



# Admissions

## OFFICE OF ADMISSIONS

Dr. James Harless, Director  
400 Hal Greer Boulevard  
Huntington, West Virginia 25755  
Telephone 1-800-642-3499 (in-state) or 1-304-696-3160  
Admissions@marshall.edu  
<http://www.marshall.edu/admissions/>

## GENERAL ADMISSIONS PROCEDURE

Students applying for admission to Marshall University must use an application form available from the Office of Admissions. All the necessary supporting materials should be on file with the Office of Admissions at least two weeks before the opening of a semester or term. Requests for applications and additional information can be made online at:

<http://www.marshall.edu/admissions/info.html>

### Application Fees: (all non-refundable)

Please make the check payable to Marshall University with the student's name and Social Security number on the check.

West Virginia Residents	\$15.00
Metro* Residents	\$30.00
Out-of-State Residents	\$30.00
Transfer Students Transfer Evaluation Fee is in addition to application fee above. Fee is applied to student's first semester tuition.	\$50.00

## NECESSARY MATERIALS:

- Application form for admission.
- An official transcript of high school and/or college grades. A student who completes a college course while in high school or in summer school must submit a college transcript to the Admissions Office prior to first registration.
- ACT or SAT scores.\*
- Application Fee (and Transfer evaluation fee if applicable).
- Immunization record required of all new freshmen and transfer students. Applicants can provide an immunization record signed by a physician or an official copy of the permanent high school health record including a report of the required immunizations. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. Exemptions are granted for religious or medical reasons. Requests for exemptions should be made to the Office of Admissions.
- The Board of Trustees requires all first-time, full-time freshmen to submit the American College Test (ACT), or Scholastic Aptitude Test (SAT) test scores **except** applicants who graduated from high school more than five years ago. (Applicants who graduated from high school more than five years ago and who lack test scores must pass special Placement Exams or required developmental English and mathematics courses before they can enroll in required college courses in English composition and mathematics.) ACT or SAT test scores are used in placing students in sections of English and mathematics, for scholarship and loan applications, for academic counseling and in part to meet NCAA athletic eligibility requirements. High school students should take either test during the first semester of their senior year at the nearest test center. High school principals or counselors will have the necessary information and applications. Test results should be sent to the Admissions Office before a full-time student plans to participate in orientation or register for classes.

## ADDITIONAL ADMISSIONS INFORMATION

- All credentials you submit in support of an application for admission become the property of the University. They will not be returned to you.
- Prospective students are notified as soon as action is taken on their applications.
- Admission is for one term only and may be used only for that time. If you fail to register for the term for which you have been admitted, you must file another application and provide necessary credentials for any semester or term thereafter.
- Admission to the University does not guarantee housing. You should submit an application for housing after your admission. All housing arrangements must be made through the office of Residence Services, 127 Laidley Hall, 696-6765.
- A housing reservation or a scholarship award or grant-in-aid is void unless you apply for and are admitted to the University.
- Any student admitted on the basis of false and/or incomplete credentials is subject to immediate dismissal from Marshall University.
- All students must be fully admitted to re-enroll for succeeding terms.

NOTE: Community and Technical College admission requirements are different. (See Community and Technical College Catalog.)

## ADMISSIONS REQUIREMENTS FOR FRESHMEN

### General Requirements

1. A high school diploma or GED diploma
2. An Overall Grade Point Average of at least 2.0 (C average) **and**
  - a composite score of at least 19 on the ACT **or**
  - a combined score (verbal + math) of at least 910 on the SAT
3. Completion of the 1990 Board of Trustees course requirements (see below)
  - or a 2.7 GPA and ACT composite score of 19

