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# Graduate Student Handbook

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This handbook will provide you with valuable information that you will need as a graduate student at Marshall University.

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## 2012

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GRADUATE COLLEGE

**2012****Handbook for Graduate Students****INTRODUCTION AND MESSAGE FROM THE DEAN**

On behalf of the Marshall University Graduate College, it is a pleasure to welcome you to our family of more than 3,000 graduate students. You play an extremely important role at Marshall University. We will work very hard to ensure that your graduate education exceeds your expectations and that when you leave our university with a degree in hand you will have the skills and confidence to succeed in your career.

The purpose of this handbook is to provide you with information on policies, procedures, and resources related to graduate education. We hope you will take some time to read it carefully, along with the Graduate Catalog, and that it will provide you with information that will facilitate your work as you progress through your program.

This handbook is only a starting point. It is extremely important for you to develop strong connections with other students, your major professors, your advisor, and with many other people outside your program. Many of these connections will continue to be important to you for years after you earn your degree.

On behalf of the faculty and staff of the Graduate College I thank you for choosing Marshall University and wish you great success as a Marshall University graduate student!

If you are a first-semester student at Marshall University please review our NEW STUDENT CHECKLIST for helpful information:  
<http://www.marshall.edu/graduate/newstudentchecklist.asp>

**Donna Spindel, Ph.D.**  
**Dean, Graduate College**  
[www.marshall.edu/graduate](http://www.marshall.edu/graduate)

**WE ARE...MARSHALL**

One John Marshall Drive | Huntington, West Virginia 25755-2100 | 304.696.6606  
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<http://www.marshall.edu/calendar/academic/>

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## KEY PEOPLE

Each graduate program has one or more faculty appointed as a **Graduate Advisor, Coordinator, or Director of Graduate Studies**. This person may be the most important person for you to know and with whom you should stay in touch. Your Graduate Advisor will review and approve your *Plan of Study* and work with you when it comes time to set up a thesis committee or schedule a comprehensive exam. Your advisor can also be an excellent source of advice about your post-graduate plans.

If you do not know who your academic advisor is, you can easily look that up by logging into *myMU* and selecting the STUDENT tab.

<http://www.marshall.edu/mymu>

You can also view a complete list of Graduate Advisors with contact information here:

<http://www.marshall.edu/graduate/advisors.asp>

The Graduate College staff maintains your files while you are an enrolled student, provides information and help with required forms, reviews your *Plan of Study* as well as your application for graduation, and certifies your graduation. The staff knows which form has to be filed with which office and is very helpful in providing solutions to whatever problem you may have.

Our office is located on the Huntington campus, Old Main 113.  
We are open 8-5 weekdays throughout the year.

**Donna Spindel, Ph.D.**  
**Dean, Graduate College**  
304.696.6606 | Fax: 304.696.3316  
[spindel@marshall.edu](mailto:spindel@marshall.edu)

Jan Parker, Administrative Assistant  
304.696.2816  
[jparker@marshall.edu](mailto:jparker@marshall.edu)  
QUESTIONS: applications for graduation/graduation status/assistantships/waivers.

Denise Lawhon, Records Officer  
304.696.6607  
[lawhon@marshall.edu](mailto:lawhon@marshall.edu)  
QUESTIONS: *Plan of Study*/course validations/transfer credits/academic probation.

Sandee Lloyd, Administrative Associate  
304.696.6606  
[lloyd@marshall.edu](mailto:lloyd@marshall.edu)  
QUESTIONS: Due dates/scholarship tuition waivers, scheduled events, all other questions.

**TUITION AND FEES**

Please see the Marshall University Bursar site for complete information on current tuition and fees for graduate students:

<http://www.marshall.edu/bursar>

We understand that for most graduate students, financial support is a key concern. It may be helpful to understand the difference between need-based financial aid and merit-based graduate student support. Need-based aid includes Federal Direct Loans, grants, Federal Work-Study and some fellowship funds. Merit-based financial support includes graduate assistantships and graduate scholarship tuition waivers.

To take advantage of federal financial aid programs, students must submit the FAFSA.

