and graded by the advisory committee. Oral and written examinations should be scheduled within one month of each other. Successful completion of this examination is based on approval of the committee. Only one dissenting vote is permitted. If necessary, a single portion of the examination may be repeated at the discretion of the advisory committee. If two or more members cast dissenting votes, the entire qualifying examination must be repeated. The student must have the approval of the advisory committee to repeat a qualifying examination. The committee assesses the deficiencies and determines the time required for the student to make corrections. A student may take the qualifying examination no more than three times. Failure to pass this examination on the third attempt will result in dismissal. The advisory committee must complete an *Admission to Candidacy for Ph.D.* after the student completes the examinations and submit it for approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

### **Dissertation**

All candidates must successfully complete a biomedical research project and prepare, submit, and defend a dissertation. The dissertation must present the results of the candidate's individual investigation and make a definite contribution to the current state of knowledge. While conducting research and writing a dissertation, the student must register for Research (BMS 882) at the beginning of each semester or summer term for which progress is to be earned. No more than 15 hours of doctoral research may be credited toward the degree.

Candidates are to follow the general guidelines outlined in *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication and General Information About Dissertations*. Copies of these documents are on file in the Office of Research and Graduate Education.

## Oral Defense of the Dissertation

The oral defense of the dissertation is held during the semester or summer session in which all other degree requirements have been met. The advisory committee must read and tentatively approve the dissertation before the examination can be scheduled. The committee chairperson will complete an *Approval to Schedule Dissertation Defense* form and submit it for approval of the Associate Dean for Research and Graduate Education and the Dean of the Graduate College before the examination can be given. **Such notification must occur at least three weeks before the proposed date of the defense.** A portion of the defense is an open examination and sufficient time is required for adequate public notice. The open examination usually takes the form of a one-hour seminar. This is followed by a thorough review of the dissertation by the advisory committee, and the candidate.

Successful completion of the defense requires the approval of all but one of the members of the advisory committee. **The results (pass/fail) must be recorded on a *Results of Dissertation Examination* form which is to be reported to the Office of Research and Graduate Education and forwarded to the Graduate College Office within 24 hours.** Should the candidate fail the defense, reexamination may not be scheduled without the approval of the advisory committee, Associate Dean for Research and Graduate Education and the Dean of the Graduate College.

All advisory committee members are to be present for the defense. If this is not possible, the Dean of the Graduate College, or designee, may permit one substitute for any member of the committee except the chairperson. A request for a substitute must be submitted in writing to, and approved by, the Associate Dean for Research and Graduate Education and the Dean of the Graduate College. The committee chairperson, the student, and both the original member of the committee to be replaced, and the substitute must sign this request. The substitute must have the same, or higher, graduate faculty status as the original member and represent the same academic discipline or area of emphasis.

## Acceptance of Dissertation

Acceptance of the dissertation is a requirement for the doctoral degree. An accepted dissertation must bear the original signatures of at least all but one member of the advisory committee. If more than one member cannot approve the dissertation, the doctoral degree cannot be recommended. If the substitute member attends and approves the dissertation defense, he or she signs the dissertation. **The dissertation must then be accepted by the Graduate College no later than one week before the end of the semester or summer session in which the degree is expected to be granted.**

## Survey of Earned Doctorates

A completed questionnaire entitled *Survey of Earned Doctorates* must be submitted to the Graduate College when the original and two copies of the dissertation are delivered.

## Publication

All doctoral dissertations and their abstracts will be microfilmed through University Microfilms, Ann Arbor, Michigan. This requirement cannot be satisfied by any other publication, but other publication of material in the dissertation is both permitted and encouraged.

## Process Summary

1. Inquiry from prospective student to the Office of Research and Graduate Education or Graduate Admissions Office.
2. Mailing of application from the Office of Research and Graduate Education or the Graduate Admissions Office.
3. Receipt of application materials and required fee by the Office of Research and Graduate Education or the Graduate Admissions Office.
4. Referral of application materials and required fee by the Office of Research and Graduate Education or the Graduate Admissions Office.
5. The Office of Research and Graduate Education notifies the Graduate Admissions Office and the prospective student of the admission decision of the Graduate Studies Committee.
6. The accepted student arrives, reports to the Office of Research and Graduate Education, is assigned an interim advisor, and registers for course work.
7. Selection of a department/advisor must be achieved by the end of the first year. After a permanent advisor has been selected, an advisory committee is formed. A *Course of Study* should be developed by the end of the first year.
8. The student completes requisite course work and other program requirements.

9. The student takes written and oral qualifying examinations for admission to candidacy to Ph.D. These examinations should be scheduled within one month of each other.
10. The student continues doctoral research under the guidance of his/her advisory committee. The dissertation phase begins with the approval of a dissertation prospectus by the advisory committee, the Office of Research and Graduate Education and the Graduate College Dean.
11. The student applies for graduation at the beginning of his or her last semester no later than the University deadline published in the printed Schedule of Classes. The diploma fee must be paid by this time.
12. A copy of the preliminary draft of the dissertation is given to each member of the advisory committee and the Graduate College Dean at least one month prior to the final defense of the dissertation.
13. The chair of the advisory committee requests clearance for the defense from the Office of Research and Graduate Education and the Graduate College for approval no later than three weeks before the scheduled date of the defense.
14. The time and place of the defense of the dissertation are announced.
15. The student defends the dissertation in an oral defense.
16. The student delivers the original and two copies of the approved dissertation, required completed questionnaires and fee to the Graduate College at least one week prior to the end of the term or semester.

**BUSINESS**  
**Lewis College of Business**  
**Graduate School of Management**

The faculty of the Graduate School of Management is composed of individuals with educational backgrounds and experience in the functional fields of business administration, accounting, finance, management, marketing, economics, industrial relations, health care, organization communication, and law. The faculty, in conjunction with other faculties of the Graduate College, offers a variety of graduate educational opportunities for men and women preparing for administrative careers in business, industry, labor, government, hospitals, and nonprofit organizations.

**LEWIS COLLEGE OF BUSINESS MISSION STATEMENT**

The mission of the LCOB is to be the leading state institution for the education of business students in the region. The college's principal focus will be undergraduate and graduate education for traditional and nontraditional students. The LCOB is committed to graduating individuals who possess the communication, critical thinking, and problem-solving skills necessary to meet the current needs and the changing demands of a global economy.