### Additional Information on General Admissions Requirements

- First-time, full-time freshmen pursuing a four year baccalaureate degree must have a minimum 2.00 cumulative GPA and a composite ACT score of 19 (910 SAT). These students will be admitted unconditionally.
- Students who do not meet the minimum requirements will be admitted conditionally to University College. (See Conditional Admission.) Under the terms of the admissions policy, only a limited number of conditionally admitted students will be permitted to enroll at Marshall. This will be determined on a first come, first served basis as students sign up for the summer Freshmen Orientation program. After the limit is reached, conditionally admitted students will be placed on a waiting list in the order in which they made a reservation for Orientation. Conditionally admitted students will be evaluated at the conclusion of each semester and will be permitted to continue only if they are in good academic standing as determined by the college to which they have been admitted.
- Students who do not meet the Board of Trustees Admissions Requirements (see below), of 4 units of English, 3 units of Social Studies, 2 units of Laboratory Science, and 2 units of Mathematics (Algebra I and higher), including those with a GED, will be placed in the Baccalaureate Transition program. (See Baccalaureate Transition Program.)
- Students with a 2.00 GPA who have been out of high school for more than 5 years are not required to take the ACT and, therefore, are exempt from this policy.
- A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.
- Part-time students are exempt from this policy.
- Community and Technical College applicants are exempt from this policy. Admission to the Community and Technical College is open to any student with a high school diploma or GED. (See separate Community and Technical College Catalog.)
- Admission to the university is not necessarily admission to a particular college or curriculum. Each student must meet the requirements of the college he/she wishes to

enter, or of the degree program sought. Some programs which have additional requirements are: (check the Program listing for details)

1. Lewis College of Business  
All students
2. College of Education and Human Resources  
Athletic Training  
Counseling  
Teacher Education
3. College of Liberal Arts  
Criminal Justice  
Psychology
4. College of Nursing and Health Professions  
Communication Disorders  
Dietetics
5. College of Science  
All Students

### **Board Of Trustees Admissions Requirements**

Admission to all 4-year degree programs is based on high school curriculum and either grade point average (GPA) or test scores (ACT or SAT-I). (Refer to the section on the Baccalaureate Transition Program for those students who do not meet the course requirements for admission.)

Required Courses:

- 4 years of English (including courses in grammar, composition, literature)
- 3 years of social studies (including U.S. History)
- 2 years of college-prep math (Algebra I and higher)
- 2 years of laboratory science (from Biology, Chemistry, Physics, and other courses with a strong laboratory science orientation)

### **ACT: ADMISSIONS OPTION FOR FRESHMEN**

High school students should take the ACT exam during their junior year or early in their senior year and have their scores sent to Marshall University by selecting Marshall's code: 4526. If Marshall receives a student's ACT scores no later than May 1 of the senior year, the Office of Admissions will mail a pre-printed application form to the student. The high school counselor should confirm the grade-point average on the application form, sign the form, and mail it along with a high school transcript to the Admissions Office.

- Financial Aid: Students choosing the ACT-Admissions Option who wish to apply for financial aid must take the ACT exam no later than December of the senior year and have their scores sent to Marshall University by selecting Marshall's code: 4526.
- Sports Programs: Students choosing the ACT-Admissions Option who wish to apply for sports programs, must arrange for the grade-point average to be posted on the transcript which is mailed to the Admissions Office. An NCAA Certification Approval is required along with the high school transcript.

## ADVANCED PLACEMENT (AP) EXAMINATION

Marshall University recognizes the examinations of the College Board Advanced Placement Program.

Students who participate in the AP program and wish to have their scores evaluated for credit should have their scores sent to Marshall University by selecting Marshall's code: 5396. The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540.

- Students cannot receive credit for a score below 3 on any exam.
- Students who do receive credit will be assigned the grade of CR which is not calculated into the GPA.
- All AP credit is counted as lower division credit.
- Each academic department has its own policy on AP exams. See below for required scores on specific exams.

