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: Science

Dept/Division: Mathematics

Contact Person: Alfred Akinsete

Phone: 696-6010

Rationale for Request

(May attach separate page if needed)

Revisions to the admissions requirements for the M.A. program in Mathematics.
(1) GRE will become optional for application, but still required for Graduate Assistant applications.
(2) Clarify admissions process for Graduate Assistantships.
(3) Follow best practices recommended by Dean of the Graduate College.

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 _____	Date _____
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.

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)

Please see attached document "Current Catalog Description: 2014-2015 Catalog"

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.

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)

Please see attached document "Revised Catalog Description – Clean Copy"

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
Department: Mathematics
Degree program: M.A.
Effective date: Fall 2015

MATHEMATICS, M.A.
 Area of Emphasis in Statistics
Minor in Mathematics

Program Description
 The Master of Arts degree in Mathematics is offered by the Department of Mathematics. This is a two-year program designed to prepare students for positions in industry, government agencies, or business; for further graduate study at the doctoral level, and for teaching positions at the secondary or two year college level.
 NOTE: An area of emphasis in mathematics, Math through Algebra I, is offered by the M.A. degree programs in Elementary Education and Secondary Education. These programs, which are offered through the College of Education and Professional Development, are intended to meet the needs of public school teachers (K-12).

Area of Emphasis in Statistics
 An area of emphasis in statistics is offered in the Department of Mathematics. The curriculum for the Master of Arts in Mathematics with an Area of Emphasis in Statistics prepares students with a solid background in both theoretical and applied statistics for positions in industry, government agencies, or business; for further graduate study at the doctoral level, and for teaching positions at the secondary or two-year college level. (See degree requirements that follow.)

Admission Requirements
 Applicants should follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at *www.marshall.edu/graduate*.
 In addition:
- Applicants must also submit GRE scores to Graduate Admissions. The scores are considered when awarding graduate assistantships and during initial advising.
- To ensure full consideration for admission, applicants must submit duly completed applications, including all required admission credentials, to the Graduate Admissions Office at least two weeks before the beginning of the upcoming semester.
- Applicants wishing to be considered for the Graduate/Teaching Assistantship are advised to have all required credentials submitted by May 15 for the fall semester and by November 15 for the spring semester.

Degree Requirements
 A Plan of Study approved by the department/program and the graduate dean must be filed in the Graduate College office before the student registers for the 12th semester hour. For graduation, a student is required to pass at least 36 approved credit hours, of which 18 credit hours must be at the 600 level. These 18 credit hours may include Special Topics, not more than 3 credit hours of Thesis (for students taking the thesis option), but

not Independent Study. Students must pass or be exempted from each of MTH 528 – Advanced Calculus II, MTH 546 – Probability and Statistics II, and MTH 552 – Modern Algebra II. Students may choose either to write and defend an acceptable thesis or pass a comprehensive oral examination. Hours from MTH 589 - Seminar do not count toward graduation.

The specific coursework requirements for the program are:

- 18 credit hours of 600-level courses, including not more that 3 credit hours of Thesis but excluding Independent Study.
- 18 additional credit hours at the 500 level or higher, which will include MTH 528, 546, and 552 unless exempted. These additional credit hours may also include an optional 6 credit hours at the 500 level or higher from another department at Marshall offering a graduate program as a minor.

Area of Emphasis in Statistics: To be awarded the M.A. in mathematics with statistics as an area of emphasis, the student must satisfy the graduation requirements specified above for the M.A. degree in the Department of Mathematics. In addition to passing or exemption from MTH 528, MTH 546, and MTH 550, students must take and pass MTH 661 and MTH 662, neither of which may be taken as Independent Study. Students must take at least 12 credit hours of mathematics courses at the 500 level or higher, not including probability and statistics courses. A student may choose to write and defend an acceptable thesis in the area of probability or statistics, or pass a comprehensive oral examination. A student choosing to write a thesis must take no fewer than 15 credit hours not including Thesis and Independent Study in probability or statistics courses. A student opting for the comprehensive oral examination must take no fewer than 18 credit hours not including Independent Study in probability or statistics courses.