**FAFSA**

<http://www.fafsa.ed.gov>

Graduate students who are U.S. citizens, permanent residents or immigrants are required to file a Free Application for Federal Student Aid (FAFSA) annually. Although the FAFSA can be filed at any time, we urge you to file online each year as soon as possible between January 1 and March 2. You can submit the FAFSA even before you have been admitted to a graduate program. Early submission allows plenty of time for processing your loan application. Once you have been admitted, your application will automatically be activated. The FAFSA form is used to determine your financial need for loans, stipends, work-study, etc.

The Marshall University school code for the FAFSA is: 003815

Upon receipt of your application, the Office of Student Financial Assistance will prepare an individual award package for you.

***NOTE: Graduate students must be registered for at least 5 credit hours to qualify for any Federal Loan.***

**Loans and Grants**

Unlike undergraduate students, graduate students are not eligible to receive federal or state grants, with the exception of the federal TEACH grant. Graduate students can be awarded loans not to exceed their annual maximum limit of \$20,500/year. Of this amount, a small proportion is allowed in subsidized loan.

***The Graduate PLUS Loan*** is a credit based loan that must be applied for separately. You can obtain this loan application, as well as general loan information, from [www.marshall.edu/sfa](http://www.marshall.edu/sfa). The maximum limit of the Graduate PLUS Loan varies, but can be no higher than the difference between a student's cost of attendance and their total financial aid award.

**FINANCIAL AID NEWSLETTER, 2011**

This publication contains clear and easy to understand information about everything you need to know.

<http://webcontent.marshall.edu/sites/sfa/downloads/gradfall11.pdf>

**Graduate Scholarship Tuition Waivers**

Graduate Scholarship Tuition Waivers for a 3 credit course (currently valued at \$750), are available each semester through competitive application to Marshall University graduate students. For information:

[www.marshall.edu/graduate/tuitionwaivers.asp](http://www.marshall.edu/graduate/tuitionwaivers.asp)

**Discipline-Specific Scholarships**

Discipline-specific, merit-based scholarships supported by private donors and organizations are available. Check our graduate scholarship database for funding opportunities.

<http://www.marshall.edu/graduate/scholarships.asp>

**Travel Support**

Traveling to conferences is a great way to develop professionally, to network, and to get your research/work known to potential employers, whether university or private sector. The *Dr. Leonard J. Deutsch Graduate College Professional Development Fund* provides travel funding for students to attend conferences and to present their work at conferences. For information:

[www.marshall.edu/graduate/travelsupport.asp](http://www.marshall.edu/graduate/travelsupport.asp)

**Thesis Support**

The Graduate College awards several Summer Thesis Research Grants for the period covering the end of the Spring semester to June 30 of each year. Graduate students who have approved thesis projects may apply for a \$500 grant to support their thesis research. For information:

[www.marshall.edu/graduate/summerthesisaward.asp](http://www.marshall.edu/graduate/summerthesisaward.asp)

**Graduate Assistantships**

Working as a Graduate Assistant is a good way to gain professional experience, advance your career and earn a paycheck and a tuition benefit. Graduate assistantship positions are either full-time (20 work hours/week) or half-time (10 work hours/week). They are available in academic or service positions. Full-time graduate assistantships are typically provided for up to two years. Reappointment depends on job performance, academic progress, and availability of funds. Please note that a student cannot hold more than one Graduate Assistantship at a time nor will a tuition benefit cover online courses or undergraduate courses unless required by the student's program.

**Details about a GA position:***Full-time GA appointment:*

- (1) maximum 20 hour work week
- (2) must be enrolled in at least 9 hours of graduate coursework
- (3) minimum stipend/semester is \$2320
- (4) full or part tuition benefit (note that fees may not be covered by a tuition benefit).

*Half-time GA appointment:*

- (1) maximum 10 hour work week
- (2) must be enrolled in graduate coursework (no minimum required)
- (3) minimum stipend/semester is \$1160
- (4) half or part tuition waiver (note that fees may not be covered by a tuition waiver).

**Eligibility:**

- Full or Conditional admission to a graduate degree-granting program at Marshall University. Students admitted Provisionally are not eligible for a GA position.
- First-time graduate students must have a minimum undergraduate GPA of 2.75 on a 4.0 scale for all previously completed undergraduate university work; returning GA's must have a minimum graduate GPA of 3.0;
- Enrolled for at least 9 hours of graduate coursework for a full-time assistantship or at least 3 hours of graduate coursework for a half-time assistantship.

