



Academic Information

You are responsible for fulfilling all of the requirements for your degree program and for following the procedures and regulations in the catalog in effect when you enter Marshall. Your catalog is valid for ten years. If you transfer colleges or declare or change your major, the catalog of record is the one in effect at the time of the change.

Absence from Class

Each instructor evaluates the importance of student class attendance. The course syllabus provides you with a clear statement of the class attendance policy as well as your instructor's policy on unexcused absences, make-up examinations, and related matters. Absences such as those resulting from illness, death in the family, or institutional activities (those approved by the academic deans, such as debate, artistic performances, and athletics) are to be excused when you report and verify them to your instructor. Absences resulting from major religious holidays will be excused when you report them and verify them to your instructor in advance.

Academic Appeals

The appeals process ensures that all parties are treated fairly and are aware of the appeals procedure. In accordance with Board of Trustees Series 60, Marshall has an appeals process for the circumstances listed below. (See separate listings under Academic Dishonesty, Academic Dismissal, Appeals Board, and Grade Appeals.)

1. Instructor-imposed sanctions, including: lowering of final course grade, failure of course, or exclusion from further participation in the class.
2. Final course grades.
3. Sanctions imposed for academic dishonesty.
4. Dismissal from an academic program.
5. Dismissal from the university.
6. Such other cases as may be referred to the Appeals Board by the Budget and Academic Policy Committee.

Academic Common Market Out-of-State Programs at Reduced Tuition

West Virginia residents can pursue academic programs not available within the state through the Academic Common Market (ACM) and through contract programs. Both programs enable West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established for study in veterinary medicine, optometry, architecture, and podiatry; ACM provides access to both baccalaureate and graduate programs not otherwise available in West Virginia. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. For information please contact the Office of Academic Affairs, Old Main 110, (696-6690) or the Board of Trustees.

Academic Dishonesty

Definition: Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. This includes, but is not limited to:

- securing or giving unfair assistance during examinations or required work of any type;
- the improper use of books, notes, or other sources of information;
- submitting as one's own work or creation any oral, graphic, or written material wholly or in part created by another;
- securing all, or any part of assignments or examinations, in advance of their submission to the class by the instructor;
- altering of any grade or other academic record;
- conspiring with or knowingly helping or encouraging a student to engage in academic dishonesty;
- any other type of misconduct or activity which shows dishonesty or unfairness in academic work.

Each classroom instructor may modify the general definition of academic dishonesty to fit the immediate academic needs of a particular class, provided the instructor defines, in writing, the details of any departure from the general definition.

Sanctions: Primary responsibility for the sanctioning for academic dishonesty shall lie with the individual instructor in whose class or course the offense occurred; however, charges of academic dishonesty may be filed by any member of the university community. Sanctions for academic dishonesty may range from a lower final grade in or a failure of the course or exclusion from further participation in the class to dismissal from the institution. In those cases in which a student has been found guilty of academic dishonesty he/she may be placed on academic probation for a period of time not to exceed one academic year. During this period the student is given an opportunity to prove that he/she can become a responsible and positive member of the university community. Conditions and restrictions for probation may be imposed, as deemed appropriate, including but not limited to:

- Exclusion from representation of the university in any extracurricular activities such as intercollegiate athletics, debate teams, university theater, band, etc.;

however, the student may participate in informal activities of a recreational nature sponsored by the university.

- Self-Improvement: A program of self-development will be planned in conjunction with a faculty or staff person assigned in a counseling/ guidance capacity.
- Surrender of Student Activity Privileges: Upon request, the Student Activity Fee Privilege is to be voided by the Vice President for Academic Affairs and all rights and privileges pertaining thereto forfeited for a specified period of time not to exceed one academic year.

Findings of Academic Dishonesty:

- the instructor may impose a sanction (a lower final grade in or a failure of the course or exclusion from further participation in the class including laboratories or clinical experiences), and does not refer the matter to the department chairperson for additional sanctions;
- the instructor may refer the matter to the department chairperson for additional sanctions if the offense is particularly flagrant or other aggravating circumstances are present, such as a repeat violation;
- any member of the university community may refer a case of academic dishonesty to the chairperson of the department in which the course involved is being offered.

Allegations of academic dishonesty must be referred to the department chairperson within thirty (30) days from the date of the alleged offense. This process is referred to the dean if there is no department chairperson. In those cases where the matter is referred to the department chairperson the following procedures are applicable:

- a. The department chairperson shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral. A written admission of guilt at this level may be resolved with a maximum penalty of "F" in the course.
- b. If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, or chairperson feels that the penalties are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's academic dean within ten (10) days from the date of the meeting. The academic dean shall bring together the student, faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The academic dean may impose any sanction permitted by this policy.

Appeal Procedure:

- In those cases where the instructor imposes a sanction and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures for a grade appeal (see listing under "Grade Appeal").
- In those cases where the matter is referred to the department chairperson for additional sanctions, should the student, faculty member, or other complainant be dissatisfied with the determination of the academic dean, the case may be appealed in writing within ten (10) days of the dean's written decision to the Chairperson of the Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution. (See listing under "Academic Appeals Board.")

- Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board, then he/she may file an appeal with the Vice President for Academic Affairs within thirty (30) days from the receipt of the written decision of the Board. The decision of the Vice President for Academic Affairs shall be final.

NOTE: This policy statement implementing Board of Trustees Series 60 (July 11, 1986) supersedes previous policies on grade appeals, academic dishonesty, and any other procedures relating to academic appeals.

Academic Dismissal

This is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at Marshall University; or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The terms of academic dismissal from a program for academic deficiency shall be determined, defined, and published by each of the constituent colleges and schools of Marshall University. Academic dismissal from a program or from the university may also be imposed for violation of the university policy on academic dishonesty.

Appeal of Academic Dismissal: In cases where a student has been or may be dismissed from an undergraduate academic program, or has been dismissed from the institution for academic deficiencies, the student may appeal by following this procedure:

- A. The student is entitled to written notice:
 - 1) of the nature of the deficiency;
 - 2) of the methods, if any, by which the student may correct the deficiency; and
 - 3) of the penalty which may be imposed as a consequence of the deficiency.
- B. The student shall be given the opportunity to meet with the person(s) who has judged his/her performance to be deficient. The student must request such meeting in writing within ten (10) days from receipt of the notice. The student shall be given the opportunity to discuss with this person(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the university (faculty, staff, or student). Such advisor may consult with but may not speak on behalf of his/her advisee, or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable.
- C. If the student is dissatisfied with the outcome of the meeting outlined in (B) above, the student may file an appeal with the Chairperson of the Budget and Academic Policy Committee, who shall refer the matter to the Academic Appeals Board. In such case at least two (2) of the faculty and student members of the hearing panel must be chosen from Board members appointed from the constituent college or school involved. This appeal must be filed within ten (10) days after receipt of written notice of the decision.
- D. If the student is dissatisfied with the decision of the Academic Appeals Board, the student may appeal the decision to the Vice President for Academic Affairs within

- thirty (30) days after receipt of written notice of the decision.
- E. The decision of the Vice President for Academic Affairs is final.

Academic Forgiveness

The academic forgiveness policy allows forgiveness of *D* and *F* grades for purposes of calculating the Grade Point Average (GPA) required for graduation. This policy is designed to help students who left college with low grades. It can be implemented, provided certain conditions are satisfied:

- you must not have been enrolled on a full-time or part-time basis for more than 12 credit hours at any higher education institution for a period of five consecutive calendar years prior to the request for academic forgiveness;
- only *D* and *F* grades received prior to the five-year, non-enrollment period can be disregarded for GPA calculation;
- in order to receive a degree or certificate, you must complete at least 24 additional credit hours through actual coursework from Marshall University after the non-enrollment period, earn at least a 2.0 GPA on all work attempted after the non-enrollment period and satisfy all degree or certificate requirements.

