



Admissions

ADMISSIONS OFFICE

Mr. Craig S. Grooms, Director
One John Marshall Drive
Huntington, West Virginia 25755
Telephone 1-800-642-3499 or 1-304-696-3160
admissions@marshall.edu
www.marshall.edu/admissions

GENERAL ADMISSION INFORMATION

Students applying for admission to Marshall University must submit an application form available from the Admissions Office or apply online. All necessary supporting materials should be on file with the Office of Admissions at least two weeks before the opening of a semester or term. All materials submitted in support of an application for admission become the property of Marshall University. Materials will not be returned or released to third parties. **Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.**

Requests for applications, the online application, and additional information can be found at www.marshall.edu/admissions. For the specific admission requirements depending on student type, please see the appropriate section below.

Admission to the University does not guarantee admission to any particular college or degree program. Each student must meet the requirements of the academic college s/he wishes to enter, or of the degree program sought. Check individual college program listings for details.

Admission to Marshall University is granted for a specific term only. If an applicant fails to register during the term for which s/he is admitted, the applicant may contact the admissions office and request an extension of acceptance for up to one academic year. If an applicant attends another accredited college or university during that time, s/he must re-apply as a transfer student.

A housing reservation, scholarship award, or grant-in-aid is contingent upon admission to Marshall University. Admission to the university does not guarantee housing. All students must be fully admitted to re-enroll for succeeding terms.

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

COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by the state unless he is in compliance with the Military Selective Service Act.

APPLICATION FEES

All new students applying to Marshall University must pay an application fee. The fee is \$25 for West Virginia residents and \$35 for metro¹ and non-resident students. In addition to the application fee, transfer students must also pay a \$50 transcript evaluation fee. Fees paid to the university are valid for one academic year (fall, spring and summer semesters) only. Application and transfer evaluation fees must be submitted with each new application to the university or any time a student changes from one type of applicant to another (*i.e.*, freshman to transfer). Students who enroll as Early Entry High School will not be reassessed a fee when applying as freshmen. All fees paid to the Marshall University Admissions Office are nonrefundable.

FRESHMEN

Application Procedures for Freshmen and Non-Transfer Students

High School Graduates

General Requirements:

1. A diploma from an accredited high school;
2. An Overall Grade Point Average of at least 2.0 (C average) and a composite score of at least 19 on the ACT or a combined score (verbal + math) of at least 910 on the SAT;
3. Completion of the 2003 Higher Education Policy Commission (HEPC) course requirements.² 2003 HEPC course requirements include:
 - 4 years of English (including courses in grammar, composition, literature)
 - 3 years of social studies (including U.S. history)

(continued)

¹Metro Fee is applicable to students whose residence is as follows:

In Ohio: Gallia, Lawrence and Scioto Counties.

In Kentucky: Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin and Pike Counties

²Students who graduated prior to 2003 are subject to the 1990 Board of Trustees (BOT) course requirements. 1990 BOT course requirements include:

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

- 3 years of math (Algebra I and at least one higher unit)
- 3 years of science (Two of three units must be laboratory science)

Beginning in 2008, students seeking admission to four-year degree programs must have completed two years of the same foreign language.

First-time, full-time freshmen pursuing a four-year baccalaureate degree who meet the General Requirements above will be admitted unconditionally.

A very limited number of students who do not meet the GPA, ACT/SAT, or Board of Trustees general requirements for admission (GPA of at least 2.0 and 19 ACT/910 SAT) may be admitted conditionally to University College. Under the terms of the admissions policy, only a limited number of conditionally admitted students will be permitted to enroll at Marshall. For specific requirements for conditionally admitted students, see “Conditional Admission.”

Required Application Materials:

1. Completed application for admission including the appropriate fee;
2. An official, final transcript sent directly from an accredited high school.
3. Official college transcript sent directly from the college or university if a student has completed a non-Marshall college course while in high school or in summer school. Student must submit a college transcript to the Admissions Office prior to initial enrollment.
4. American College Test (ACT) or Scholastic Aptitude Test (SAT) scores sent directly from the testing center. The Higher Education Policy Commission requires that all first-time, full-time freshmen submit the American College Test (ACT), or Scholastic Aptitude Test (SAT) scores except applicants who graduated from high school more than five years ago. (Applicants who graduated from high school more than five years ago and who lack test scores must pass special placement exams or required developmental English and mathematics courses before they can enroll in required courses in English composition and mathematics.) ACT or SAT test scores are used in placing students in English and mathematics, for scholarship and loan applications, for academic counseling, for determining eligibility for certain degree programs, and in part to meet NCAA athletic eligibility requirements.¹
5. A valid immunization record including measles, mumps and rubella vaccinations (MMR). Applicants can provide an immunization record signed by a physician or an official copy of the permanent high school health record including a report of the required immunizations. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. If an applicant has religious beliefs that prohibit vaccination, the applicant must submit a notarized statement from a member of his or her clergy. Requests for exemptions should be made to the Admissions Office. Students born prior to January 1, 1957 are exempt from the immunization requirement.