**How to Apply**

Graduate assistantship appointments in teaching and research are made by academic departments. For these positions, apply to the program in which you are enrolled.

Graduate assistantship positions in service positions are offered by a variety of administrative units across the university. For information on the availability of these positions see:

<http://www.marshall.edu/graduate/gaopportunities.asp>

**Other Graduate Student Employment**

Stop by the Marshall University Career Services Center to meet with an employment opportunity coordinator.

1681 5th Avenue | 304.696.2370

Register with the free online service, Career Services' *JobTrax*, to check for listings of available positions: <http://www.marshall.edu/career-services/>

**HOW TO PAY TUITION AND FEES**

To pay outstanding account balances, and for information regarding payment deadlines, visit the Marshall University Bursar's site:

[www.marshall.edu/bursar](http://www.marshall.edu/bursar).

The site also includes information on payment options and on how to pay fees online using a credit card. Note that a 2.5% processing fee is included on credit/debit card payments. (MU does not accept the Visa Card).

NOTE: The payment deadline is a very important date. If you miss the payment deadline, even if you do not receive a billing statement, please be aware that your course schedule will be cancelled.

## **GETTING THE DEGREE**

Although every graduate student will have a unique educational experience, there are some common experiences you should be able to expect from your graduate program and from your experience with graduate school in general.

### **Program Requirements**

There are a few different ways to complete both the Master's degree and the doctoral degree. The options available to you are determined by your graduate program. For information on the requirements of your program, consult the current Graduate Catalog:  
<http://www.marshall.edu/catalog/Graduate/index.html>

You are always responsible for fulfilling the degree requirements of your degree program that are in place when you enter the program. Changes in program requirements should not affect students already in the program. You should be able to complete a degree under the requirements in effect at the time of your admission

### **Plan of Study**

Students at the Master's or Ed.S. level are required to develop a *Plan of Study* with their graduate advisor. The *Plan of Study* is your "blueprint" for completing degree requirements. Your certification for graduation depends on completion of the *Plan of Study*.

A *Plan of Study* approved by the department/program must be submitted for approval to your Graduate Dean before you register for your 12th semester hour.

Please consult with your academic advisor and the degree programs section of the catalog for specific information about the *Plan of Study* for a particular degree program.

### **A Form for Everything**

Most likely there will be forms you will need to fill out and submit at each step on the path to earning your graduate degree (such as your *Plan of Study*). Be sure to keep copies of all forms for your own records.

We keep a complete graduate student forms library here:

<http://www.marshall.edu/graduate/forms/formslist.asp>

**GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE**

Most of your coursework must be done at Marshall University. Students can transfer a maximum of 12 credit hours from other institutions so long as the credits are accepted by their program. At least 18 credit hours of a master's program must be earned from courses in the degree program.

For more detailed information on degree requirements for individual programs please see the Graduate Catalog:

<http://www.marshall.edu/catalog/Graduate/index.html>

**Time to Degree Completion**

Students pursuing a Master's or Ed.S degree have 7 years from the date of completion of the earliest course applied to the degree, including transferred courses. Most students finish the Master's degree in 2 to 3 years.

**Taking a Break**

At any point in your graduate education you may find that you need to take a break from your coursework. You do not have to be enrolled to remain an active student. Just keep in mind (for the Master's and Ed.S. degree programs), that if you do not take a class in 7 years from the time you completed your first course in your program, you will have to reapply for admission to that program.

**Grades**

Graduate students must maintain a GPA of at least 3.0 to remain in good standing. For complete information on grades and grade point average calculations see the appropriate section in the Graduate Catalog:

<http://www.marshall.edu/catalog/Graduate/index.html>

**Probation and Dismissal**

Students whose academic performance is less than satisfactory (GPA below 3.0), or who are not meeting program requirements, are placed on academic probation and given a timeline for removing their deficiencies and returning to good standing. Probation students have a hold placed on their registration which remains until they return to good standing. Before registering for classes, probation students must meet with their Academic Advisor and obtain an *Academic Ineligible Form*. The form spells out what the student must achieve to return to good standing. Students must bring the form to the Registrar's office to register for classes in person.