The college is dedicated to excellence, academic freedom, and shared governance. It will maintain high standards for student learning and performance. The college will attract and retain faculty who are effective instructors, caring mentors and productive researchers while making contributions to their disciplines and the community.

The mission of the college also includes initiatives for employees and individuals not pursuing degrees. The college will be an active partner in economic development through an emphasis on entrepreneurship and applied research. In achieving its mission, the LCOB will utilize a variety of technology and delivery systems.

**ACCREDITATION**

The Lewis College of Business is accredited by AACSB: The International Association for Management Education (American Assembly of Collegiate Schools of Business) and the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

**CERTIFICATE PROGRAMS**

Certificate programs presently offered include the Graduate Certificate in Business Management Foundations. Please contact the Academic Advisor for information on future programs.

**DEGREE PROGRAMS**

Degree programs presently offered include the following: Master of Business Administration (M.B.A.), Executive M.B.A. (M.B.A.), Master of Science in Industrial and Employee Relations (M.S.), and Master of Science in Health Care Administration (M.S.).

**ENTRANCE REQUIREMENTS**

Persons desiring to pursue the degrees of M.S in Industrial and Employee Relations or M.S. in Health Care Administration must follow the procedures and satisfy the conditions of the Marshall University Graduate College as specified in the following sections of this catalog. Persons desiring to pursue the degree of M.B.A. or Executive M.B.A. must follow the specialized procedures described in the following sections.

### **WAIVER OF ADMISSIONS EXAMINATION**

An applicant to the M.B.A. program or either M.S. program with an earned doctoral degree from an accredited institution is not required to take the GRE or GMAT. An applicant with a master's degree is required to take the GRE or GMAT.

### **THE PLAN OF STUDY**

The student and his/her advisor shall prepare a Plan of Study which must be approved during the semester in which the student initially enrolls. A plan should be appropriate to meet the needs of the student in his/her chosen field. It shall include the specific courses the student is expected to complete; and shall also list all other requirements of the program or school. Courses listed on the Plan of Study shall be those judged appropriate by the faculty. Subsequent requests for changes in the plan must be formally approved by the M.B.A. Director or the Academic Advisor. Any deviation from the final Plan of Study and/or discrepancy between it and the student's official transcript will delay graduation. Any Plan of Study that may have been approved becomes void if a student is inactive for one year (unless on an official leave of absence).

### **GRADE POINT AVERAGE REQUIREMENT**

A student must have a 3.0 overall GPA in all program coursework with no more than two *C*s. This standard must be met for the student to graduate. If the student falls below these standards, then that student shall be placed on academic probation or will be subject to dismissal from the program.

### **COMPREHENSIVE ASSESSMENT**

Degree candidates are required to complete a comprehensive assessment prior to receipt of the master's degree. The timing and form of a student's comprehensive assessment shall be approved in advance by the Director of the Graduate School of Management. The comprehensive assessment is usually a written term paper required within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

### **COURSE ENROLLMENT POLICY**

In order to take any 600-level course in the Graduate School of Management (GSM), the student must be admitted to a GSM program. On an exception basis, a student not enrolled in the GSM may take only one 600-level GSM course with the written approval of the GSM Academic Advisor or the GSM MBA Director. It is the responsibility of the student to obtain this approval before attempting to register. Additionally, the student must meet the specific course prerequisites. Students who violate this policy will be administratively withdrawn.

### **BUSINESS ADMINISTRATION (M.B.A.)**

Qualified candidates are given an opportunity to earn the Master of Business Administration degree. In keeping with its purpose of providing professional preparation and foundation, the M.B.A. program gives emphasis to building a strong fundamental framework and to developing skills in managerial problem-solving and decision-making.

**Program Design:** Business policies and procedures, reflecting rapid advancement in technology, are subject to change over time. Methods and practices in current use may be totally inadequate for coming decades. For this reason, greater emphasis is placed on sound general principles and decision-making techniques which provide a base for continuous learning.

To accomplish this purpose, the program involves:

1. A series of Business Foundation courses which enable the student to continue professional development. The foundation courses required will be determined in consultation with the M.B.A. Director and/or the Graduate School of Management Academic Advisor.
2. A broad study of functional areas of business and their interrelationships, with emphasis on application of knowledge, concepts, and analytical methods for problem-solving.
3. Elective subject matter areas to provide for each candidate's specific professional objectives. Within the framework of the basic program, each candidate has considerable choice in selecting an area of professional focus. Areas currently offered are: accounting, economics, finance, health care, industrial and employee relations, marketing, and management.

The program can be completed in 15-18 months, attending on a full-time basis, depending on the candidate's previous training.

The M.B.A. program includes:

	<i>Hours</i>
Business Foundation courses, required as determined by the M.B.A. Director and/or the GSM Academic Advisor .....	0-15
M.B.A. Functional Studies courses .....	30
Electives .....	6
<b>TOTAL</b> .....	<b>36-45</b>

The university reserves the right, even after the enrollment of students, to make individual curricular adjustments whenever serious deficiencies or needs are found. This may involve additional coursework in speech and/or English whenever necessary. Deficiencies will be determined by the M.B.A. program director. Students may be required to take such courses without credit toward the master's degree and at their own expense.

**Requirements for Admission to the M.B.A. Program**

- a bachelor's degree from a regionally accredited institution with a 2.5 overall undergraduate Grade Point Average; and
- a minimum Graduate Management Admissions Test (GMAT) score of 500; and
- completion of all foundation coursework through undergraduate preparation with a grade of **B** or better in each undergraduate course or an overall 3.0 GPA in the Business Foundation Program.

Students not meeting the above requirements are encouraged to contact the M.B.A. Program Director or the Academic Advisor.

**Admission to the Business Foundations Program**

Applicants who do not meet the standards for full admission into the 36-hour M.B.A. curriculum may still be admitted into the Business Foundations program. This program is open to those people who have no undergraduate background in business. Participation in this program may be used to meet the requirements for admission into the 36-hour M.B.A. curriculum. There is no GMAT requirement or GPA requirement for admission into the Business Foundations program. Those wishing to complete the 36-hour M.B.A. curriculum, however, must meet the requirements for full admission listed above. No grade below a **C** will be counted toward the requirements of the M.B.A. program.