Grades disregarded for GPA computation remain on your permanent record. This policy applies only to the calculation of the GPA required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

You apply for academic forgiveness by submitting to your college dean an application for "Academic Forgiveness," available in your college office. The dean can accept, modify, or reject your application and will, upon request, provide a justification. Students who do not normally qualify for readmission because of a low GPA will, if their request for forgiveness is approved, be readmitted and placed on academic probation. The decision of forgiveness must be made again whenever you change programs, departments, colleges, or institutions. (Amended and approved at December 9, 1986, APSC meeting).

If you apply for academic forgiveness, be aware that this is a Marshall University policy which is not necessarily recognized by other institutions of higher education.

Exception: The Board of Regents Bachelor of Arts Program is governed by a different forgiveness policy. (See section on Board of Regents degree).

Academic Rights and Responsibilities of Students: Policy Statement

Marshall University's policies on the academic rights and responsibilities of students are in keeping with the Board of Trustees Series 60.

This policy statement implementing Board of Trustees Series 60 (July 11, 1986) supersedes previous policies on grade appeals, academic dishonesty, and any other procedures relating to academic appeals.

I. Statement of Philosophy

Marshall University is an academic community and as such must promulgate and uphold various academic standards. Failure of a student to abide by such standards may result in the imposition of sanctions pursuant to Series 60 of the West Virginia Board of Trustees. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill coursework and degree, or certification requirements, and to know and meet criteria for satisfactory academic progress and completion of the program.

II. Definitions

- A. *Academic Dean*: the chief academic officer who also serves in an advisory capacity to students. Student should contact their academic dean for guidance on appeal procedures.
- B. *Academic Deficiency*: failure to maintain the academic requirements and standards (other than those relating to academic dishonesty) established by Marshall University and its colleges and schools. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. quality point average, special program requirements, professional standards, etc.
- C. *Academic Dishonesty*: see separate listing under "Academic Dishonesty."
- D. *Day*: a calendar day.
- E. *Limited Enrollment Program*: any academic program which imposes admissions requirements in addition to general admissions to the university.
- F. *Student*: any undergraduate student who has been admitted to, and is currently enrolled in, a course or in a certificate or degree program at Marshall University, or for whom the institutional appeal period has not expired. Students enrolled in the undergraduate Nursing Program will follow these procedures.
- G. *University Community*: faculty, staff, and students at Marshall University.
- H. *President's Designee*: Vice President for Academic Affairs.
- I. *Vice President for Academic Affairs*: Chief Academic Officer.
- J. *Appeal Deadlines*: the time allowed for each level of appeal. There will be no time extensions unless granted by the Academic Appeals Board for good cause. If the appeals do not meet the established deadlines, the issue is no longer appealable.

III. List of Student Rights

Each student at Marshall shall have the following academic rights:

- A. The student shall be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards.
- B. The student shall not be evaluated prejudicially, capriciously, or arbitrarily.
- C. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, sexual orientation, or national origin.
- D. Each student shall have the right to have any academic penalty, as set forth herein, reviewed pursuant to the procedures under "Academic Appeals." Except in those

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cases where a specific time is provided, this review shall occur within a reasonable time after the request for such review is made.

- E. Each student shall have access to a copy of a university catalog or program brochure in which current academic program requirements are described (*e.g.*, required courses, total credit requirements, time in residence standards, minimum grade point average, probation standards, professional standards, etc.).
- F. Each student shall receive from the instructor written descriptions of content and requirements for any course in which the/she is enrolled (*e.g.*, attendance expectations, special requirements, laboratory requirements including time, field trips and cost, grading criteria, standards and procedures, professional standards, etc.).
- G. The instructor of each course is responsible for assigning grades to the students enrolled in the course consistent with the academic rights set out in the preceding sections.
- H. Marshall University and its constituent colleges and schools are responsible for defining and promulgating:
 - 1. the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs;
 - 2. the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation;
 - 3. the requirements or criteria for any other academic endeavor, and the requirements for student academic honesty, consistent with the Policies, Rules, and Regulations of the Board of Trustees and with the fundamentals of due process; and
 - 4. probation, suspension, and dismissal standards and requirements.
- I. Normally, a student has the right to finish a program of study according to the requirements under which he/she was admitted to the program. Requirements, however, are subject to change at any time, provided that reasonable notice is given to any student affected by the change.

Academic Standing

Students receive official notification of academic standing in their grade report at the end of the regular semester or summer session.

Your academic standing is defined by one of three categories:

1. *Good Standing:*

You are in good standing when your cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions), is at least 2.0

2. *Academic Probation:*

You are placed on academic probation at the end of any regular semester or summer session when either your cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. You will be notified by mail that a hold has been placed on your registration activity. You cannot register or make schedule changes by telephone or on the web. All of your registration activity must take place in person at the Office of the Registrar. After seeing

your advisor (if subject to mandatory advising), you must also get written permission from the associate dean of your college to register or make schedule changes. Probation students are also limited in the number of credit hours they can take each semester and may be subject to financial aid and athletic participation restrictions.

3. *Academic Suspension:*

If you accumulate 20 or more quality point deficits in your cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) at the end of any given semester, you are automatically suspended for the following semester. (With the permission and direction of your dean, you can attend summer school to improve your grades and then return in the fall if you meet the goals which your dean sets for you—see below). The college dean notifies suspended students by mail that a hold has been placed on their registration status and their registration for the following semester has been canceled (excluding summer terms). Individual colleges and schools may impose additional suspension requirements in accordance with Section H of the listing entitled "Academic Rights of Students."

Readmission Of Suspended Students

If you are suspended at the end of spring semester you can attend summer school to improve your academic standing with the permission of your dean. If you reduce your quality point deficiency to fewer than 20 or by the number which your college dean requires, you can ask for readmission and enrollment in the fall. If you are suspended at the end of fall semester you can ask your college dean for readmission and enrollment for the following summer or fall term. Suspended students who wish to return after their term of suspension, or after attending a summer term, must first meet with the associate dean of their college. Once reinstated, a suspended student remains on academic probation until all deficiencies are eliminated.

Readmission of Suspended Students Who Attend Another Institution

If you enter another college or university following suspension from Marshall without approval from your associate dean and thereafter seek readmission to Marshall, you will be classified as a transfer student and will be governed by the regulations applying to transfer students.

Appeal of Probation and Suspension

You have the right to appeal academic probation and suspension. These procedures should be followed:

- a. You are entitled to written notice: (1) of the nature of the deficiency or reason for denial of admission to a program; (2) of the methods, if any, by which you may correct the deficiency, and; (3) of the penalty which may be imposed as a consequence of the deficiency.
- b. You shall be given the opportunity to meet with the person(s) who has judged your performance to be deficient, to discuss with this person(s) the information forming the basis of the judgment or opinion of your performance; to present information or evidence on your behalf; and to be accompanied at any such meeting by an advisor of your choice from the university (faculty, staff, or student). Such advisors may consult with you, but may not speak on your behalf or otherwise participate directly in the proceedings, unless given specific

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permission to do so by the person conducting the meeting. You are not entitled to an attorney in such meetings, and the formal rules of evidence are not applicable. You must request such a meeting in writing ten (10) days from receipt of the notice.

- c. If you are dissatisfied with the outcome of the meeting outlined in (b) above, you may appeal the judgement to the Vice President for Academic Affairs within thirty (30) days after receipt of written notice of the judgment.
- d. The decision of the Vice President for Academic Affairs is final.

ACT/SAT Scores

A minimum American College Test (ACT) or Scholastic Aptitude Test (SAT) score is required for placement in sections of English 101 and in mathematics courses. Students who lack scores or whose scores do not meet the minimum can:

- take placement exams administered by the Community and Technical College (CTC) (see section entitled “Placement Exams”); or
- complete the appropriate developmental course(s) as indicated below.