Academic Ineligible Form:

<http://www.marshall.edu/graduate/forms/academicineligible.pdf>

A student may be dismissed from a program for academic deficiencies. There is an APPEALS process which is described in detail in the Graduate Catalog.

**Making Program Changes**

You may discover, at some point during graduate study, that your interests have changed. When this happens, there are procedures in place to help you change your program to fit your new objectives. It is possible to change your degree program (you must apply for admission to

the new program), change your area of emphasis (submit an *Area of Emphasis Change* form), or change your *Plan of Study* (submit a new or amended Plan of Study).

### **YOUR STUDENT ACCOUNT**

Much of the business you conduct with the university will require your student 901 number and your PIN.

#### **Your student 901 ID number**

Your ID number is the nine digit number beginning with 901 which you were assigned upon admission. The number is noted in your Admission letter. If you do not know your 901 number, click here: [https://mudbapps03.marshall.edu/muidlookup/muidlookup\\_default.asp](https://mudbapps03.marshall.edu/muidlookup/muidlookup_default.asp)

#### **Your PIN number**

Your PIN number is your Personal Identification Number which you will be prompted to enter for a variety of activities such as viewing grades, financial aid status, and making secure payments. Until you change it, your PIN is automatically set to your birthday in this format: **mmddyy**

#### **myMU**

[myMU](#) is the Marshall University portal to many online services and to the Internet. This is where you can register for classes, check email, view grades, financial aid status, and make secure payments.

To log in, you'll need your ID no. (beginning with "901") and your PIN (Personal Identification Number)

To login to *myMU*:

<http://www.marshall.edu/mymu>

**YOUR STUDENT ID CARD**

Your picture ID will be necessary for virtually all in-person business you transact with the university. Your first step will be to get your picture taken. A valid, government-issued photo ID is required.

On the Huntington campus, you can get your ID picture taken at the Campus ID office in the lower level of the Memorial Student Center.

On the South Charleston campus, you can get a picture made at the library during regular hours, or if you are taking online courses through the Graduate School of Education and Professional Development, on *SuperSaturday* just prior to the week classes begin. For information on other locations and situations, please contact the Campus ID office at [campusid@marshall.edu](mailto:campusid@marshall.edu) or by telephone at 304.696.6843.

Once your picture has been taken, it will be sent to the card issuer in order for your card to be manufactured. Marshall student ID cards are issued by *Higher One* and mailed to your home address of record.

On the Huntington campus, a "points" system enables students to prepay for certain products and services offered on campus. Further information is available on the Campus ID web site. Also, the ID card can be used for banking and receiving university refunds. Further information can be found at the *Marshall Higher One* site: <https://marshalluone.higheroneaccount.com/info/sfsinfo.jsp>

## **HOW TO REGISTER FOR CLASSES**

Please be sure to meet with your advisor before registering for classes.

For complete and current registration information, please go to the Registrar site:

<http://www.marshall.edu/registrar/regsched.asp>

Registration is available online using [myMU](#):

<http://www.marshall.edu/mymu> or

in person at the Registrar's Office in Old Main Room 106A, or at the South Charleston campus.

For additional information, please call 304.696.6410.

To find class offerings for an upcoming semester, view the online *Schedule of Courses*:

[www.marshall.edu/registrar/scheduleofcourses.asp](http://www.marshall.edu/registrar/scheduleofcourses.asp)

To register for classes online, login to [myMU](#):

<http://www.marshall.edu/mymu>

To log in, you will need your ID no. (beginning with "901") and your PIN (Personal Identification Number).

Your default PIN is your birthday in this format: mmddyy

If you do not know your 901 number, you can look it up here:

[https://mudbapps03.marshall.edu/muidlookup/muidlookup\\_default.asp](https://mudbapps03.marshall.edu/muidlookup/muidlookup_default.asp)

**NOTE:** Students with a hold or obligation on their record (including financial or academic obligations) may not be able to register until they resolve the hold or obligation.