**Courses in the Graduate School of Management Foundations Program**

<i>Graduate School of Management Courses</i>	<i>Undergraduate Equivalents</i>
Financial Accounting Accounting 510	Principles of Accounting 6 Hours
Economic Analysis Economics 501	Principles of Economics (Micro/Macro) 6 Hours
Finance Finance 510	Principles of Finance 3 Hours
Statistics/Calculus Management 500	Business Statistics 3 Hours
	Introductory Calculus 3 Hours
Marketing & Management Marketing 511	Principles of Management 3 Hours
	Principles of Marketing 3 Hours
Computer literacy	Computer literacy

*(continued)*

### Notes

1. No student will be admitted to the M.B.A. program who does not hold a degree from a regionally accredited institution.
2. GMAT scores must be fewer than five years old.
3. The required Business Foundation courses or their equivalents must have been completed within seven years of application.
4. Students may complete a required Business Foundation course by making a satisfactory score on the CLEP examination or on the MUGC course validation examination.
5. Students must meet all course prerequisite requirements to enroll in Business Foundation or M.B.A. courses.

### The 36-Hour M.B.A. Curriculum

All students are required to complete 30 hours of M.B.A. Functional Studies courses plus 6 hours of electives. These courses must be completed with a GPA of 3.0 (*B* or better) with no more than 2 *C*s. In addition, each candidate must pass a comprehensive assessment, which is normally a required written term paper within the final, integrated capstone course, MGT 699, "Business Policy and Strategy."

### Courses in the M.B.A. Functional Studies

All students in the M.B.A. program must complete these courses:

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>
MGT 601	Quantitative Methods for Business	3
ACC 613	Profit Planning and Controls	3
FIN 620	Financial Management	3
MGT 672	Organizational Behavior	3
MKT 682	Advanced Marketing Management	3
LE 691	Government and Business Relationships	3
MIS 678	Management Information Systems	3
ECN 630	Managerial Economics	3
MGT 674	Production/Operations Management	3
MGT 699	Business Policy and Strategy	3

### Electives:

Six elective hours must be selected from any Business area or from some area outside the Graduate School of Management (with advisor approval).

### 3 + 2 Programs With Other Undergraduate Schools

The 3 + 2 Program is designed to allow an undergraduate student who plans to enroll in the Lewis College of Business M.B.A. program immediately following receipt of the baccalaureate degree an opportunity to complete both degrees in five academic years. Marshall University students and students at several other West Virginia undergraduate schools may apply.

Students may apply to the 3 + 2 Program when all eligibility requirements are met. Please see the M.B.A. Director for eligibility requirement details. A student accepted into the 3+2 Program may take up to three M.B.A. courses for which he or she has met the necessary prerequisites.

In the 3 + 2 Program, undergraduate accounting majors can take valuable graduate coursework and meet requirements for the M.B.A. while completing the 150 hours required by the State of West Virginia to sit for the Certified Public Accountant exam.

### Executive M.B.A.

The Executive M.B.A. is designed for the employed professional. The Executive M.B.A. is an off-campus program which is undertaken as a cohort program where students move through the courses as a group in a set sequence. While admission standards are similar to the M.B.A., students in the Executive M.B.A. usually have a minimum of two years of work experience. Course requirements for the Executive M.B.A. are similar to the M.B.A. except that Executive M.B.A. students are required to complete a foreign study experience.

The Executive M.B.A. offers an intensive format with courses offered on Saturdays in five week

blocks. Cohort groups are established at different times and in different locations throughout the state. Those interested in the Executive M.B.A. should contact the M.B.A. Director or the Graduate School of Management office for details about when and where cohorts are being formed.

### **GRADUATE CERTIFICATE IN BUSINESS MANAGEMENT FOUNDATIONS**

This certificate is designed for students with non-business undergraduate degrees. It is envisioned as a generalist overview of graduate business topics. Students desiring a fully developed master's degree in business should enroll in the MBA program. The Graduate Certificate in Business Management Foundations will help students to improve their depth of knowledge or skills, remain competitive in the job market, learn new skills, advance their careers, or pursue personal enrichment.

Admission to the Graduate Certificate in Business Management Foundations program is based on receipt of a baccalaureate degree from a regionally accredited college or university and the information provided on the Application for Admission form. A student must have a 3.0 GPA in all course work with no more than two C's. If the student falls below these standards, the student will be placed on academic probation. A student who successfully completes the series of courses will earn a certificate.

The Graduate Certificate in Business Management Foundations program consists of 15 credit hours. A student pursuing a certificate must complete the following courses:

- Accounting 510: Financial Accounting
- Economics 501: Economic Analysis
- Marketing 511: Marketing and Management
- Management 500: Statistics/ Calculus
- Finance 510: Finance

All five courses must be taken; no courses may be waived.

Anyone desiring to enroll in the Business Management Foundations Certificate Program is encouraged to contact the Graduate School of Management Academic Advisor for further information.

### **INDUSTRIAL AND EMPLOYEE RELATIONS (M.S.)**

The Master of Science in Industrial and Employee Relations degree program is designed to prepare graduates for research and administrative positions in both public and private sector human resource management offices, labor unions, other employee associations, and agencies concerned with employer-employee relations. Graduate instruction is provided in human resource management and development; in trade unionism and collective bargaining; and in legal and public policy issues which may relate to any of the preceding. These matters are examined academically within the contexts of social, economic, and political considerations; and are analyzed via the theoretical and empirical contributions of the social/behavioral sciences.

The study of industrial relations is based upon the knowledge and methods developed in a number of traditional areas of study. The major disciplines represented in the program are economics, psychology, sociology, management, and law. Coursework in related fields is available and encouraged.

#### **Admission to the M.S. Program**

Admission to the M.S. program requires:

- A bachelor's degree from an accredited institution with a minimum 2.5 GPA, and
- A minimum Graduate Management Admissions Test (GMAT) score of at least 450 or a minimum on the Graduate Record Examination (GRE) of 860 for tests taken after September 2002.

Prospective students not meeting the above requirements are encouraged to contact the GSM Academic Advisor.