<i>ACT Verbal Minimum Score</i>	<i>Course</i>
0-13	COM 094: Developmental Communication (3cr.)
14-17	COM 095: Developmental Writing (3cr.)
18-27	ENG 101: English Composition (3cr.)
28-33	ENG 201H: English Composition Honors (3-6cr.)
34-36	Automatic credit for Eng 101 and Eng 102 (6 cr.)

<i>SAT Verbal Minimum Score</i>	<i>Course</i>
200-300	COM 094: Developmental Communication (3 cr.)
310-440	COM 095: Developmental Writing (3cr.)
450 or higher	ENG 101: English Composition (3cr.)
610 or higher	ENG 201H: English Composition Honors (3-6cr.)

<i>ACT Math Minimum Score*</i>	<i>Course</i>
1-11	ASC 096: Basic Mathematics (2cr.) CTC
12-15	MAT 096: Developmental Mathematics (4cr.) + ASC 099: Independent Study Skills (1 cr.)
16-18	MAT 097: Developmental Algebra (4cr.) + ASC 099: Independent Study Skills (1 cr.)
19–	Check your college section in this catalog.

<i>SAT Math Minimum Score*</i>	<i>Course</i>
200-280	ASC 096: Basic Mathematics (2cr.) CTC
290-380	MAT 096: Developmental Mathematics (4cr.) + ASC 099: Independent Study Skills (1cr.)
390-459	MAT 097: Developmental Algebra (4cr.) + ASC 099: Independent Study Skills (1cr.)
460-	Check your college section in this catalog.

*Students with an ACT of 21 qualify for MTH 122, Plane Trigonometry; MTH 130, College Algebra (precalculus); MTH 132, Precalculus with Science Applications; MTH 140, Applied Calculus. Students with an ACT of 27 qualify for MTH 229, Calculus with Analytic Geometry. Students with an SAT of 500-616 qualify for MTH 130, College Algebra (precalculus); MTH 132, Precalculus with Science Applications; MTH 140, Applied Calculus; or MTH 225, Introductory Statistics. Students with an SAT of 620 or higher qualify for MTH 203, Calculus for Business; or MTH 229, Calculus with Analytic Geometry.

Additional Degrees

Baccalaureate Degree

It is possible to earn more than one baccalaureate degree by meeting these requirements:

- completing all of the major and minor requirements for the desired subsequent degree, *including the Marshall Plan*;
- completing a minimum of 30 additional hours after receipt of the previous Baccalaureate degree;
- meeting the minimum residency requirement of 24 credit hours.

Grade point averages and graduation with honors must conform to existing University policies. Two or more Baccalaureate Degrees can not be awarded simultaneously.

Associate of Applied Science Degree

It is possible to earn an Associate of Applied Science Degree with more than one major by completing all of the requirements for the desired additional major(s). A minimum of 18 hours per major is required in addition to the receipt of the previous Associate Degree major(s).

Advising

Although you are ultimately responsible for selecting a major and planning your course schedules, advising services are available to all students.

- The college office will assign students with a declared major a faculty advisor from their major department.
- Undecided students are advised in the Advising Center located in the Academic Support Center.
- Students on academic probation are also required to meet with the associate dean of their college for written approval to register or change their schedule.

Your faculty advisor is a very good person to get to know. He or she will help with advice and support with academic or career questions. Students usually see their advisors during registration periods, but all faculty advisors are available during office hours throughout the semester. You should take the initiative and arrange an appointment with your advisor at any time during the semester when you need advice or help.

Some colleges require their students to consult with an academic advisor before they can register. The college office places an advising hold on the student's registration. This hold remains until the student has met with the appropriate advisor. Consult your college dean or your major department for specific advising requirements.

Appeals Board

The Undergraduate Academic Appeals Board, created under Board of Trustees Series 60, is a permanent subcommittee of the Budget and Academic Policy Committee.

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Composition:

- a. Faculty Members: The dean of each of the constituent colleges and schools of the university shall appoint three (3) faculty members from his/her unit to serve on the Board. Such appointments shall be made annually in the fall semester.
- b. Student Members: The President of Student Government shall appoint two (2) students from each of the constituent colleges and schools of the university. All student members of the Board must be in good academic, financial, and disciplinary standing with the university and must have been enrolled for at least two (2) semesters at Marshall. If, for any reason, the President of the Student Government fails or is unable to appoint student members from any constituent college or school, then the Dean of that constituent unit may appoint such student members.
- c. Hearing Officers: The Budget and Academic Policy Committee shall appoint the Hearing Officer and two (2) alternates. The Hearing Officer and alternates must have previously served on the Board.

Selection of Members for an Individual Hearing:

An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student member, and one (1) non-voting Hearing Officer. The members of the Hearing Panel shall be chosen randomly by the Chairperson of the Budget and Academic Policy Committee or his/her designee. In appeals arising from dismissal from an academic program, at least two (2) of the faculty and student members of the panel must be chosen from Board members appointed from the constituent college or school involved.

Hearing Procedures

It is the intent of these procedures to ensure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and the assurance that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

- A. The time and place of the hearing are determined by the Hearing Officer. The hearing should be held within sixty (60) days of receiving the written request. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.
- B. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
- C. The appellant student and the appellee each have the right to an advisor. Advisors must be members of the university community (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. Attorneys are not permitted to appear on behalf of any appellant or appellee.
- D. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents. The student with his/her advisor if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.

- E. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her adviser, if any, and the appellee and his/her adviser, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
- F. Anyone disrupting the hearing may be excluded from the hearing room if, after due warning, he/she engages in conduct which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior.
- G. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student is ejected for disruptive behavior and does not have a recognized representative, the hearing officer will appoint one.
- H. Except as provided in G and K herein, all evidence must be presented in the presence of the student.
- I. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.
- J. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with, and question, those persons against whom the appeal is filed.
- K. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.
- L. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.
- M. Upon completion of the testimony and presentation of evidence, all persons, except Board members will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Budget and Academic Policy Committee and the Vice President for Academic Affairs. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Budget and Academic Policy Committee and the Vice President for Academic Affairs by any Hearing Officer.
- N. The findings of the Board shall be announced at the conclusion of the hearing. The student, faculty member, and the appropriate Academic Dean shall be notified in writing of the findings at the conclusion of the hearing. A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- O. The student, or any other person, may not tape the proceedings.

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- P. In an appeal related to a final grade the appeals board will complete the change of grade forms and submit that information to the Registrar, the faculty member, and the appropriate Academic Dean.
- Q. Within thirty (30) days following receipt of the Board's decision, the student may file an appeal with the Vice President for Academic Affairs who shall review the facts of the case and take such action as deemed appropriate under all the circumstances. The Board's findings may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Vice President for Academic Affairs. A written brief stating grounds for the appeal should be presented by the student to the Vice President of Academic Affairs with the appeal. The scope of review shall be limited to the following:
 - 1. Procedural errors.
 - 2. Evidence not available at the time of the hearing.
 - 3. Insufficient evidence to support the findings of the Board.
 - 4. Misinterpretation of University policies and regulations by the Board.
 - 5. A sanction disproportionate to the offense.
 - 6. Lack of jurisdiction.
- R. The decision of the Vice President for Academic Affairs is final. The student, the faculty member, the appropriate Academic Dean, and the Registrar shall be notified in writing of the Vice President for Academic Affairs' decision.

Area of Emphasis

See listing in the section entitled "Undergraduate Four-Year Degrees," page 16.

Auditing Courses

You can audit a course when there is space available in the class and the instructor authorizes your audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term. You must enroll for the course as an Audit, and must pay fees in the same way and at the same tuition rate as students enrolling for credit. Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way. The instructor of the course will determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor. The instructor can notify the student's college dean and the Registrar's Office to withdraw the auditor from the class if attendance or other requirements are not met. **You cannot change a registration from credit to audit or audit to credit after the close of the Schedule Adjustment period at the beginning of a semester or summer term.**

Bulletins of the University

The university issues eight bulletins annually or biennially: the Undergraduate Catalog, the Graduate College Catalog, the School of Medicine Bulletin, the Admission Bulletin for Prospective Students, Community and Technical College Catalog and the

Schedule of Courses for Fall, Spring and Summer. Other special publications are issued from time to time.