Comprehensive Oral Exam: With the approval of the Assistant Chair for Graduate Studies, the student will select three graduate courses at the 600 level demonstrating a depth of knowledge in those areas of mathematics. For a student pursuing an area of emphasis in statistics, at least two of the courses must be chosen from the probability and statistics courses. The student will select, with the approval of the Assistant Chair for Graduate Studies, a committee consisting of three faculty members. The chairman of the Oral Examination Committee must have the level of Graduate Faculty Status as determined by the Graduate College.

Assistantships and Financial Support

Applicants wishing to be considered for the Graduate/Teaching Assistantship must submit a separate application form to the Assistant Chair for Graduate Studies. This application can be obtained from the Department of Mathematics. The application must be accompanied by three letters of reference and a personal statement.

For complete information on graduate assistantships please see *www.marshall.edu/graduate.*

Information on other financial support opportunities may be found on the Graduate College website.

Minor in Mathematics

The Department of Mathematics also offers a graduate minor in mathematics. A minor is earned by taking at least 6 credit hours in MTH-designated courses at the 500- or 600- level in Mathematics as approved by the student's advisor and the Assistant Chair for Graduate Studies in the Department of Mathematics.

MATHEMATICS, M.A.
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Admission Requirements

    Applicants to the Mathematics program must follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at *www.marshall.edu/graduate*. International applicants should also consult the Office of International Admissions and review the website *www.marshall.edu/admissions/international*.

In addition:
- Applicants must have a Grade Point Average of at least 2.5 on a scale of 4 from the bachelor's degree granting institution. International applicants should contact the Office of International Admissions to inquire about possible substitute documentation.

- Applicants may optionally report scores from the Graduate Record Examination. Applicants who chose to send scores should send them directly to the Graduate Admissions office. GRE scores are required for applications for the mathematics Graduate Assistantship; see below.

Deadlines. To ensure full consideration for admission, domestic applicants must ensure that their application materials are received by the Graduate Admissions office no later than August 1 for admission in the fall, and no later than December 1 for admission in the spring. International applicants must ensure that their application materials are received by the Graduate Admissions office no later than June 15, for admission in the fall, and no later than October 15, for admission in the spring. Applicants who apply for a Graduate Assistantship should follow the earlier dates set below in the section *Timeframe for Awarding Graduate Assistantships.*

Conditional Admission. The Mathematics program may admit applicants conditionally, for one term, pending receipt of required credentials. Applicants whose transcripts do not show coursework equivalent to a bachelor's degree in mathematics may be admitted conditionally and required to take additional foundational courses, which may include undergraduate courses. Applicants who are conditionally admitted are not eligible to receive a Graduate Assistantship, but become eligible when fully admitted.

Provisional Admission. The Mathematics program may admit applicants provisionally, for one term, when the undergraduate Grade Point Average does not meet the requirement for admission.

For more information on the types of admissions, please see *www.marshall.edu/graduate/admissions/types-of-admission/*

Mathematics Graduate Assistantships and Financial Support

The department offers a limited number of Graduate Assistantships. Applicants wishing to be considered for a Graduate Assistantship must submit a separate application form to the Mathematics Department Assistant Chair for Graduate Studies. This form can be obtained from the Assistant Chair for Graduate Studies or from the Department of Mathematics website at *www.marshall.edu/math/graduate.*

For complete information on graduate assistantships and other financial support opportunities, please see the Graduate College website at *www.marshall.edu/graduate.*

Additional requirements for Graduate Assistant applications:
- The applicant should arrange for no more than three letters of recommendation supporting the application. Letters may be sent by email or by postal mail directly by the referees to the Assistant Chair for Graduate Studies, Department of Mathematics, One John Marshall Drive, Huntington

- The applicant must also submit a personal statement not more than two pages in length. This statement should describe the applicant's background, motivation for studying mathematics, future plans, and any other topics relevant to the applicant's qualifications for a Graduate Assistantship.

- Applicants for a Graduate Assistantship must also apply for admission to the Mathematics degree program and send General Record Examination scores to the Graduate Admissions office. A Graduate Assistantship application cannot be considered until the application for admission to the degree program is complete.

- A minimum Grade Point Average of at least 2.75 on a scale of 4 from the bachelor's degree granting institution is required.

Timeframe for Awarding Graduate Assistantships. Offers for Graduate Assistantships will be made beginning after May 15, for admission the following fall, and November 15, for admission the following spring. Applicants should ensure their materials are received before these dates to ensure full consideration. Applications received after these dates will be considered until all available Graduate Assistantships are filled.

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