<i>Examination</i>	<i>Minimum Score</i>	<i>Credit Hours</i>	<i>Course Equivalent</i>
Art (Studio)			
Drawing Portfolio	3	3	Unclassified ART
General Portfolio	3	3	Unclassified ART
Art History	3	3	ART 112
Biology	3	8	BSC 104, 105
Biology	4	8	BSC 120, 121
Chemistry	3	8	CHM 203, 204, 215
	4	9	CHM 203, 204, 211
	5	12	CHM 203, 204, 211, 212
Classics			
Latin: Vergil	3	3	LAT 204
Latin: Literature	3	3	Unclassified
Computer Science			
Computer Science A	3	3	CSD 101
Computer Science AB	3	6	CSD 101, 119
Economics			
Microeconomics	3	3	ECN 250
Macroeconomics	3	3	ECN 253
English			
English Language & Composition	3	3	ENG 101
English Literature & Composition	3	3	ENG 310
English Literature & Composition	4	6	ENG 310 plus ENG 331, ENG 319 or ENG 323
Environmental Science	3	4	ES 100
Foreign Language			
French Language	3	6	FRN 315, 316
French Literature	3	6	FRN 317, 318

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<i>Examination</i>	<i>Minimum Score</i>	<i>Credit Hours</i>	<i>Course Equivalent</i>
German Language	3	6	GER 315, 316
Spanish Language	3	6	SPN 315, 316
Spanish Literature	3	6	SPN 318, 319
Government and Politics			
American	3	3	PSC 104
Comparative	3	3	PSC 105
History			
American	3	6	HST 230, 231
European	3	6	HST 102, 103
Mathematics			
Calculus AB	3	4	MTH 132
Calculus AB	4	8	MTH 130, 229
Calculus BC	3	5	MTH 229
Calculus BC	4	9	MTH 229, 230
Music			
Theory	3	3	Unclassified
Physics			
Physics B	3	4	PHY 201
Physics B	4	6	PHY 201, 203
Physics C Mechanics	3	4	PHY 211
Physics C Electricity & Magnetism	3	4	PHY 213
Physics C Electricity & Magnetism	4	8	PHY 211, 213
Psychology			
Introductory Psychology	3	3	PSY 201
Statistics	3	3	MTH 225 or MGT 218

## AUDIT STUDENTS

Applicants who wish to audit classes must file an application for admission to the university and obtain the permission of the instructor to attend the class. The fees for attendance as an auditor are the same as those for other undergraduate students.

## BACCALAUREATE TRANSITION PROGRAM

Applicants who do not meet one or more of the admission course requirements will first be admitted to the Baccalaureate Transition Program in the University College. Students in the Transition Program must take courses which will satisfy the requirements for undergraduate admission. These courses do not satisfy any graduation requirements. Students must pass them before they can be admitted to a 4-year degree program.

## COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit. Intensive reading in a particular field, on-the-job experience, or adult education may have prepared a student to earn college credit through CLEP tests. This would reduce the total amount of course work needed to complete degree programs. Scores on the test may also validate educational experience obtained at a nonaccredited institution or through noncredit college courses.

- Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option.
- Credit earned through CLEP exams does not automatically satisfy specific academic requirements. Since colleges and departments have different curriculum requirements and may use the scores in different ways, students should consult first with their department or division chairs or their Dean's office on how the examinations would be used.
- Applications are available in the Admissions Office or their Dean's Office.

## CONDITIONAL ADMISSION

If you are admitted to Marshall conditionally, continued enrollment requires that any deficiency in English must be addressed in your first semester and removed by the beginning of your third semester of enrollment at the University. Also, deficiencies in math must be removed by the beginning of your fourth semester of enrollment. (Of course, your overall academic performance will be subject to the normal academic requirements of the University as outlined in this catalog.)

Fully admitted status occurs only after all deficiencies have been successfully remedied and with a minimum GPA of 2.0. At this point you can apply to the college of your choice.