Catalog of Record

The catalog of record is the academic catalog that is in effect at the time you declare a major. It identifies the graduation requirements that you must meet to earn the degree.

Once you declare a major, your catalog of record remains the same. You have 10 years in which to complete the degree. If within that 10 year period you change majors or transfer colleges at Marshall, the catalog at the time of the change takes effect. You then have 10 years in which to complete the degree under the new catalog. If you exceed the 10 year period, the catalog of record is the one in effect at the date of graduation. You must meet the graduation requirements in this catalog. Students can substitute courses no longer offered with the permission of their college dean.

Education majors: see the Residency Requirements in the College of Education and Human Services section of this catalog.

Classification of Students

Classification of students is based on the number of college level credit hours earned as shown below:

CLASSIFICATION	SEMESTER HRS.
Freshman	0-25
Sophomore	26-57
Junior	58-89
Senior	90 or more

Continuing Education

Marshall University, through the Office of Continuing Education in the Community and Technical College, offers a non-collegiate credit "Continuing Education Unit" program designed to recognize individuals who continue their education through certain types of short courses, seminars, conferences, and workshops. The program is designed for industry, business, educational, civic, professional, and other groups. One Continuing Education Unit is defined as ten contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction. Continuing Education Units may be awarded as whole units or as whole units plus tenths of units. Awards may be made for less than ten contact-hours of work.

Continuing Education Units are awarded only for non-credit work; they cannot be converted to college credits, nor can college credits be converted to CEU's. The university maintains a separate permanent record of all CEU's earned. For further information, please contact the Director of Continuing Education, Marshall University Community and Technical College, (696-3113).

Course Numbers

<i>COURSE NUMBER</i>	<i>LEVEL</i>
000-099	developmental (or pre-college) courses
100-199	freshman level
200-299	sophomore level
300-499	junior and senior level.
500 and above	graduate level.

Credit by Examination

Course credit by examination is granted at Marshall in some academic departments. Students interested in earning credit this way should contact the chairperson of the department which offers the course. With the department chair's permission, you should obtain a "Credit by Examination" form from the Registrar. This form must be signed for approval by the department chair, the dean of your college, and the Registrar. If you are not a full-time student, you must also pay a \$35 examination fee. The grade you receive on the special exam will be applied to your transcript.

Credit Hour (same as Semester Hour)

Generally a student earns one credit for each 15 hours of class contact. Classes normally meet 45 hours in a semester for 3 units of credit. You should plan on two hours of preparation/study for each in-class hour. Laboratory classes require two or three hours of lab per week for each semester hour of credit.

D/F Repeat Rule (Repeating Courses)

As a Marshall undergraduate, you have one opportunity to repeat at any time any course in which you earned a grade of *D* or *F* during your first 60 attempted hours. The second grade will replace the first in determining your GPA, hours attempted, and hours credited. The second grade is the grade that counts (excluding a *W*), even if it is a lower grade than the original one. The original grade remains on your transcript, but it is noted as a repeated course. **Whenever you plan to repeat a course under the D/F Repeat Rule, you must fill out a form in your college office early in the semester in which you are repeating the course.**

The *D/F* Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

Nothing in this policy shall interfere with provisions of Board of Trustees Policy Bulletin No. 20.

*Adopted: February 8, 1972; Revised: December 14, 1985;
West Virginia Board of Regents Policy Bulletin No. 20
Board of Trustees policy effective July 1, 1989.*

Dead Week

The last five class days of the fall and spring semesters are designated as “dead week.” During this period, instructors cannot give exams that count as 15% or more of the final course grade. They can assign major papers and/or projects which count as 15% or more of the final course grade ONLY if the assignment is stated in the course syllabus. Instructors can introduce new material and give make-up exams during the Dead Week. Exemptions from this policy include night classes, laboratories, freshman English composition courses, and any classes meeting once a week. Dead Week is not applicable to Intersession or Summer Session.

Dean’s List

Students registering for 12 or more hours of courses for which they are receiving letter grades, and who at the end of a semester have a grade average of *B* or above are considered honors students. The names of these students make up the “Dean’s List” in their undergraduate college.

Degree Programs Offered

A complete list of degree programs offered is contained in the section of this catalog entitled “Undergraduate Four-Year Degrees” beginning on page 16.

An *area of emphasis* is a specific subject area of study which has limited course offerings within an approved degree program and major. Normally, a minimum of twelve (12) credit hours would be expected for an area of emphasis at the undergraduate level.

A *program* is a unified series of courses or learning experiences that lead to a degree.

Denial of Admission to a Program Due to Deficiencies

In cases where an undergraduate student has been denied admission to a program, the student has the right to appeal following the same appeal procedures as listed under “Appeal of Probation and Suspension” under “Academic Standing.”

Developmental Courses

These are courses beginning with the number zero which prepare students for college-level work. Developmental courses are taught in the Marshall University Community and Technical College. Credits earned for these courses cannot be used to satisfy graduation requirements, although they are counted as earned hours and are used to determine a student’s classification. Credit/no credit (CR/NC) grades are given in all developmental courses.

Double Major

You can major in more than one discipline by completing the requirements for both majors. If your two majors are in different colleges, then you must secure permission from

both college deans in order to pursue both majors. For administrative purposes, you can only be housed in one college; this is your college of record which maintains your records. You would only complete the college requirements of your college of record.

Dropping All Courses (Withdrawal from the University):

Final Date: Last Day of Class

The last date for complete withdrawal from the university is the last day of class. Withdrawal from the university is defined as dropping all classes for which a student is registered. You must submit a withdrawal form to the Registrar or mail a request for withdrawal to the Registrar. The effective date of withdrawal is the date that the withdrawal form is submitted to the Registrar. The postmark on mail requests is the official date of withdrawal.

Grades Assigned for Withdrawal from the University

Students withdrawing from the university receive a grade of *W* for all courses. The *W* grade (withdrew) has no impact on your grade point average.

Students who withdraw from the university improperly, or who do not follow the regulations described here, receive grades of *F* at the end of the semester or term.

Dropping Individual Courses

Final Date: Tenth Friday in a Regular Term

- **Day classes:** Students can drop individual courses after the Schedule Adjustment period and during the Withdrawal period which lasts until the Friday of the tenth week of class during a regular semester. The exact last day for dropping individual courses is always published in the Schedule of Courses and the Academic Calendar for any given semester or term. You must get a "Schedule Adjustment and Class Drop Form" from the Registrar, fill in the required course drop information, and then obtain the signature of the course instructor. If you are on academic probation, you must also get the approval and signature of the associate dean of your college. Bring the completed form to the Registrar's Office.
- **E-Courses:** The Withdrawal period for e-courses parallels that for regular courses. You can withdraw from an individual e-course through 2/3 of the official course length. After that time, only a complete withdrawal from the university is allowed. The refund policy for e-courses also parallels that of regular courses.
- **Night or off-campus classes:** You can drop a night class, an off-campus class, or an e-course by mailing a request to drop to the Registrar. The postmark on the request will be the official date of withdrawal. The instructor's signature is not required. If you are on academic probation, you must have the approval signature of your associate dean .
- **High-demand course:** If you drop a "high-demand" course during the Withdrawal period, you will not be able to pre-register for the course for the following semester. High-demand courses include:
 - ACC 215
 - BSC 227

(continued)

- CSD 119, CSD 120
- ENG 101, ENG 102
- MTH 130
- SPN 101, SPN 102

You can obtain an up-to-date listing of high demand courses from the Office of the Registrar.