#### **The Industrial and Employee Relations Program** ***CORE COURSES (Required of all students)***

Course Number	Course Title	Hours
MKT 511	Marketing and Management	3
ECN 501	Economic Analysis	3
IER 600	The Development of Labor Relations	3
MGT 672	Organizational Behavior	3
MGT 620	Human Resource Management	3
IER 605	Human Resource Economics	3
IER 610	Collective Bargaining	3
IER 615	Arbitration & Grievance Procedure	3
IER 630	Labor Law <i>(continued)</i>	3

IER 660	Compensation and Benefits	3
MGT 699	Business Policy and Strategy	3
Total hours in required Core Courses		33
Electives*		3
<b>Total Hours</b>		<b>36</b>

**Electives:** Electives may be taken from any business area with the approval of the Academic Advisor.

### HEALTH CARE ADMINISTRATION (M.S.)

The Master of Science in Health Care Administration is designed to provide individuals with a comprehensive perspective of the health care environment. Emphasis is placed on a global view of health care rather than a targeted sector (such as hospitals, nursing homes, etc.) of the industry. Students completing the program frequently pursue employment opportunities in environments ranging from hospitals to medical practices to health insurers/buyers. While the program attracts individuals from all undergraduate disciplines, many of the students have strong clinical backgrounds and are interested in building their management skills with a focus toward their clinical expertise.

#### Admission to the Program

Admission to the M.S. program requires:

- A bachelor's degree from an accredited institution with a 2.5 GPA, and
- A minimum Graduate Management Admissions Test (GMAT) score of at least 450 or a minimum on the Graduate Record Examination (GRE) of 860 for tests taken after September 2002, and
- An index of 950 computed by multiplying the undergraduate Grade Point Average (GPA) by 200 and adding the GMAT score or 53% of the total GRE score
- Demonstrated computer literacy

Prospective students not meeting the above requirements are encouraged to contact the GSM Academic Advisor.

#### Health Care Administration

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>
MKT 511	Marketing and Management	3
HCA 600	The Health Care System	3
HCA 610	Health Care Financial Management	3
HCA 615	Health Care Economics	3
HCA 653	Integrated Delivery Systems	3
HCA 630	Legal Issues in Health Care Management	3
HCA 656	Management of Health Care Technology and Information Systems	3
MGT 620	Human Resource Management	3
HCA 655	Health Care Marketing	3
MGT 672	Organizational Behavior	3
HCA 695	Field Research in Health Care Management	3
MGT 699	Business Policy and Strategy	3
<b>Total Hours</b>		<b>36</b>

### CHEMISTRY (CHM)

The Master's Degree in Chemistry is a two-year program intended primarily for individuals interested in advanced training in chemistry and related disciplines in preparation for doctoral programs or for careers in industry, government, or postsecondary school education. Students are expected to be well grounded in one or more of the program's five areas of specialization: Analytical Chemistry, Biochemistry, Inorganic Chemistry, Organic Chemistry, and Physical Chemistry. The Chemistry Department currently offers both a thesis and non-thesis option for the Chemistry M.S. degree. The non-thesis option is a seldom-utilized alternative route available for students currently employed full-time and requires department authorization. Basic requirements are the same as the thesis option, however it requires 36 hours of graduate credit and a problem report followed by a public lecture. This program organization ensures that all students develop research, writing and public speaking skills regardless of their area of concentration.

The preferred route requires a thesis with 32 hours of graduate credit, two public lectures, and an

oral thesis defense. The Master of Science thesis demonstrates that you are capable of pursuing a program of original and independent research, that you can formulate and carry out a research project, and that you can report on the project in a proper scientific manner. The thesis option prepares students for technical careers in industry, or for further study toward a more advanced degree. This option requires advanced coursework in chemistry, biochemistry, or environmental chemistry and research, with the latter culminating in an M.S. thesis. Shortly after entering the program students select a faculty advisor based on their research interests and agree on a research problem. Under the guidance of their faculty advisor students carry out the research program, select a graduate research committee and write and defend the thesis in a final oral examination. The defense of the thesis will take place when the student, the research advisor, and the graduate research committee agree that a defensible copy of the thesis is complete. The thesis examination is graded on a pass/provisional pass/fail basis. To pass the examination, there can be no more than one unsatisfactory grade from the committee members. A student who fails may submit another thesis or a revised version upon approval of the student's committee. A student may only be re-examined once. A student earning a provisional pass will generally be required to make minor revisions or corrections to the thesis.

Students are required to complete 32 and 36 hours of graduate credit (see below) for the thesis and non-thesis options, respectively. No more than six hours of Special Topics courses may be counted in the minimum hours required by either route; any exceptions require specific departmental approval. Students whose research is in the area of organic chemistry are required to take these courses: 565, 566, 548 (or 549 if credit was previously received for 548 or its equivalent), 540 or 542 and 522 or 526, and additional courses needed to complete the 32 credit hour minimum. Students whose research is in the area of analytical, inorganic, biochemistry or physical chemistry are required to take at least one graduate course in three of the five traditional areas of chemistry (analytical, inorganic, organic, biochemistry and physical). Students are limited to 12 hours of research credit. Specific course requirements are to be determined in consultation with one's research advisor.

**PLAN OF STUDY:** After being admitted to the Graduate College, and prior to registration, the student will meet with his designated advisor to determine the specific program of studies necessary for the degree. Programs will be adjusted to reflect major interests and prior training of the student.

### **CLASSICS (CL)**

The Department of Classics offers minor fields of study in Latin and in classics. These minors are appropriate for graduate programs in English and in history.

### **COMMUNICATION DISORDERS (CD)**

The graduate program of the Department of Communication Disorders is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association. The Department of Communication Disorders offers an M.S. degree. Communication Disorders majors at the graduate level follow a prescribed program leading to eligibility for national certification in Speech-Language Pathology by the American Speech-Language-Hearing Association and West Virginia licensure. Students wishing to be eligible for West Virginia certification as public school speech-language pathologists must also meet the requirements for such certification.

