

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog.)

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COEPD _____

Dept/Division: Elementary and Secondary Education _____

Contact Person: Lisa Heaton, Ph.D., Program Director _____

Phone: 304.746.2026 _____

Rationale for Request

See Attachment 1 - Rationale.

(May attach separate page if needed)

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair <u>Jia A. Heaton</u>	Date <u>9-28-15</u>
Registrar _____	Date _____
College Curriculum Committee Chair _____ (or Dean if no college curriculum committee)	Date _____
Graduate Council Chair _____	Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

Request for Graduate Non-Curricular Changes-Page 2

1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change. (May attach separate page if needed)

See Attachment 2-Current Catalog Description

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2. **Edits to current description:** Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

See Attachment 3 - Current Plus Strikethroughs and Highlights

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3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description. (May attach separate page if needed)

See Attachment 4-New Catalog Descriptions

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Please insert in the text box below your proposed change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Type of change request:
Department:
Degree program:
Effective date (*Fall/Spring/Summer, Year*)

Type of change request: Non-Curricular Catalog Change (admissions requirements)
Department: COEPD, Elementary and Secondary Education
Degree program: MA, MAT, and Graduate Certificates
Effective date: Fall 2015 (Admissions has advised this date so that students who are currently under conditional admissions will not be required to submit GRE or MAT test scores.)

Request for Graduate Non-Curricular Changes
COEPD, Elementary & Secondary Education
September 24, 2015

Attachment 1 - Rationale

This request serves three purposes:

1. to eliminate the GRE and MAT testing requirement from the admission requirements for the MA Early, MA Elementary, MA Secondary, and MA Teaching.
2. to explain the full and provisional admission options in the MA Early, MA Elementary, and MA Secondary.
3. to clarify that additional documentation, specifically documentation of current teacher licensure, may be required for admission to the MA Early, MA Elementary, MA Secondary, and Graduate Certificates in Education.

Rationales, respectively, for these requested revisions include:

1. in practice, our use of the GRE or MAT requirement, has become inconsequential. Students are granted Conditional Admission without having the score on file. Many students demonstrate the ability to be successful, during their semester of Conditional Admission, prior to submitting their test scores. Furthermore, students who meet the undergraduate GPA requirements, but fail to meet the test score requirement, are granted Provisional Admission. Under these circumstances the test has become a time consuming and costly formality to many of our applicants. There is limited evidence of predictive validity for the scores in terms of predicting student performance. The most valid predictor of future success has proven to be actual performance in the classroom. This requirement has also been eliminated by many of our peer institutions and has never been required by many of the online programs with which we compete.
2. with the request to eliminate the GRE or MAT requirement, we would like to strengthen our use of Provisional Admission versus Full admission, using the undergraduate GPA as a filter. This will allow us to monitor the progress of applicants who demonstrated less than stellar success at the undergraduate level without shutting the door to graduate education to them entirely.
3. many of our Areas of Emphasis and Graduate Certificates are designed to provide licensed teachers with added endorsements. This requires verification of current teacher licensure in order to ensure that applicants are eligible. This revision, therefore, is a clarification rather than a change in practice.

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COEPD, Elementary & Secondary Education
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Attachment 2 – Current Catalog Descriptions

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Admission Requirements to Master's Degree Programs

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission

In addition:

- Submit directly to Graduate Admissions your Graduate Record Examinations (GRE) General Test or Miller Analogies Test (MAT) scores; applicants should score 286 or above on the verbal and quantitative sections of the GRE or at least 387 on the MAT.

Multiple criteria are used in arriving at decisions to admit students to the master's degree programs in Early Childhood, Elementary and Secondary Education. Each applicant is evaluated with reference to the following criteria:

1. Undergraduate Grade Point Average;
2. GRE or MAT scores;
3. Performance in any prior graduate courses.

Flexibility is maintained in applying the criteria to individual cases. In practice, superior performance in one criterion may compensate for failing to meet the required standard on another. An applicant who does not meet minimum requirements for admission may be granted provisional admission. Provisionally admitted students may be directed to complete certain courses up to 12 credit hours. If a 3.0 GPA is maintained in those courses, then the applicant will be fully admitted to the degree program no later than completion of the 12th credit hour.