Grades Assigned for Dropping Individual Courses

A student dropping courses or withdrawing from the university during the Withdrawal period (which lasts until the tenth Friday after the first class day of the regular semester), will receive a grade of *W*. For eight-week courses, summer sessions and other courses of varying lengths, the “*W*” period ends the Friday immediately following the two-thirds point in the course. Exact “*W*” dates are published in the Schedule of Courses and in the annual University Academic Calendar. The *W* grade (withdrew) has no impact on a student’s grade point average.

Students who drop courses improperly or who do not follow the regulations described here, receive a grade of *F* at the end of the semester or term.

Exceptions:

Military Service

Men and women called to active duty in the armed services of the United States are granted full refund of fees, but no credit, if the call comes before the end of the first three-fourths of the semester or term, and full credit, but no refund of fees, is granted if the call comes thereafter. However, credit is granted only in those courses in which the student is maintaining a passing grade at the time of departure to military service. The term “called to active duty” is defined as being called to active duty as the result of the federal activation of a total reserve component, National Guard unit, or any portion which involves a particular student or an individual who is a bona fide member of the reserve component or a National Guard unit. The final grades, both passing and failing, for three-fourths of a semester or more are shown on the student’s permanent record.

Medical Reasons

See Medical Withdrawal Policy.

Electronic Courses

E-courses are online versions of classes offered on the Marshall campus. They are courses you take totally through the Internet. These are identified in the Official Schedule of Courses by the letter *E* after the course number. E-courses may differ from regular semester courses in the start and end dates. Be sure to check the syllabus for each individual class for a beginning and ending date. You can register for E-courses using MILO Web and telephone registration systems during the designated registration periods each term. You can also register in person at the Registrar’s Office or by mail. After the close of the registration period, you can register for E-courses by MILO telephone, in person at the Registrar’s Office, or by mail. Hours of enrollment are reflected in the actual term in which you are registered.

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For all verification purposes, hours of enrollment are counted only in the term in which you are registered. You can visit <http://muonline.marshall.edu> for a list of available E-courses.

Note that the *W* period for E-courses parallels that of regular courses. You can withdraw from an individual E-course through 2/3 of the official course length. After that time only a complete withdrawal from the university is allowed. The refund policy for E-courses also parallels that of regular courses.

If you want to take an E-course, you must have basic computer skills plus a computer running at least WIN 95, a modem, an e-mail account, an Internet service provider, and Netscape 3.0 or Internet Explorer 4.0. E-course instructors may include additional requirements in the syllabus. E-courses are assessed a fee of \$98.00 per credit hour (subject to change) regardless of residency or number of credit hours you may be carrying in addition to the E-course.

English Composition Requirement

English Qualifying Examination (EQE)

The university requires for graduation a grade of *C* or better in English 102 or 201H or 302. Students who do not meet this requirement must pass a qualifying examination in English composition. (Students of Junior or Senior status who have not passed ENG 102 or ENG 201H with at least a *C* must take ENG 302 and earn at least a *C* or pass the EQE). The Department of English gives the EQE six times each year: twice during each regular semester and once each summer term. There is no charge. The exact times are available in the English Department office: CH 346 or call (696-6600).

When to Take the EQE

- Four-year program students should take the EQE as soon as possible after they have reached junior status (58 hours credit, including ENG 101 and ENG 102 or ENG 201H).
- Two-year program students (Associate degree), can take the examination in their second year, after they have passed six hours of freshman English/Communications (excluding Communications 094 or Communications 095).

The date of the student's passing is entered on the student's permanent record. If you do not pass the examination you must attend the non-credit English Composition Clinic in the next half-semester before you retake it. Students can retake the exam as many times as necessary.

Exceptions:

These students are excused from taking the EQE and a notation of being excused is placed on their permanent record):

- Associate Degree program students who receive an *A*, *B*, or *C* in COM 112: Communications II, COM 122: Business Communications II, or COM: 132 Technical Communications II.
- Students who have passed both portions of the CLEP Freshmen English Exam between September 1, 1976 and June 1, 1991.
- International students from countries whose national language is not English.

Field Experience

Same as Practicum (which see), within the Department of Sociology/Anthropology.

Final Exams

Absence from Final Exams

You are required to take all regular examinations. If you attend a course throughout the semester and you are absent from the final examination without permission, your instructor counts the examination as zero and reports the final grade of *F*. If the absence is the result of illness or some other valid reason beyond your control, the instructor reports a grade of *I*. In all cases, you must verify the reason for the absence. (See "Incomplete" under Grades and Quality Points).

Rescheduling of Final Exams

If you have final exam conflicts or you have three or more final exams scheduled for the same day, follow these steps:

- pick up a "Final Examination Rescheduling Form" from your major department or your college office;
- fill in the top part of the form in which you must show your complete final exam schedule;
- take this to your dean for verification;
- take the verified form to one of your class instructors and attempt to make a rescheduling agreement (date, time, place);
- if you reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of your college;
- if you cannot reach an agreement, the instructor should note this fact and sign the form (in this case, try to reach an agreement with the instructor of another class in conflict);
- if no instructors agree to reschedule and you have all comments and signatures on the form, take the form to the Vice President for Academic Affairs (OM 110);
- the Vice President or designee will determine if an exam should be rescheduled and if so, the time, date, and place—you and the instructor will receive written notice of any rescheduling;
- the Vice President's ruling can only be modified by an agreement between the instructor and yourself;
- if you reject a ruling by the Vice President, you thereby agree to take each exam at the scheduled time.

Note: the Vice President will not consider any form submitted less than one week before the first day of finals, or any form that is incomplete. An instructor is not required to reschedule a final exam at your request.

Full-Time Student

A full-time student must carry at least 12 semester hours of undergraduate courses or a combination of 12 semester hours of undergraduate and graduate courses in a regular semester; during a five week summer term, a full-time student must carry at least 4 semester hours.

Grade Appeal

This appeal procedure provides a clearly defined way to appeal a course grade which a student believes was arbitrary, or was based on prejudice, discrimination or some other reason not related to the student's academic performance. The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure. The grade appealed remains in effect until the appeal procedure is completed or the problem is resolved.

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation.
2. If the instructor is unavailable for any reason, the process starts with the department chairperson. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1, who will attempt to resolve the issue at the departmental level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
3. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the dean of the college in which the course is offered within ten (10) days of the action taken in Step 2. The dean will attempt to achieve a mutually satisfactory resolution. The dean of the college in which the student is enrolled will be notified.
4. Should the issue not be resolved by the dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 to the Chairperson of the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board (see listing under "Academic Appeals Board"), for resolution. The hearing panel has the right to seek additional documentation if necessary.
5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. The decision of the Vice President shall be final.

GRADE INFORMATION AND REGULATIONS

Grades And Quality Points

Marshall uses a 4.00 scale to express grade point averages. The Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours for courses in which you earned a letter grade.

<i>Grade</i>	<i>Quality Points Per Semester Hour</i>
A (superior)	4
B (above average)	3
C (average)	2
D (below average)	1
F (failure)	0
I (incomplete)	0
CR (credit)	0
NC (no credit)	0
W (withdrawn)	0
AU (audit)	0

The GPA computed for graduation purposes is based on all of your work except:

- courses with grades of *W*, *I*, *CR/NC*, and *AU*
- courses repeated under the D/F Repeat Policy

How to Calculate a GPA

Consider the courses and grades made by a student during her first two semesters at Marshall.

First Semester:

<i>Course</i>	<i>Grade</i>	<i>Quality Pts.</i>		<i>Credit Hrs</i>		<i>Total Quality Pts.</i>
ENG 101	<i>B</i>	3	x	3	=	9
SOC 200	<i>A</i>	4	x	3	=	12
MTH 121	<i>D</i>	1	x	3	=	3
PE 115	<i>B</i>	3	x	1	=	3
UNI 101	<i>CR</i>	0	x	(1)	=	0
BSC 104	<i>C</i>	2	x	<u>4</u>	=	<u>8</u>
TOTAL				14		35

Multiply the number of Quality Points for each grade by the number of Credit Hours for that class. Divide the total number of Quality Points for the semester (35) by the total number of Credit Hours (14). This yields a GPA of 2.50 for the semester.