#### **Admission to the Program**

The minimum requirements to be considered for admission include the following:

1. An undergraduate degree from an accredited institution is required.
2. An undergraduate major or the equivalent in Communication Disorders is required. Students with deficits in undergraduate coursework or those wishing public school certification may need to complete additional requirements after admission.
3. An overall and communication disorders Grade Point Average of at least 3.0 is required for full-time admission. Students with Grade Point Averages above 2.5 may be considered for part-time enrollment if space permits. Students who are admitted full time may elect to attend full- or part-time.
4. A completed application for admission to the Graduate College must be received by the Graduate Admissions Office by the specified deadline and must include official GRE scores and official transcripts from all undergraduate schools attended.
5. A separate application form for the Graduate Program in Communication Disorders (available from the Communication Disorders department) must be submitted to the department by the specified deadline.
6. Students with undergraduate degrees from institutions other than Marshall University must submit three letters of recommendation (written on appropriate letterhead) from individuals who can comment on their academic and clinical performance and potential. All letters must be submitted to the Communication

Disorders Department *with the program application*, and must be submitted in sealed envelopes with the recommender's signature across the flap. At least one letter must be from one of the applicant's classroom instructors in communication disorders. Additionally, if the undergraduate program included a clinical practicum, at least one letter must be from a clinical supervisor. ....

7. Students with undergraduate degrees from Marshall University must submit the names of three faculty who will serve as references.

The program admits students once per year. Generally, more students apply than can be accepted; therefore, the selection process is competitive. All completed applications are reviewed in the spring after the specified deadline for submission. Students who are accepted into the program may elect to begin in the next summer, fall, or the following spring semester. Students admitted to the program who fail to enroll in the selected semester, as well as students already in the program who fail to enroll for a semester without prior permission from their academic advisor, are considered withdrawn from the program and not eligible for future enrollment. **NOTE: Applicants who are accepted for the graduate program will be simultaneously admitted as students in the Graduate College.**

### **Program Requirements**

A minimum of 33 graduate credit hours of academic coursework without the thesis (or 30 hours with the thesis) is required in addition to clinical practicum. All practicum necessary to complete certification requirements must be completed prior to graduation. Minimum practicum requirements include 9 graded academic hours plus 6 CR/NC hours (excluding CD 672/673). Students who apply for clinical practicum assignments are expected to fulfill the responsibilities of these assignments for the full semester. Students who fail to do so may not be assured of future assignments.

The Speech-Language Pathology specialty area exam of the ETS Praxis Series (NESPA) serves as the comprehensive examination required for all students. A score of 620 or better is considered passing. In addition to the comprehensive examination, a candidate who writes a thesis will be required to pass an oral examination on the thesis.

Students should consult the department chair, their Communication Disorders academic advisor, and the clinic handbook regarding all academic and clinical requirements and standards specific to the program.

### **COMMUNICATION STUDIES (CMM)**

The M.A. degree in Communication Studies provides an opportunity for students to develop individual programs of theory, research, and application among the areas of interpersonal, organizational, educational, and public communication. The program is designed for students who seek careers as communication professionals or who intend to pursue further graduate study in the field.

To be admitted to the program, students must meet the requirements for admission to the Graduate College. The Director of Graduate Studies in the department will serve as a student's initial advisor. During the first semester of graduate study, each student will form a committee of three graduate faculty members. At least one member of the committee must have full graduate faculty status.

With the approval of the committee, the student will plan a program of study which must include CMM 601 and 606. A total of 36 credit hours is required for graduation. Students who write a thesis may earn six of those credit hours for the thesis. A minor or cognate outside the department may be approved by a student's committee.

A written comprehensive exam, prepared and evaluated by the student's committee, is required. The exam will be prepared and evaluated by the student's committee. A candidate who writes a thesis is also required to pass an oral examination on the thesis.

### **COMPUTER SCIENCE (CS)**

Please see Information Systems and Engineering (CITE).

### **COUNSELING (COUN)**

#### **MASTER'S DEGREE**

The Master of Arts degree in Counseling is a 48 to 60 hour planned program of study designed to meet the necessary competencies of professional counselors, and satisfies the curricular requirements for counselor licensure. There are currently five distinct emphases offered within the Counseling Program. An emphasis may differ with respect to admissions, number of credit hours, format for comprehensive examinations, and other requisites. Curricular elements consist of core courses required of all counseling majors and emphasis courses specific to: mental health counseling, student affairs counseling, career counseling, community counseling, correctional counseling, elementary and secondary school counseling. While all core courses are offered on the Huntington and South Charleston campuses, some emphasis courses are not available in all locations.

Admission to the Counseling Program is selective and competitive. Admission decisions for all program applicants are rooted in the specific standards of the Marshall University Graduate College and the minimum standards of the Counseling Program. (See admission standards for each emphasis area). Students are admitted to an emphasis and must indicate their preferences during the admission process.

It is the responsibility of all admitted students to meet with their advisors prior to the beginning of course work. Each student must complete an advisor-approved Plan of Study prior to the completion of 18 semester hours. A minimum Grade Point Average of 3.0 in all degree courses is required prior to enrollment in the practicum, internship, and for graduation.

**Curriculum**

The following 28 to 30 semester hours of core courses are required of all students:

	<b>Course Title</b>	<b>Cr. Hrs.</b>
COUN 600	Professional Orientation	3
COUN 602	Human Development & Psychopathology	3
COUN 603	Counseling Theories	3
COUN 604	Group Counseling and Theories	3
COUN 605	Theory & Practice of Human Appraisal	3
COUN 606	Career & Lifestyle Development	3
COUN 607	Counseling Techniques in Human Relationships	3
EDF 621 or 625	Research Writing	3
COUN 574	Social & Cultural Foundations	3
COUN 608	Practicum	3

\*All emphases (48 to 60 hours) satisfy the curricular requirements for professional counselor licensure in the State of West Virginia.