## **COMPUTING SERVICES**

### **Email**

New students are automatically assigned a Marshall University email account. This email account is the official means of communication for all university departments. All official university email, including emails from your advisor, your professors, the Bursar, Registrar, etc., will be sent to your Marshall University email address. To obtain your email account address, log in to [myMU](#) (see the Student Account section of this handbook), and simply click the “MU LiveMail” button to access your email.

For more information: [www.marshall.edu/ucs/systems/live/](http://www.marshall.edu/ucs/systems/live/)

### **MUNet**

Students who would like to use public computers on the MU campuses must have an *MUNet* account to login. You can obtain this account by presenting your ID card to the Drinko Library first floor IT service desk, study center, or fourth floor front desk in the Drinko Library on the Huntington campus, or to computer support on the second floor of the GC building on the South Charleston campus.

### **Information Technology Service Desk**

The Information Technology Service Desk is located on the 1st floor of the Drinko Library. The Service Desk may be contacted via email at [servicedesk@marshall.edu](mailto:servicedesk@marshall.edu) or by phone at:

(304) 696-3200 Huntington calling area

(304) 746-1969 Charleston calling area

(877) 689-8638 Toll free, outside the Huntington/Charleston calling areas

The Information Technology (IT) Service Desk is open and available to take all calls and walk ups from 8:00 AM to 5:00 PM Monday through Thursday and from 8:00 AM to 4:30 PM Friday.

The IT Service Desk is available via phone support **ONLY** between the hours of 5:00 PM and 1:00 AM Monday through Thursday, Friday 4:30 PM - 9:00 PM, and Sunday from 9:00 PM until 1:00 AM.

The IT Service Desk is on-call Saturday 12:00 PM to 9:00 PM and Sunday from 1:00 PM until 9:00 PM.

## **HEALTH SERVICES**

Cabell-Huntington Hospital

Enter on ground floor and go up one floor to the Family Practice Area.

Clinical Director: Ross Patton, M.D.

Administrator: Carla Lapelle, Associate Dean, Student Affairs

Phone: 304.691.1100

Although Marshall University is not able to provide health insurance coverage for graduate students, the **Student Health Service** provides health care services for students with acute illnesses. Students may simply show up to see a doctor. However, an appointment is strongly recommended so as to avoid a lengthy wait. Many student prescriptions are filled through Medical Arts Pharmacy on the corner of 10th Street and 6th Avenue; there is a \$5 co-pay. (Medication must be prescribed through Student Health and be part of the Student Health Drug Formulary).

Transportation is provided to students to the Student Health facilities free of charge by the Cabell Huntington Hospital shuttle. It picks students up at 9:00am and 1:00pm at the 5<sup>th</sup> Avenue entrance to the Memorial Student Center. For the return to campus, it picks up at the Student Health entrance at 11:00am and 3:00pm. Student Health Services hours are 8:00am to 10:45am and 1:00pm to 4:00pm Monday through Friday when classes are in session.

Students registered for 6 hours or more are fully eligible for services.

Students registered for 1-5 hours are assessed a fee of \$20 per visit.

Marshall University does offer an optional Student Health Insurance Plan through GM-Southwest. For complete information:

<https://www.gmsouthwest.com/>

\*International Students should consult CIP for health insurance information.

Student Health Services also offers information and counseling to help evaluate dependent health insurance options and to facilitate transitions to alternative plans.

### **Counseling and Psychological Services**

Prichard Hall, first floor

304.696.3111

Free and confidential psychological counseling services for graduate students are available through the Counseling Center. The staff of the Center offers services to help students manage stress, depression, and anxieties including the serious problem of test anxiety. Also, the staff can guide students through conflict resolution, anger management and relationship issues.

## **EXERCISE AND FITNESS**

### **Marshall University Rec Center**

5<sup>th</sup> Avenue and 20<sup>th</sup> Street

The Marshall University Student Recreation Center is a 121,000 square foot facility that houses swimming pools, a running track, group exercise rooms, basketball courts, a climbing wall and racquetball courts. The facility is also equipped with a wide range of exercise equipment, including treadmills, step machines and weight machines. It is open to all graduate students. (Part-time students may be charged a per visit fee).