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Second Semester:

Course	Grade	Quality Pts.		Credit Hrs		Total Quality Pts.
BSC 105	D	1	x	4	=	4
ENG 102	C	2	x	3	=	6
HST 101	F	0	x	3	=	0
CMM 103	D	1	x	3	=	3
PHL 201	C	2	x	3	=	6
TOTAL				16		19

Multiply the number of Quality Points for each grade by the number of Credit Hours for that class. Divide the total number of Quality Points for the semester (19) by the total number of Credit Hours (16). This yields a GPA of 1.18 for the semester.

To determine this student's cumulative GPA (the GPA for both semesters), add the total Quality Points for both semesters (54) and divide by the total Credit Hours for both semesters (30), resulting in a 1.8 GPA.

Note that this cumulative GPA is under 2.00. Since it is less than 2.00, this student has a quality point deficiency. Her college will place her on academic probation and she will remain there until future grades eliminate the deficiency—grades of *A* and *B* will do this; grades of *C* have no effect and grades of *D* or *F* will make the deficiency worse.

Marshall and Overall GPA

A *Marshall grade point average* is a calculation based on credit earned at Marshall ONLY.

An *Overall grade point average* is a calculation based on credit earned both at Marshall AND all other accredited institutions of higher education. Both GPA's are calculated for eligibility and graduation purposes.

Types of Grades

· *Credit/No Credit*: You can take a maximum of 18 semester hours of credit on a credit/no credit basis toward fulfillment of requirements of a baccalaureate degree. Credit completed through the College Level Examination Program (CLEP), as well as approved foreign study, does not count as a part of the 18-hour limit under the *CR/NC* option. You make the decision to take a course on a credit/no credit basis at the time of registration and cannot change this after the end of the Schedule Adjustment period. Courses taken *CR/NC* must be in areas other than your major or teaching specialization, although approved foreign study courses can be taken *CR/NC*. (See "Study Abroad" section elsewhere in this catalog.) Some departments and colleges have additional regulations regarding *CR/NC*.

You must earn a letter grade of *C* or better to receive a *CR* grade. A grade of *NC* is recorded for work that would earn a letter grade of *D* or *F*. A course in which you earn an *NC* grade can be repeated under the *CR/NC* option or for a letter grade. All withdrawals under the *CR/NC* option will receive a *W* grade. The *CR/NC* grade has no impact on your Grade Point Average.

· *Incomplete*: The grade of *I* (incomplete) indicates that you have not completed the course for some unavoidable reason that is acceptable to the instructor. The course instructor will specify in writing what work you must complete to fulfill the course requirements. You have up to one calendar year from the date you receive the incomplete grade in which to complete the course unless the instructor establishes an earlier

deadline. If you satisfactorily complete the course in the prescribed time you will receive one of four passing grades. If your work is unsatisfactory or you fail to complete the course requirements during the stipulated time, the grade of *I* changes to a grade of *F*. You can also remove an incomplete grade by repeating the course within the twelve-month period.

· *W (Withdrawn)*: If you drop courses during the Withdrawal period (which lasts until the tenth Friday after the first week of the regular semester), or if you withdraw completely from the university through the last day of class, you will receive a *W*. For eight-week courses, summer session courses, and other courses of varying lengths, the *W* period ends the Friday immediately following the two-thirds point in the course. Exact *W* dates are published in the *Schedule of Courses* and in the annual University Academic Calendar. The *W* (withdrawn) has no impact on your Grade Point Average. (Please be aware that withdrawing from a course may change your status from that of full-time to part-time student—a full-time student is enrolled for 12 hours or more. Part-time status could negatively affect financial aid, athletic participation, or health insurance eligibility.)

Final Grades

As soon as possible following each semester or term of enrollment, the Registrar mails grades for the completed semester or summer term and the cumulative quality point average to each student. You can also check your grades, usually within 24 hours of the deadline for submission of final grades each term, by calling the university's voice response system, MILO, (696-MILO) or on the Web at <http://www.marshall.edu/milo>.

Midterm Grade Reports for Freshmen

Shortly before the middle of the Fall and Spring semester, (around the eighth week), all faculty evaluate the freshmen students in their classes. Freshman students who are earning the equivalent of a grade of *D* or *F* at this time will receive a grade report mailed to their permanent address and a letter explaining how they can improve their academic performance. A midterm grade is not a promise of a particular final grade nor is it recorded on the student's official transcript. It is intended only as an early warning.

Graduation Information

1. Academic Requirements

Your college will make the final check of courses required for the final term, total earned credits, degree, and GPA requirements, as well as other university-wide requirements. To receive a baccalaureate degree from Marshall University, you must:

- Have a minimum of 128 credit hours (138 in the College of Fine Arts);
- Have an overall Grade Point Average of 2.00 or higher;
- Have a Marshall Grade Point Average of 2.00 or higher;
- Have an overall Grade Point Average of 2.00 or higher in your major area of study;
- Have earned a grade of *C* or better in English 102 or 201H or 302 (see section entitled "English Composition Requirement");
- Have met the requirements of the Marshall Plan (see section entitled "Marshall Plan");

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- Have met the residence requirements of Marshall University, including 15 hours in the major field and 12 hours of 300/400 level coursework in the student's college (see section entitled "Residence Requirements");
- Be enrolled at Marshall at least one semester of the senior year;
- Have transferred no more than 72 credit hours from an accredited West Virginia two-year institution of higher education.

Colleges and specific programs may have unique requirements that are more stringent than those noted above. You are responsible for keeping informed about and meeting the requirements for graduation.

2. Application for a Degree

You must apply for graduation at the beginning of the semester or term in which you intend to complete graduation requirements. You should initiate the application for graduation in your college office. Complete information about graduation applications is available in each college office. The university also requires every prospective graduate to pay a graduation fee at the Bursar's office. A receipt for this fee must accompany the completed application for graduation. The deadline for applying for graduation for every semester or term in the academic year is listed in the current *Schedule of Courses*.

3. Commencement/Graduation Dates

Marshall University observes one Commencement Exercise and four graduation dates during an academic year. The official graduation dates are:

- last day of Summer Session C;
- last day of Summer Session D;
- last day of final examinations for the fall semester;
- day of Commencement for the spring semester.

Students who complete all requirements for a degree at any time other than the above dates will be graduated on the next successive date. Students will not be graduated on any dates other than those noted above. Students who are graduated at the end of either summer term or at the end of the fall term of an academic year are invited to join the spring graduates in the Commencement Exercises.

4. Honors Graduation

A. *Baccalaureate Degree*

Baccalaureate degree candidates who have achieved special distinction in academic work are recognized at Commencement. Their honor status is printed on their diploma. Honor status is determined by this scale for the final cumulative grade point average:

- Summa cum laude (3.85 and above)
- Magna cum laude (3.60 to 3.84)
- Cum laude (3.30 to 3.59)

Note: Honor calculations are not rounded.

For May graduates, honors recognition at Commencement is based on academic standing prior to the Spring term. The diploma will reflect honors standing after calculation of Spring term grades.

Honors eligibility for transfer students (baccalaureate degree):

- Transfer from in-state public institutions (Honors are calculated on the overall GPA)
 - *From a two-year college in WV state system:* must have earned at least 56 hours of work at Marshall University.
 - *From a four year institution in WV state system:* must have earned a minimum of 36 hours of work at Marshall University.
- Transfers from non-West Virginia public institutions (Honors are calculated on the overall and Marshall GPA)
 - *All other transfer students:* must have earned at least 64 hours of work at Marshall, at least 50 percent of which must be upper division work (300/400).