**Areas of Emphasis**

*To be eligible for admission to the Mental Health Counseling and Student Affairs Counseling emphasis, students must satisfy four of the following six admission standards:*

1. GRE score of 800 (verbal and quantitative subtests)
2. Undergraduate GPA of 2.75
3. Undergraduate major or experience related to counseling
4. Three written references (2 from former or current professors)
5. Writing sample
6. Personal statement of the student's understanding of and interest in the counseling profession

Admitted students must complete the required core courses and the following emphasis-specific courses:

**Mental Health Counseling**

In addition to the core courses, students specializing in Mental Health Counseling must complete the following emphasis courses:

COUN 630	Introduction to Mental Health Counseling.....	3
COUN 631	Diagnosis and Treatment Planning .....	3
COUN 632	Introduction to Marriage, Couple & Family .....	3
COUN 575	Prevention & Treatment of Addictions .....	3
COUN 601	Counselors in Consulting Roles .....	2
COUN 691	Internship: Mental Health Counseling .....	9
	Advisor Approved Electives .....	9
	Emphasis total .....	32
	<b>Total credit hours (including core) .....</b>	<b>60</b>

**Student Affairs Counseling**

In addition to the core courses, students specializing in Student Affairs Counseling must complete the following emphasis courses:

COUN 660	Introduction to Student Affairs .....	3
COUN TBA	College Student Development .....	3
COUN 662	Current Issues in Student Affairs .....	3
	Elective .....	3

(continued)

COUN 697	Internship: Student Affairs Counseling .....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

*To be eligible for admission to the Community Counseling Program with emphases in Addictions Counseling, Career Counseling, Community Counseling, Correctional Counseling, Marriage, Couple & Family Counseling and Religious Settings Counseling, and the School Counseling Program, coordinated by the South Charleston campus, students must satisfy the following admission standards:*

1. GRE score of 800 (quantitative & verbal subtests) or MAT score of 40
2. Undergraduate GPA of 2.75
3. Three written references
4. Writing sample
5. Personal statement of the student's understanding of and interest in the counseling profession

Admitted students must complete the following emphasis-specific courses:

#### **Community Counseling**

In addition to the core courses, students specializing in Community Counseling must complete the following emphasis courses:

COUN 575	Prevention and Treatment of Addictions .....	3
COUN 611	Foundations of Community Counseling .....	3
COUN 631	Diagnosis and Treatment Planning .....	3
COUN 632	Introduction to Marriage, Couple, and Family Counseling .....	3
COUN 692	Internship: Community Counseling .....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

#### **Community Counseling with Addictions Emphasis**

In addition to the core courses, students specializing in Community Counseling with Addictions Emphasis must complete the following emphasis courses:

COUN 617	Seminar in Addictions .....	3
COUN 635	Core Functions of Addiction Counseling .....	3
	Electives .....	6
COUN 694	Internship: Addictions Counseling .....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

#### **Community Counseling with Career Emphasis**

In addition to the core courses, students specializing in Community Counseling with Career emphasis must complete the following emphasis courses:

COUN 631	Diagnosis and Treatment Planning .....	3
COUN 651	Seminar in Career Counseling .....	3
COUN 652	Career Counseling with Special Populations .....	3
COUN 653	Career Assessment and Report Writing .....	3
COUN 696	Internship: Career Counseling .....	6
	Emphasis total .....	18
	<b>Total Credit Hours (including core) .....</b>	<b>48</b>

#### **Community Counseling with Correctional Emphasis**

In addition to the core courses, students specializing in Community Counseling with Correctional emphasis must complete the following emphasis courses:

COUN 631	Diagnosis and Treatment Planning .....	3
COUN 641	Seminar in Correctional Counseling .....	3

COUN 695	Internship: Correctional Counseling .....	6
	Electives (6 hrs.) from the following:	
COUN 555	Crisis Intervention and Conflict Resolution .....	3
COUN 556	Death and Grief Counseling .....	3
COUN 575	Prevention and Treatment of Addictions .....	3
COUN 611	Foundations of Community Counseling .....	3
COUN 632	Introduction To Marriage, Couple and Family Counseling.....	3
	or other advisor approved electives	
	Emphasis total .....	18
	Total credit hours (including core) .....	48

### Community Counseling with Marriage, Couple & Family Emphasis

In addition to the core courses, students specializing in Community Counseling with Marriage, Couple & Family Emphasis must complete the following emphasis courses:

COUN 632	Introduction to Marriage, Couple, and Family Counseling .....	3
COUN 637	Adult Development & Transition .....	3
COUN 638	Practicum: Interventions: Marriage, Couple & Family Counseling.....	3
COUN 693	Internship: Marriage, Couple & Family Counseling .....	6
	Electives (3 hrs.) from the following:	
COUN 622	Parent Education .....	3
COUN 636	Couple Counseling .....	3
	Emphasis total .....	18
	Total credit hours (including core) .....	48

### Community Counseling with Religious Settings Emphasis

In addition to the core courses, students specializing in Community Counseling with Religious Settings Emphasis must complete the following emphasis courses:

COUN 631	Diagnosis and Treatment Planning .....	3
COUN 639	Psychotheological Issues in Counseling .....	3
COUN 640	Seminar in Spirituality in Counseling .....	3
	Electives .....	3
COUN 699	Internship: Religious Settings Counseling .....	6
	Emphasis total .....	18
	Total Credit Hours (including core) .....	48

### School Counseling

The school counseling curriculum meets the State Department of Education certification standards. An alternative school counseling program is available for students without a teacher education background to qualify for West Virginia certification as school counselors. In addition to the core courses, students specializing in School Counseling must complete the following emphasis courses:

COUN 670	Interventions: Current Issues in School Counseling .....	3
COUN 672	Organization & Administration of School Counseling Programs .....	3
COUN 673	Counseling Children, Parents & Adolescents .....	3
	Electives.....	3
COUN 698	Internship: School Counseling.....	6
	Emphasis total .....	18
	Total Credit Hours (including core) .....	48

### Certification Requirements For School Counselors

Students in school counseling must meet certification requirements established by the West Virginia Department of Education. All students must pass the Praxis II: Specialty Area Test (formerly the National Teachers Examination) in School Counseling prior to applying for certification. Applications for certification are available in the central offices of the county school system. An alternative school counseling program certification if available for students without a teacher education background to qualify for West Virginia certification as  
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elementary or secondary school counselors.

Students who do not hold a valid West Virginia teaching certificate (non-education majors) must submit passing scores on the Pre-Professional Skills Tests (PPST) prior to enrollment in courses leading to certification.