## EARLY ENTRANCE POLICY FOR GIFTED AND TALENTED STUDENTS FOR BACCALAUREATE PROGRAMS

(Prior to the Senior Year in High School)

The Director of Admissions at Marshall University, together with the Director of the John R. Hall Center for Academic Excellence, will admit exceptionally able students who have not completed secondary education for enrollment in university courses on either a full or part-time basis. These students will be supervised by the Director of the CAE and will be eligible for all the privileges and opportunities accorded other Honors students. To qualify for early entrance under this program, students must meet all of the criteria in the category for which they are applying:

### Full-time Admission

1. an ACT or SAT test score at least at the 85th percentile.
2. a score at least at the 97th percentile on the school district's standardized test.

3. a B (3.0) GPA or better overall grade point average.
4. recommendation from two teachers who are familiar with the student's academic performance.
5. a written plan and agreement to finish the GED or high school diploma prior to the completion of the First Semester in attendance at Marshall.

### **Part-time Admission**

1. an ACT or SAT score at least in the 85th percentile or strong evidence of outstanding accomplishment in the discipline in which the student wants to enroll.
2. a B (3.00) GPA in the discipline in which the student wants to enroll.
3. recommendations from two teachers who are familiar with the student's academic performance or by experts in the student's talent area.
4. a written plan and agreement to continue in high school or approved home school program during the part-time enrollment.

### **Admissions Procedure:**

Students must submit to the Director of Admissions the normally required application materials for admission to Marshall University as well as those materials required by the Early Entrance program.

## **EARLY ADMISSION OF OUTSTANDING HIGH SCHOOL STUDENTS**

High school seniors who wish to enroll for college credit in their high school or who wish to enroll in college courses on the Marshall campus or at one of the regional centers must:

- be currently enrolled in high school;
- have the minimum ACT or SAT scores required for placement in college level courses (see test score requirements under course listing);
- have a 3.0 or better overall grade point average, 9th through 11th grade;
- submit transcripts of high school credits and grades to the Admissions Office;
- submit an application and fee for admission to the Admissions Office;
- have the recommendation from a counselor or principal sent to the Admissions Office.

## **INTERNATIONAL STUDENTS**

### **Application Procedure:**

Complete a Marshall University application form, which is available from the Center for International Programs, Marshall University, Huntington, West Virginia 25755-1054, U.S.A. and send it to the address below with this documentation:

1. A \$45.00 non-refundable application fee. (Transfer students must also pay a \$50.00 transfer evaluation fee.) The check or money order should be made payable to Marshall University.

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2. Official transcripts and degrees (certified English translations) of all high school, college or university academic credits and grades.
3. Evidence of proficiency in the English language as indicated by one of the following:
  - The Test of English as a Foreign Language (TOEFL) minimum score of 500 paper-based test or 173 on computer-based TOEFL, reported directly to the Marshall University Admissions Office by the Educational Testing Service, Princeton, New Jersey 08540. Results from the test taken more than two years before the date submitted will not be considered.
  - Michigan English Language Assessment Battery (MELAB) equated score of 79 minimum.
  - Completion of the advanced level in an intensive English language program comparable to level 9 of an English Language School (ELS).
  - A degree or diploma from an internationally recognized secondary school, college or university in which the language of instruction is English.
  - English is the official indigenous language of the country of permanent residence.
4. You must submit an official bank statement or a letter from your bank. This must show that you or your sponsor have at least \$12,000 (USD) to support your study and living costs for one academic year (9 months). Send the bank letter of support or bank statement to the address below. If you are self-supporting you should provide a supporting statement as well as documentary evidence (bank statement, letter from employer verifying study leave and salary arrangements, etc.) that funds are available for study.
5. Transfer students will need to have their previously earned credit evaluated by the World Education Service. Please have WES send the evaluation report directly to the address below.
6. Send proof that you have had the measles/rubella vaccination.
7. If you are planning to enroll in the ESLI program before pursuing an undergraduate program of study, please also send us the completed application materials for the English as a Second Language Institute (see below). Students can be conditionally admitted to an undergraduate program of study at Marshall University without English proficiency if they enroll in the English as a Second Language Institute and they satisfy all other criteria for admission.