## **LIFE AFTER GRADUATE SCHOOL**

### **Career Services**

1681 5th Avenue

Huntington, WV 25755

Phone: 304-696-2370

Fax: 304-696-2251

[career-services@marshall.edu](mailto:career-services@marshall.edu)

Career Services provides career development services for all graduate students at Marshall University. Career coordinators provide confidential one-on-one career advising and guidance for a variety of careers. Services also include career development workshops on CV writing, career options, transferable skills, applying and interviewing for positions, and many other topics relevant to those with an advanced degree. Career Services also provides free access to *JOBTRAX*.

**MILITARY AND VETERANS**

**Military and Veterans Affairs**

Laidley Hall 133

304-696-5278

[sweetman@marshall.edu](mailto:sweetman@marshall.edu).

Kelly Sweetman, Director of Military and Veterans Affairs, works with veterans in all branches of the military and with Marshall students who are considering joining the military after receiving their degrees. The office provides services to citizen-soldiers who have completed their service as well as individuals currently serving who wish to take advantage of veterans' benefits.

## **INTERNATIONAL STUDENTS**

### **Center for International Programs**

Old Main 320

304.696.6265

[cip@marshall.edu](mailto:cip@marshall.edu)

The Center for International Programs was established in 1993. Its mission is to assist in internationalizing Marshall University and the surrounding community through a coordinated effort. The Center contributes to one of the primary missions of Marshall University – to educate a citizenry capable of living and working in a global environment. The Center provides services that will meet all of your international student needs.

**STUDENT RESOURCES****Housing**

The Department of Housing and Residence Life provides housing for all Marshall students. For more information about housing and residence halls available to graduate students, please contact;

Housing and Residence Life:

304.696.6765

1.800.438.5391

[housing@marshall.edu](mailto:housing@marshall.edu)

[www.marshall.edu/housing](http://www.marshall.edu/housing)

**Parking**

Parking permits for on-campus parking are available for a full or half year. For complete information and fees, please see:

[www.marshall.edu/parking/FAQ.htm](http://www.marshall.edu/parking/FAQ.htm)

**Textbooks**

<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&storeId=10587&demoKey=d>

The Marshall University Huntington campus Bookstore is located in the Memorial Student Center.

304.696.3622

The Marshall University South Charleston campus bookstore is located in the main building on the South Charleston campus.

304.746.2501

Course books can also be purchased online:

<http://www.bkstr.com/CategoryDisplay/10001-9604-10587-1?demoKey=d>

**GET CONNECTED****Graduate Student Council**

The Graduate Student Council is open to all graduate students. The main purpose of GSC is to improve the graduate experience for Marshall University graduate students and to help maintain open lines of communication among students, faculty, and administration.

A second and related goal of the GSC is to help build and maintain an active graduate student community at Marshall University. Above all, the GSC is concerned with enriching the academic and personal lives of its members.

Join the GSC e-list and stay informed:

<https://lists.marshall.edu/sympa/subscribe/graduatestudentcouncil-list>

**Network**

Network with other graduate students:



FACEBOOK: <http://www.facebook.com/group.php?gid=93981763038&ref=nf>



TWITTER: <http://twitter.com/MarshallGSC>



LINKEDin <http://xrl.us/binkmz>

**GRADUATION!**

You have made it and it's time to celebrate!

**Applying for Graduation**

The application for graduation must be completed and submitted BEFORE or at the beginning of the your final semester/term, but NOT LATER than the date printed in the University Calendar. Please note that the application includes a diploma fee.

For diploma fee information, see "Special Student Fees" at:

[www.marshall.edu/bursar/](http://www.marshall.edu/bursar/)

Forms for applying for graduation can be obtained online at:

[www.marshall.edu/graduate/forms/applicationforgraduation.pdf](http://www.marshall.edu/graduate/forms/applicationforgraduation.pdf)

**Commencement**

For information on graduation dates (the official date noted on your diploma) and commencement dates (the date of the Commencement ceremony), please see:

<http://www.marshall.edu/graduate/duedates.asp>

Information about location, time, academic regalia, etc. is always available at the Registrar's site:

<http://www.marshall.edu/registrar/commencementresources.asp>