Non-education majors must also complete 6 hours of additional coursework from the following:

*Alternative Certification Courses*

LS 532	Human Relations Skills in the Public Sector .....	3
CISP 521	Children with Exceptionalities .....	3
Total Credit Hours with Alternative Certification (including core) .....		54

**ADDITIONAL ELECTIVE COURSE OPTIONS**

**(Courses identified as TBA are new courses in the process of being developed.)**

	<b>Course Title</b>	<b>Cr. Hrs.</b>
COUN 555	Crisis Intervention and Conflict Resolution .....	3
COUN 579	Pharmacology in Counseling .....	3
COUN 611	Foundations of Community Counseling .....	3
COUN 556	Death and Grief Counseling .....	3
COUN TBA	Health and Wellness Counseling .....	3
COUN 577	Stress Management Counseling .....	3
COUN TBA	Counseling the Blended Family .....	3
COUN 616	Domestic Violence .....	3
COUN 617	Seminar in Counseling .....	1-6
COUN 545	Beginning Manual Communication .....	3
COUN 554	Advanced Manual Communication .....	3
COUN 620	Workshop in Counseling .....	1-6
COUN 621	Introduction to Child Abuse and Neglect .....	1-3
COUN 622	Parent Education .....	3
COUN TBA	Issues in Counseling Women .....	3
COUN 580-583	Special Topics .....	1-4
COUN 585-588	Independent Study .....	1-4

**CERTIFICATE PROGRAM IN DOMESTIC VIOLENCE COUNSELING**

The graduate certificate program in Domestic Violence Counseling can be completed in one of two ways. First, the student may apply and be accepted into the Community Counseling program and take the certificate courses in conjunction with the required degree courses and graduate with a Master of Arts degree in Counseling in addition to a graduate certificate denoting the area of specialty. Second, the certificate coursework may be taken as a stand-alone program to be complete in one year.

The program is currently the state's only post-baccalaureate initiative providing a sequential, specialized professional development opportunity for mental health professionals and paraprofessionals who contribute to the identification of, and interventions in family/partner abuse situations.

**Admission Standards and Requirements**

It is expected that enrollees of this program will generally be engaged in clinical practice or some support aspect of direct client service and/or intervention where family violence has been identified or suspected. Admission requirements for the proposed certificate program include the following:

- a baccalaureate degree from a regionally accredited college or university with an undergraduate grade point average of 2.5 or higher, and current employment in a community mental health agency, private practice, or related/supporting role that provides direct client contact involving general mental health/psycho-educational interventions; or
- a master's degree in counseling, social work, psychology; or
- departmental approval.

It should be noted that gaining admission to the certificate program will not guarantee admission to a graduate degree program.

**Course Requirements (12 hours)**

COUN 654, An Ecological Approach to Domestic Violence .....	3
COUN 655, Domestic Violence I: Working with Victims .....	3

COUN 656, Domestic Violence II: Working with Perpetrators .....	3
COUN 657, Domestic Violence III: Children as Victims and Witnesses .....	3

**Professional Continuing Education**

Coursework offered in the certificate program will be eligible for continuing education units by the Counseling Board of Examiners. Efforts are being made to facilitate receipt of continuing education units from the West Virginia Board of Social Work Examiners. Individuals must submit course information to the Psychology Board of Examiners for review. The coursework meets and exceeds the training requirements for facilitators of Batterer Intervention Programs. These requirements are set forth in Title 119 Legislative Rule Family Protection Services Board Standards.

**CERTIFICATE PROGRAM IN MARRIAGE, COUPLE AND FAMILY THERAPY**

The Certificate Program in Marriage, Couple and Family Counseling may be taken either within the Community Agency Emphasis of the master’s degree program in Counseling OR as a post-master’s degree professional development program. **This certificate program is currently the state’s only program focussing on the knowledge base and clinical skills in Marriage, Couple and Family Counseling.**

**Admission Standards and Requirements**

Admission requirements for the Certificate Program in Marriage, Couple and Family Therapy Program are:

- Admission to the master’s degree program in counseling
- OR
- A master’s degree in counseling, social work, psychology, or divinity

**Course Requirements (18 hours)**

COUN 622, Parent Education .....	3
COUN 632, Introduction to Marriage, Couple, and Family Therapy .....	3
COUN 637, Adult and Family Development and Transition .....	3
COUN 636, Couple Counseling .....	3
COUN 638, Practicum: Interventions in Marriage, Couple, and Family Counseling .....	3
COUN 693, Internship .....	3

**Professional Continuing Education Credits**

Coursework in Marriage, Couple and Family Therapy is eligible for continuing education units with the West Virginia Counseling Board of Examiners, as individual study with the West Virginia Board of Social Work Examiners, and can be submitted to the West Virginia Psychology Board of Examiners for review and approval.

**EDUCATION SPECIALIST (Ed.S.) - Counseling**

The Education Specialist degree in Education (Ed.S.) is designed to accommodate those students who already possess a master’s degree in counseling. The program promotes advanced knowledge and skills in the field of professional counseling with a focus on intervention and supervision skills.

A strong component of the program is the attainment of knowledge and skills in three areas: 1) supervision processes, 2) advanced theoretical applications, and 3) advanced internship experiences. A minimum of 27 semester hours beyond the master’s degree must be earned for completion of the program.

**Admission Requirements**

All students entering the Ed.S. Program must possess a master’s degree in counseling or closely related field, from a regionally accredited university or college, and be eligible for West Virginia certification as a school counselor or licensure as a Licensed Professional Counselor by the West Virginia Board of Examiners in Counseling, and a minimum 3.50 GPA. Students entering the program must have successfully completed coursework at the graduate level in the following areas:

- Human development
- Human relationships: listening and communication skills
- Individual counseling theories and techniques
- Group counseling theories and techniques
- Developmental guidance
- Career development
- Organization and development of counseling and guidance
- Legal and ethical issues in counseling
- Consultation
- Research methods
- Tests and measurements

*(continued)*

Appropriate counseling and intervention skills evidenced by a portfolio of previously completed courses or professional experiences. Students who are deficient in any or all of the above requirements may be required to complete advisor-approved prerequisite courses or experiences in addition to the 27 hours in the Ed.S. Students will be admitted to the Ed.S. program in the Fall of each year, at which time an individualized plan of study will be developed based on the program requirements and the student's past academic and professional experiences.