Send all of your application materials and fees to this address\*:

Marshall University  
Center for International Programs  
320 Old Main  
Huntington, West Virginia, USA 25755

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

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\*Do not send the \$45 application fee or \$50 transfer fee if you are applying for admission to ESLI.

send housing and homestay applications and a form you can complete to notify us of your arrival.

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

Applicants from countries of proven credit risk, including Ghana, Iran, and Nigeria, must send an \$12,000 USD deposit to the Center for International Programs before an I-20 form can be issued. One-half (1/2) of the full-time tuition and fees for one year, and the full cost of room and board for one year, if contracted with the University, will remain on deposit as long as the student is enrolled. If the student subsequently moves off-campus, the money held for room and board will be refunded.

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) World Education Series Books are used to determine admissibility of international students. If credentials cannot be converted to English, transcripts will need to be evaluated by the World Evaluation Service.

### **Admissions Requirements**

Freshmen international students who have not taken the ACT or SAT exams will be admitted to University College in Enrollment Management with the status of "Conditional admission: International Student." They will be required to take the ACT or SAT during their first semester of study. They will gain full admission status when they have attained a composite score of 19 on the ACT (910 on the SAT) or completed the provisions required of other conditionally admitted students (complete the appropriate developmental courses as indicated by ACT/SAT scores or placement exams and complete a minimum of 12 credit hours with a GPA of 2.0 or higher.) These students must also meet the English language proficiency requirement.

### **English as a Second Language**

The English as a Second Language Institute (ESLI) offers international students an excellent opportunity to improve their English and academic skills before entering a regular degree program and helps international students adjust to a new culture and community. ESLI offers small, year-round classes with three levels, experienced instructors, and a course of study to improve English speaking, listening, reading and writing quickly. Students receive twenty-one hours of classroom instruction per week. Classes generally meet from 9:00 a.m. to 3:00 p.m. on Monday through Friday and are held on campus. Self-paced, step-by-step listening, pronunciation and test-taking activities are available for students to use at designated times in the language lab. Students can also take advantage of a variety of computer assisted language learning programs. Instructors are highly experienced; all full-time teachers have Masters in TESOL (Teaching English to Speakers of Other Languages). Academically admissible students who successfully complete the advanced level of the ESLI program can enter an undergraduate or graduate degree program at Marshall University without a TOEFL or Michigan score. The ESLI intensive English program is a member of the American Association of Intensive English Programs.

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## **Policy Statement on Major Medical Insurance-Non-Immigrant Students**

Every non-immigrant student must show proof of having a current major medical insurance policy before being permitted to register each semester for any classes at Marshall University. Proof of coverage shall be provided by the Director of the International Students and Scholars program in the form of some written notification. Before a non-immigrant student can be exempted from this policy, he/she must show proof of status adjustment to permanent resident. Prior to registering, students may secure information on insurance options from the Associate Dean for Student Affairs or the Director of the International Students and Scholars program in OM 320.

*Adopted by Student Conduct and Welfare Committee, December 7, 1984; approved by the President, January 22, 1985.*

International students should address questions regarding their immigration status or other areas to the Director of the International Students and Scholars Program, Center for International Programs, Marshall University, 400 Hal Greer Boulevard, Huntington, WV 25755-1054 (304/696-6265).

## **MILITARY EXPERIENCE AND TRAINING CREDIT**

### **Army Commission Credit**

Veterans should also contact the Military Science Department if they are interested in receiving credit for military service and applying it toward receiving a commission as an Army officer.

### **Physical Education Credit**

Students who have successfully completed Initial Entry Training (Basic Training and Specialty Training), and who have completed at least 12 semester hours at Marshall with a cumulative GPA of 2.0 or better, should request Admissions to assign credit. They will be granted a maximum of four semester hours of credit in physical education.

### **Servicemembers Opportunity Colleges**

Marshall University is an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Marshall recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

### **Training Credit**

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for certain kinds of training received in the Armed Forces. This is credit in addition to that for physical education. Veterans should contact the Admissions Office for evaluation of training. They should bring with them a copy of the DD Form 214, along with any and all certificates of training, diplomas, or other proof of formal military training.