B. Associate Degree:

Associate degree candidates for graduation who have achieved special distinction in academic work are recognized at Commencement. Their honor status is printed on their diploma. Honor status is determined by this scale for the final cumulative grade point average:

- With High Honors - 3.70 and above
 - With Honors - 3.30 to 3.69
- Note:* Honor calculations are not rounded.

Honors eligibility for transfer students (associate degree):

A transfer student must have earned at least 36 hours of work at Marshall, 32 of which must be applicable to an associate degree program and must have attained honors for all work attempted at Marshall and honors for all academic work attempted at the collegiate level regardless of the institution attended.

5. Residence Requirements (see also "Residence," page 111)

For all undergraduate degrees (see exceptions below), at least one year's work in residence is required. A "year in residence" is comprised of at least 24 hours credit earned in at least two semesters' work in residence or one semester and two summer terms in residence. One semester must be in the senior year. **Transfer students** must take at least 12 hours of 300/400 level coursework in their college and at least 15 hours in their major field except for Combined College and Professional Programs.

Exceptions:

- College of Education and Human Services students must meet the college residency and teacher certification requirements.
- Community and Technical College Associate Degree and Certificate program students must earn at least 12 hours credit in residence. These 12 hours must be for regular coursework (excluding Non-Collegiate Learning), must be taken for letter grades (excluding CR/NC), and must be applicable to the degree program.

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For MCTC students, "in residence" means on-campus or at one of the formal off-campus instruction sites.

- Regents Bachelor of Arts Degree.

All students should check with their own colleges for any additional residence requirements.

Independent Study

Independent studies are tutorials, independent readings, research, problem reports, and other individualized activities designed to meet the special needs of students within their major. Independent studies are offered only at the discretion of the department chair and college dean.

Inter-College Transfer

If you wish to transfer colleges you must initiate the request in the office of your current college. The dean of the college to which you request a transfer must grant permission for the transfer. Students with 20 or more quality point deficiencies must remain in their current college until they reduce their deficiencies to fewer than 20.

Exception: individuals who are returning to the university from one or more years of active military duty can enter the college of their choice.

Internship

An internship is a supervised, off-campus work/study arrangement with external agencies or institutions. Usually a student, with faculty approval, registers for an Internship course for which he or she will receive credit. Often the students are paid, but not always. They generally serve as trainees under the supervision of an individual at the off-campus site. A Marshall faculty member usually serves as a coordinator and resource person. Students may expect regular site visits from a faculty member as well as on-campus training seminars, although internship experiences will vary across departments.

Laboratory Courses

Lab courses supplement classroom courses. They are organized activities involving the observation and verification of experiments and experimental techniques. Laboratory courses require two or three hours of lab per week for each semester hour of credit.

Major

A major is an area of concentration requiring at least 24 semester credits for completion. It is offered within one department or by a combination of departments. It is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one major. All courses in the major must be taken for a grade except internships, practica, and approved foreign study courses.

Marshall Plan

The *Marshall Plan for Quality Undergraduate Education* is designed to ensure that every student who receives a baccalaureate degree will be well prepared for the 21st century. Every student at Marshall must complete the requirements of the Marshall Plan. Some Marshall Plan requirements can also count towards major, minor, or college general education requirements. The Marshall Plan includes:

- An integrated/applied mathematics course which requires a score of at least 19 on the ACT (460 on the SAT math section), and which can be fulfilled by completing MTH 121 or a higher level mathematics course.
- A team-taught integrated science course that involves two or more scientific disciplines. This course is designated ISC in the schedule of courses. Students must first complete MTH 121 or a higher level mathematics course. All students in the College of Science, nursing students in the College of Nursing and Health Professions, and students in the Dietetics Program are exempted from the ISC requirement.
- A three hour course in multicultural studies, designated Multicultural in the Schedule of Courses.
- A three hour writing intensive course, (beyond the six hour requirement in English composition), designated Writing Intensive in the Schedule of Courses.
- Six hours of international studies courses, designated International in the Schedule of Courses.
- Completion of a computer literacy/competency requirement defined by the major department.
- A capstone experience to be completed by the end of the senior year. Each major department designs its own capstone experience to help students synthesize and demonstrate competent learning in their fields. The capstone experience includes both oral and written presentations.

Medical Withdrawal Policy

Voluntary Medical Withdrawal

In cases when students withdraw from the university for medical reasons, their request for withdrawal must be supported by certification from the attending physician. In order to be readmitted after this withdrawal, the student must provide a letter and supporting documentation from the attending physician that indicates that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis. Requests for medical withdrawals from the university or from an individual class will be handled on a case by case basis through the Associate Dean of Student Affairs, Prichard Hall 155. Students who are granted a medical withdrawal will receive a *W*.

Mandatory Medical Withdrawal

A student will be subject to a mandatory medical withdrawal if the Dean of Student Affairs and/or designee determines that the student is endangering himself or herself or other members of the university community by continuation as a student at Marshall. Through an approved designee, the Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that the student's behavior or health habits warrant it. The student will be referred to the appropriate health

professional and a written document of evaluation and recommendations will be forwarded to the university designee. The university will then determine the student's status. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal. Students will be accorded an informal hearing before the Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the required withdrawal. If the student declines the opportunity for an evaluation, the Registrar will withdraw the student for medical reasons.

Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.

A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.

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

MILO

MILO (Marshall Information Liaison Online) provides you with a means of registering for classes and checking your schedule and grades by telephone or on the World Wide Web. To use MILO you must know your student identification number and your Personal Identification Number (PIN). If you are on academic probation or have any other kind of registration hold, you cannot register via MILO. MILO is usually available from 6 a.m. to 9 p.m. Monday through Friday, and 1 p.m. to 9 p.m. on Sunday. For instructions on how to use MILO, see the current *Schedule of Courses*.

MILO Telephone Registration: 1-800-696-MILO or (304) 696-MILO

Off campus courses are included in the list of available sections. Please carefully check the course location when you select an open section.

MILO World Wide Web Registration: <http://www.marshall.edu/milo>

Minor

A minor is a program of study outside the major department requiring at least 12 semester credit hours for completion. All courses in the minor must be taken for a grade except for approved study abroad courses. With the exception of college-approved interdisciplinary minors, each academic department/division designates the specific courses or range of courses required for each minor it offers. Please consult the department description in the catalog for available minors.

Placement Examinations

If your ACT or SAT test score does not meet the required minimum for placement in English 101 and mathematics courses (see "ACT/SAT Scores" and "Developmental Courses" sections of this catalog), you can:

- take placement exams administered by the Community and Technical College (call 696-3017 for information); or
- complete the appropriate developmental course(s).

Note that you can take each placement exam only one time while at Marshall; if you have earned an *NC*, *F*, *W*, *WP*, or *WF* in a developmental course you cannot take a placement exam for the dropped or failed course; you can attempt only one exam per time period; you cannot take a placement exam to test out of a course in which you are currently enrolled.

Practicum

This is a closely supervised experience in a student's professional area. It may be on or off campus, or at a combination of the two. Ordinarily, there is extensive collaboration with a faculty supervisor. With faculty approval, a student registers for a practicum for which he or she will receive credit. Practicum experiences vary across departments.

Readmission to the University

If you have not been enrolled in any classes at Marshall for at least two years you must apply for readmission.

- If you have not attended any other institution during your period of absence, you must apply for readmission at the Registrar's office;
- If you once attended Marshall and subsequently left to attend another institution, you must apply to Marshall as a transfer student at the Admissions Office. Transfer students must be in good academic standing at their previous institutions to be eligible for readmission at Marshall.

Repeating Courses

Credits for a repeated course may not be used to fulfill the credit hour requirements for graduation. Exceptions: courses repeated under the *D/F* Repeat Rule, approved Special Topics courses, internships, practica, and other approved courses in departments such as Music. Check with your college dean for a list of all exemptions.

Residence

"In residence" means to be enrolled in Marshall University courses.