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Certificate Program Admission Requirements

Prospective certificate-only students should apply for admission to Marshall University as a Certificate/Professional Development student and select on the application form the certificate they wish to pursue. Education certificate programs require:

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- A baccalaureate degree from a regionally accredited college or university; and

- An undergraduate Grade Point Average (GPA) of 2.50 or higher on a 4.0 scale for all previously completed undergraduate university work OR a master's degree.

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Admission and Program Requirements: Master of Arts in Teaching

Candidates must request a transcript analysis through a certification officer either in Huntington or South Charleston. An unofficial copy of the transcript may be used for the analysis. The analysis will identify the courses that can be used to meet content licensure requirements and the list of additional courses needed. Candidates must have at least 50% of the required content courses.

1. Candidates deciding to apply to the program after reviewing the transcript analysis should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-toapply-for-admission. Please note that all admissions documents must be submitted to Graduate Admissions before an applicant will be considered for admission.
2. In addition to university admission requirements, applicants must have an overall Grade Point Average (GPA) of 2.80 or higher on a 4.0 scale for all previously completed coursework and a GPA of 2.80 in the content area, must meet the Praxis Core requirement, and must submit Graduate Record (GRE) or Miller Analogies Test (MAT) scores with a required minimum total score of 286 on the GRE verbal and quantitative sections (or the equivalent on the GRE prior to Fall 2011), or a minimum score of 387 on the MAT.
3. An applicant may qualify for an exemption of the Praxis Core if he or she has an enhanced ACT score of 26 or higher, a revised SAT score of 1170 or higher, a master's degree or higher, or has completed the Post Baccalaureate Teacher Certificate program through Marshall University and has already been granted a West Virginia Teacher License.
4. Applicants must take and pass all three subtests (reading, writing and math) of the Praxis Core prior to being admitted to the MAT program. The required Praxis Core scores are Reading = 156, Writing = 162, and Math = 150.
5. Students may enroll in graduate courses only after they have been fully admitted to the university and the MAT program. All students must maintain a cumulative Grade Point Average of 3.0.
6. A Plan of Study approved by the student's advisor must be submitted for approval to the Graduate College Dean before the student registers for his or her 12th semester hour. The Plan of Study is a student's "blueprint" for completing graduation requirements.
7. In the last semester of the program, students will be enrolled in EDF 677, MAT Level III Clinical Experience, a 15 week, full-time student teaching experience under the direct supervision of a certified teacher(s). Prerequisites for student teaching include the following: 3.0 GPA in all graduate MAT courses; completion of at least 90% of content courses (100% recommended); completion of EDF 537 and EDF 637, Level I and II Clinical Experiences; completion of all MAT coursework and the Praxis content test(s).
8. Before a candidate may apply for certification/licensure, he or she must take and pass the Praxis, Principles of Learning and Teaching (PLT) Grades 7-12. The PLT may be taken during or following the final semester in the MAT program.

9. Upon completion of the MAT program and all testing requirements, the student should apply for licensure. The teaching license is awarded by the West Virginia Department of Education; however, the candidate must be recommended for licensure by the institution.

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Attachment 3 – Current Plus Strikethroughs and Highlights

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Admission Requirements to Master's Degree Programs

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Applicants to the MA degrees in education should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission

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- ~~1. Undergraduate Grade Point Average;~~
- ~~2. GRE or MAT scores;~~
- ~~3. Performance in any prior graduate courses.~~

For full admission applicants must have an undergraduate degree from a regionally accredited institution with an undergraduate Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale OR have a master's degree from a regionally accredited institution.

Applicants having an undergraduate degree from a regionally accredited institution with an undergraduate GPA of 2.5 or above but below 3.0 may be granted provisional admission. Provisionally admitted applicants will be granted full admission upon successful completion of 12 hours toward the approved plan of study with a GPA of 3.25 or higher, assuming that all other admission requirements are met.

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3.0 GPA is maintained in those courses, then the applicant will be fully admitted to the degree program no later than completion of the 12th credit hour.

Note: Some areas of emphasis are designed to lead to added endorsements for licensed teachers. Applicants may be asked to submit additional materials, such as documentation of current teacher licensure, before an admission decision is made.

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- A baccalaureate degree from a regionally accredited college or university; and
- An undergraduate Grade Point Average (GPA) of 2.50 or higher on a 4.0 scale for all previously completed undergraduate university work OR a master's degree.

For full admission applicants must have an undergraduate degree from a regionally accredited institution with an undergraduate Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale OR have a master's degree from a regionally accredited institution.

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