## **United States Marine Corps Platoon Leaders Class**

Equivalent credit in Military Science may be awarded for successful completion of the Marine Corps Platoon Leaders Class. Students who have completed this class may apply at the Marshall University Department of Military Science Office for possible awarding of credit. For additional information on this class, write to: United States Marine Corps, Officer Selection Office, 641 Corporate Drive, Suite 104, Lexington, Kentucky 40503  
Phone: (606) 223-2446.

## **PART-TIME STUDENTS**

Part-time students (enrolled for less than 12 credit hours), must meet the same admission requirements as full-time students, with the exception of the ACT/SAT requirement, and the measles and rubella vaccination requirement.

## **SPECIAL STUDENTS**

### **College Graduates Taking Undergraduate Courses**

Applicants who hold the baccalaureate degree from an accredited institution may enroll for undergraduate courses by completing the application for admission and by presenting evidence to the Admissions Office of the receipt of the degree, either final transcript or diploma.

### **Second Baccalaureate degree:**

Applicants who wish to pursue a second baccalaureate degree must apply as a transfer student and submit official transcripts from all institutions attended.

### **Nursing Program Students:**

Entrance into the nursing program requires an early application deadline (see Application form from College of Nursing and Health Professions for date), and adequate performance on the ACT exam. Applicants must submit two separate application forms and transcripts—a Marshall University application form and transcript to be sent to the Office of Admissions and a College of Nursing and Health Professions application form and transcript to be sent to the College of Nursing and Health Professions.

### **Non-degree Students:**

- Students who want to enroll in classes without becoming candidates for a degree may be admitted as non-degree students by completing the admissions application. Before enrolling in a class, non-degree students must also obtain the permission of the dean of the college in which the course is being offered.
- Work taken as a non-degree student cannot in itself qualify a person for admission as a degree candidate. Credits earned will be evaluated by the dean of the college to determine which courses may be transferred from non-degree to degree credit.
- The fees for attendance as a non-degree student are the same as those for other undergraduate students.

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- Non-degree enrollment is not available for students under suspension by the university.
- Undergraduate students can take a maximum of 30 semester hours of credit as non-degree credit.
- Non-degree students are not eligible for financial aid.

### **General Education Development Tests Admission (GED)**

- Applicants for GED admission, veterans and non-veterans, must be past the age and time of their normal high school graduating class.
- Applicants for admission who completed the test in the Armed Forces can have an official copy of their scores forwarded to the Office of Admissions by writing to DANTES, Princeton, New Jersey 08541.
- A GED graduate is admitted on the basis of a standard score of 45 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test.
- The test must be taken in the state in which the student is currently residing. No course credit is granted for completion of the college level GED Test.

## **TRANSFER STUDENTS**

A student who wishes to enroll at Marshall, but who has attended another accredited post-secondary institution with or without earned credit, is classified as a transfer student. Marshall does not at any time or under any conditions disregard college or university credits attempted or earned elsewhere in order to admit an applicant solely on the basis of the high school record.

All transfer students must fulfill the graduation requirements of Marshall University to receive a degree. Academic policies in effect at previous institutions do not apply. Marshall University is governed by the West Virginia Board of Trustees Policy Bulletins.

### **Admission Requirements:**

Transfer applicants must have an Overall 2.00 GPA (C average) on all college work attempted and must be eligible to return to the institution or institutions from which they wish to transfer.