### Program Requirements

The Ed.S. program consists of a minimum of 27 hours of prescribed coursework built around competencies considered crucial to the practice of a master professional counselor. Students in the Ed.S. program must earn a grade of at least a B in all coursework. The courses comprising the core curriculum are as follows:

Course Number	Course Title	Cr. Hrs.
COUN 740	Internship .....	6 - 12
COUN 742	Current Issues in Professional Counseling .....	3
COUN 746	Systems Intervention .....	3
COUN 747	Advanced Group Counseling .....	3
COUN 750	Seminar .....	3
COUN 755	Models of Counselor Supervision .....	3
COUN 756	Residency in Counselor Supervision .....	3
COUN 760	Special Topics .....	3 - 6
	<b>Total for Ed.S.</b> .....	<b>27</b>

### CRIMINAL JUSTICE (CJ)

The Master of Science degree in Criminal Justice provides students with advanced theoretical, legal, and methodological training for research, teaching, and management careers in criminal justice. The program serves to educate criminal justice professionals and prepare students for further advanced graduate work, legal studies, and scholarship. The Criminal Justice Department is committed to:

- providing students with the conceptual and research skills needed to undertake advanced analyses of the criminal justice system;
- serving criminal justice professionals and others who are interested in pursuing professional careers in management and administration;
- furnishing law enforcement, corrections and court practitioners with knowledge of justice administration, theoretical perspectives of human behavior, policy analysis and criminal justice theory; and
- preparing social scientists to pursue careers in university and research settings.

### ADMISSION REQUIREMENTS

Students will be admitted to the Master of Science degree program in Criminal Justice in the fall or spring semesters, although fall admissions are strongly encouraged for full-time students. Applications to the Master of Science degree program in Criminal Justice are due by July 1 for the fall semester and by November 1 for the spring semester. However, students are strongly encouraged to apply early. After the due dates, students are invited to apply for provisional admission.

To apply, all students must first complete and return the Graduate Application for Admission to the Graduate Admissions Office (available at [www.marshall.edu/mugc/](http://www.marshall.edu/mugc/)). Moreover, students are encouraged to review the Graduate Catalog online at [www.marshall.edu/www/gradcat/](http://www.marshall.edu/www/gradcat/) for complete information on the graduate application process and university policies. To be considered by criminal justice faculty for admission to the M.S. program, all applicants must provide a complete application file that contains the following items:

- A Marshall University Graduate Application for Admission (obtained by the Graduate Admissions Office or online)
- All official undergraduate transcripts
- Graduate Record Examination (GRE) General Test or TOEFL scores
- Two letters of recommendation (college instructors preferred)
- A personal statement

Admission to the Master of Science degree program in Criminal Justice is based on an assessment by a faculty committee of the applicant's academic achievements and promise as indicated by transcripts, scores on the Graduate Record Examination (GRE), the TOEFL for international students for whom English is not their primary language, two letters of recommendation (college instructors preferred), and a personal statement. Students may be admitted and awarded either a "clear" admission or "provisional" admission status.

Students awarded a provisional status must maintain at least a 3.0 GPA in all coursework for up to 12 graduate credit hours in courses identified by the program faculty and approved by the appropriate dean. For provisional students, the first 12 graduate credit hours must include, at minimum, 6 core course hours. All provisional students are required to meet with the Graduate Director or Department Chair to devise an appropriate schedule for the first 12 hours.

For *clear* admission to the master's degree program, the applicant should have:

- a baccalaureate degree (any major) from an accredited college or university;
- an undergraduate grade point average (GPA) or 3.0 or higher;
- a score in 50<sup>th</sup> percentile or higher in each assessment area of Graduate Record Examination;
- a score of 550 or higher on the TOEFL;
- a C or better in undergraduate statistics
- a C or better in undergraduate research methods or equivalent from an outside institution (documentation of course content may be required)
- two letters of recommendation (college instructors preferred); and
- a personal statement

In accordance with the Graduate Admissions office at Marshall University, the department may admit a student as provisional 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 clear or full admission. Thus, students with an undergraduate GPA between 2.75 and 2.99 may apply and be considered for conditional or provisional admission. In addition, all other requirements for clear or provisional admission may be waived based on additional evidence of academic promise or demonstrated competency.

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 a basis for the denial of admission to Marshall University Graduate College and/or the M.S. program in Criminal Justice.

## ASSISTANTSHIPS

The Criminal Justice Department has funds available in the form of assistantships to provide financial support for graduate students. Graduate assistantships are service-related appointments, requiring teaching, research, and administrative services. A full-time assistantship carries a workload of approximately 20 hours per week, while a half-time assistantship carries a workload of approximately 10 hours per week. Graduate assistants will normally carry a 9-hour graduate course load. Graduate assistantships are awarded on a competitive basis and the retention of an assistantship is contingent upon (1) funding availability and Department needs; (2) satisfactory academic progress; and (3) satisfactory work-performance as judged by the Criminal Justice faculty and/or his or her faculty supervisor. A Graduate Assistantship Application for the Marshall University Criminal Justice Department can be found at [www.marshall.edu/criminal-justice/](http://www.marshall.edu/criminal-justice/).

Assistantships may be categorized as follows:

- *Teaching Assistants (TA's)* are assigned to a wide-range of teaching-related activities that may include (but are not limited to) the responsibility of teaching a self-contained class, directing and/or teaching a subsection of a self-contained class, tutoring, serving as a class monitor in a distance learning setting, and may work with a faculty member in developing syllabi, lesson plans, lectures, group projects, and examinations.
- *Research Assistants (RA's)* are generally assigned to individual faculty members to assist with research projects. The activities/responsibilities may include (but are not limited to) the writing of grant proposals, library research, book preparations, article publications, and data analysis. Prior to being considered for a research assistantship, students must complete and earn a 3.0 GPA or higher in the two-course research and statistics sequence (CJ 655 & CJ 656) or provide evidence of competence in research methodologies or statistical applications.
- *Graduate Service Assistants (GA's)* may be assigned to a variety of tasks related to the daily administration of the Department. These activities/responsibilities may include (but are not limited to) the organization and management of departmental databases, act as a "peer advisor" to undergraduate students, serve in recruitment and promotion activities for student organizations and the Department, and assist faculty in their daily course preparation.

In addition to graduate assistantships, there is a variety of other financial assistance opportunities available at Marshall for criminal justice students ([www.marshall.edu/criminal-justice/grad/](http://www.marshall.edu/criminal-justice/grad/)). Additional inquiries regarding graduate fellowships, work-study opportunities, loans, and other forms of financial assistance graduate students may also be obtained from the Graduate College Office ([www.marshall.edu/mugc/](http://www.marshall.edu/mugc/)) or the Office of Student Financial Assistance ([www.marshall.edu/sfa/](http://www.marshall.edu/sfa/)).