Schedule Adjustment

You can change your class schedule during the late registration and schedule adjustment period each term. This is usually the first week of classes. The exact schedule adjustment period for any semester or term is published in the *Schedule of Courses* for that semester or term. Schedule changes can be made over the telephone using MILO, on the World Wide Web, (<http://www.marshall.edu/milo/>), or in person at the Registrar's Office. If you want to change sections of a course during the schedule adjustment period, you must drop the section in which you are currently enrolled and add the new section.

(continued)

(See section entitled "Dropping Courses" for information on dropping a class after the Schedule Adjustment period).

When the Schedule Adjustment period is over, you cannot make any changes in your course schedule except with the permission of your dean.

Semester Hour

See section entitled "Credit Hour."

Semester Load

To make normal progress toward graduation, students should complete approximately 32 to 34 semester hours during a calendar year, which includes Fall, Spring and Summer terms.

If you want to take 19 or more credit hours during Fall or Spring term, or 7 or more hours during a Summer term, you must obtain permission of the dean of your college.

Seminar

A seminar is a small class, usually offered at the junior/senior level, which may be involved in advanced study or original research.

Special Topics

Special Topics are experimental courses that can be offered twice by a department without formal committee approval. No more than 6 credits of special topics can be applied toward an associate degree; no more than 12 can be applied toward a baccalaureate degree.

Summer School

Marshall offers four summer sessions:

- Session A: Intersession/4 weeks
- Session B: Evening Term/3 weeks
- Session C: First Summer/5 weeks
- Session D: Second Summer/5 weeks

Admission requirements for Summer School are the same as for the regular semester. Summer offerings, which include undergraduate and graduate courses, vary from year to year. Registration begins in early April.

Syllabus Policy

During the first two weeks of semester classes (3 days of summer term), instructors must provide each student a copy of the course requirements which includes these items:

- a description of the general course content.
- approximate dates for major projects and exams
- grading policy
- attendance policy

Exceptions to this policy might include thesis, seminar, problem report, independent study, field work, internships, and medical clerkships.

*Adopted by University Council, March 12, 1980;
amended by Academic Planning and Standards Committee,
April 10, 1980; approved by the President, May 5, 1980.*

Transcripts of Academic Record

Every student is entitled to one free official transcript of his or her record. Each additional copy costs \$5.00. The Office of the Registrar usually will process transcript requests within 24 hours of receipt. The request may take longer to process if it is received at the close of a semester or summer term. Students who default in the payment of any university financial obligation or have other obligations to the university forfeit their right to a transcript until their obligations are resolved. Transcript requests should be sent directly to the Office of the Registrar in the form of a letter, fax, or on the Transcript Request Form available in the office. Students must sign their requests. You can obtain unofficial transcripts on the World Wide Web at: <http://www.marshall.edu/milo/>, or in your college office.

Transfer Credit

See the Board of Trustees Policy on Transferability of Credits and Grades at end of this section.

· **New Students:**

When you apply for admission to Marshall University, the Admissions office will determine the acceptability of credits you have earned at other institutions.

· **Enrolled Students:**

After enrollment as a regular undergraduate at Marshall, if you plan to take courses at another institution you must have **prior** approval from the dean of your college if you want those courses to count towards your degree requirements at Marshall. You should pick up an off-campus form ("Approval of Courses to be Taken for Advanced Standing") from the Admissions Office or your college office. After filling in the name of the visiting institution as well as the exact courses you wish to take there, take the form to the Admissions Office. The Admissions staff will convert the proposed coursework into equivalent Marshall courses and will then send the form to your college office for review. The associate dean will approve the application if the proposed courses are appropriate for your degree requirements. The form is then forwarded to the Registrar. The Registrar will send you a copy of the completed form.

- Courses students take without prior approval may be rejected when they are evaluated for degree requirements.
- Before the credit you earn at another institution can be transferred and recorded on your permanent academic record at Marshall, you must have an official transcript forwarded from the other institution to the Marshall Admissions Office.
- Coursework taken at another institution **transfers at the level at which it was taken**. This is something important to consider since undergraduate degree students must have a minimum number of hours of upper division credit to graduate. The exact number of required upper division hours is determined by your college. If, for example, you take ENG 220: American Literature to 1877, at Ohio State, and this course converts at Marshall to ENG 321: American Literature to 1877, you 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 (except grades earned under the *D/F Repeat Rule*).

Board of Trustees Policy on The Transferability of Undergraduate Credits and Grades (Board of Trustees Series No. 17)

1. Undergraduate level credits and grades earned at any public institution governed by the Board of Trustees shall generally be transferable to any other such institution.
2. At least 64 and no more than 72 hours of credits and grades completed at community colleges or branch colleges in the West Virginia state system of higher education shall be transferable to any baccalaureate degree-granting institution in the state system.
3. All grades earned for college credit work within the state system shall be counted for purposes of graduation with honors, and transfer students from within the state system shall be treated the same for this purpose as generic students.
4. With the exception of those enrolling in specialized four-year programs which have demonstrable and bona fide externally imposed requirements making such a goal impossible, students completing two- year associate degrees at public institutions governed by the Board of Trustees shall generally, upon transfer to a baccalaureate-level degree-granting institution, have junior level status and be able to graduate with the same number of total credit hours as a non-transfer student at the same institution and in the same program. An exception may exist in any instance where the associate degree is a technical type designed for terminal career purposes and the general education component is substantially of a markedly different nature than that required for a student at the same two-year institution enrolled in a college transfer associate degree program. Credit hours taken in general education toward associate degrees will count toward the total number of general education credit hours required at the baccalaureate degree-granting institution.
5. There shall be developed and maintained specific detailed articulation agreements between appropriate institutions in the state system. Particularly community colleges, community college components, and branch colleges will indicate clearly in catalogs and other official materials which courses are not necessarily transferable for major programs or other specific purposes to those institutions where significant numbers of students traditionally transfer; any such course(s), however, will be transferred as elective credit up to the maximum herein required.

6. A statewide Ad Hoc Articulation Council appointed by the Chancellor consisting of two (including at least one faculty member) representatives from free-standing components and branch colleges, two (including at least one faculty member) representatives from baccalaureate degree-granting institutions, the Chairman of the Advisory Council of Students or his representative, and two representatives from the Board of Trustees' staff shall be convened as a facilitating body in cases of disagreements between institutions over the transfer of credit. This Council will make a report and a recommendation to the Chancellor.
7. Consistent with provisions above, each baccalaureate degree-granting institution may require transfer students to meet any of the following standards:
 - a) An average of C on previous work attempted and the required grade point average for admission to a particular program.
 - b) The completion of 36 or more additional hours of credit in residence, regardless of the number of hours transferable.
 - c) The completion of 16 of the last 32 hours before graduation in residence.

Any policies of this Board contrary to the foregoing are rescinded.

*Adopted: West Virginia Board of Regents July 10, 1979
Board of Trustees policy effective July 1, 1989*

Undergraduate Students in Graduate Courses

Seniors with an overall GPA of 3.0 or better can apply to take courses at the graduate level (500/600). You should pick up an application in the office of the Graduate College, OM 113. The application requires the recommendation of your major department chairperson, your college dean, and the dean of the Graduate College. A completed application must be on file in the Graduate College office before the opening of the term of enrollment. Seniors can apply credit for graduate courses either to an undergraduate or a graduate degree at Marshall, but not to both. The grades a senior may earn in a graduate course taken for undergraduate credit are included in the computation of the student's undergraduate GPA.

University College

University College is an administrative unit within Enrollment Management that oversees many of the university retention programs. Headed by an assistant dean, University College houses all conditionally admitted students (including international students), the Baccalaureate Transition Program, and all transient students. The Academic Support Center, which includes advising and tutoring, is a part of University College, as is University 101: New Student Seminar.

Workshop

A workshop is a practical, participatory course usually designed for advanced students or professionals. It provides experience or instruction in a new technique, theory or development in a field. Credit may be granted.