### **Application Procedure:**

1. Request official transcripts from the Registrar's Office of all collegiate institutions attended to be sent directly to the Marshall Admissions Office. (Transcripts marked "Issued to Student" or submitted directly by students cannot be accepted.)
2. Pay a non-refundable transfer evaluation fee of \$50.00 before an application is processed and credit evaluated. (The \$50.00 fee will be applied to a student's tuition if he/she is enrolled in the semester admitted or within one year after that date).
3. Transfer applicants with fewer than 26 semester hours credit must also submit an official high school transcript and ACT or SAT scores. The high school transcript will also be evaluated according to freshmen admission standards (see section on Admission as Freshmen).
4. Transfer students who have earned a 2.5 GPA and are currently enrolled at another collegiate institution may be provisionally admitted pending receipt of the final

transcript. Students with less than a 2.5 GPA and currently enrolled at another institution must submit a final transcript before admission can be granted.

5. The evaluation of transfer credit must be completed before students may register for courses.

#### **Transfer students from West Virginia state colleges or universities:**

- Refer to the Core Course work Agreement available in the Admissions Office and college offices at Marshall University.
- Credits and grades earned for all baccalaureate level courses at any baccalaureate degree-granting institution in the West Virginia state-supported system of higher education are transferable to Marshall University.

#### **Transfer Students from Community Colleges or Branch Colleges:**

Seventy-two hours of credits and grades completed at community colleges or branch colleges may be applied toward graduation at Marshall University.

#### **Evaluation of Transfer Credit**

Transfer students should apply to Marshall and submit their credentials at least two months before course registration to give ample time for an evaluation of their credentials. All credentials submitted in support of an application for admission become the permanent property of the University.

- Coursework taken at another institution transfers at the level at which it was taken. This is something important to consider since Marshall students must have a minimum number of upper division credits, (300/400 level credit) determined by their college, in order to graduate. If, for example, a student takes ENG 220: American Literature to 1877, at Ohio State, and this course converts at Marshall to ENG 321: American Literature to 1877, the student will get credit for ENG 321 at Marshall, but those credits will count as lower division (100 to 200 level) credits.
- Grades earned for coursework taken at other institutions are computed into the overall GPA, (includes courses taken at MU and other institutions), but have no impact on the Marshall GPA (includes only MU coursework), except for D/F repeats.

## **TRANSIENT STUDENTS (Students Visiting from Other Institutions)**

Students enrolled in a degree program at another collegiate-level institution who would like to enroll at Marshall for one term or two summer terms to use Marshall credit toward their degree can be admitted as a transient student. Transient students must:

- Submit an application to the Admissions Office;
- Have their home college send a letter of good academic standing to the Admissions Office;
- Have attended the home college during the previous calendar year.

# **POLICY REGARDING CLASSIFICATION OF STUDENTS AS RESIDENTS AND NONRESIDENTS FOR ADMISSION AND FEE PURPOSES (Board of Trustees Series No. 34)**

## **Section 1. General**

1.1 Scope - Policy regarding residency classification of students for admission and fee purposes.

1.2 Authority - West Virginia Code (18B-1-6 & 18B-1-7 18B-10.

1.3 Filing Date - June 1, 1990

1.4 Effective Date - July 2, 1990

1.5 Repeal of Former Rule - Revises and Replaces Policy Bulletin No. 3 dated February 2, 1971; Policy Bulletin No. 34, April 8, 1986. Repeals Policy Bulletin No. 37, adopted May 1, 1974.

## **Section 2. Classification for Admission and Fee Purposes**

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

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

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

## **Section 3. Residence Determined by Domicile**

3.1 Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the state prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the

ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

#### **Section 4. Dependency Status**

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

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

#### **Section 5. Change of Residence**

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

#### **Section 6. Military**

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

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

*(continued)*

### **Section 7. Aliens**

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

### **Section 8. Former Domicile**

8.1 A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 3 regarding proof of domicile and intent to remain permanently in West Virginia.

### **Section 9. Appeal Process**

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

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

9.1.1a The institutional committee on residency shall be comprised of members of the institutional community, including faculty and student representatives, and whose number shall be at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

9.1.1b The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

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

9.1.3 Residency appeals shall end at the institutional level.

*Adopted: West Virginia Board of Trustees, February 2, 1971  
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Revised: October 8, 1985; April 8, 1986; February 14, 1990*