¹Community and Technical College applicants are governed by the admissions policy of the Community and Technical College. MCTC admission is open to any student with a diploma from an accredited high school or GED. (See separate *Marshall Community and Technical College Catalog*.)

Conditional Admission

MU offers admission to a limited number of students who do not meet the 2.0 cumulative GPA and the 19 ACT composite. These students are admitted to the University College and must complete all developmental work within 3 semesters. The need for developmental work is determined by minimum requirements of an 18 ACT in English (450 on the verbal portion of the SAT) score and a 19 ACT in Math (460 on the math portion of the SAT) score. Upon completion of any needed developmental work and earning a 2.00 in at least 12 hours of graded coursework, the student may transfer into any major/college for which s/he is eligible. Some majors and colleges require separate applications and course requirements for admission into their programs.

Provisional Admission

Students who have met minimum admissions requirements but who are unable to provide one or more of the required application materials may be admitted provisionally. Freshman students may be provisionally admitted to the university for one semester only with the following minimum documentation:

1. Completed application for admission with appropriate fee
2. Preliminary high school transcript showing senior schedule or;
3. GED exam and a home school transcript or high school transcript up to the point of withdrawal¹
4. American College Test (ACT) or Scholastic Aptitude Test (SAT) exams with minimum required scores²

Freshman students will be fully admitted to the university and will be eligible to register for succeeding terms when all admission requirements have been met and all required materials have been received.

If a student has been out of high school more than 3 months, s/he must complete the statement of activities since high school graduation on the admissions application before s/he can be considered for admission to the university.

A student who attends another collegiate institution during the summer session immediately following graduation from high school is admitted as an entering freshman with advanced standing.

¹Students who graduated from high school prior to 1990 and have their GED's do not need to provide a high school transcript.

²Students who have been out of high school 5 years or more are not required to take the ACT or SAT exam except for admission into the College of Science or the College of Information Technology and Engineering. Students may enroll in the Marshall Community and Technical College for one semester without ACT or SAT exam scores. International students may be admitted conditionally for one semester without ACT or SAT exam scores. Students admitted without ACT or SAT scores must take the placement examination prior to course registration. Placement exam scores do not replace the requirement for ACT or SAT exams.

GED COMPLETERS

Non-high school graduates may be admitted to Marshall University if they attain a standard score of 45 on each of the five parts of the General Education Development Test or an average standard score of 50 or above on the entire test. GED scores must be sent directly to the Admissions Office from the testing center, a state department of education, or a county superintendent of schools. Applicants for admission who have held the GED for at least five years subsequent to the graduation date of their high school class do not need ACT/SAT scores except if applying to the College of Science or College of Information Technology and Engineering. Applicants holding the GED for fewer than five years must submit ACT or SAT scores. Students admitted without ACT or SAT scores are required to take the placement examination prior to course registration. If a student would have graduated from high school between 1990 and the present, an official high school transcript must be sent from the high school or board of education directly to the Admissions Office. A limited number of students who do not meet GED, ACT, SAT or BOT requirements may be admitted to University College at the discretion of the Director of Admissions. GED students may not enroll at Marshall University prior to the graduation date of their high school class. When extenuating circumstances exist, GED students who wish to enroll before their high school class has graduated may appeal for early acceptance as freshmen to the Director of Admissions.

General Education Development (GED) Test Admission Requirements:

1. Applicants for GED admission must be past the age and time of their normal high school graduating class.
2. Applicants must have official GED test scores sent directly from the GED testing center
3. Applicants who completed the GED test in the Armed Forces can have an official copy of their scores forwarded to the Admissions Office by writing to DANTES, Princeton, New Jersey 08541.
4. A GED graduate is admitted on the basis of a standard score of 45 or above on each of the five parts of the test or an average standard score of 50 or above on the entire test. No course credit is granted for completion of the college level GED Test.
5. Completion of the 1990 Board of Trustees course requirements (see above). A limited number of students who do not meet GED, ACT or BOT requirements may be admitted to University College.

HOME SCHOOL / NON-ACCREDITED HIGH SCHOOL

The West Virginia Higher Education Policy Commission requires that students admitted to public institutions be graduates of an accredited high school (a high school recognized by a Regional Accrediting Agency) or that they hold the General Educational Development (GED) Test. Applicants who have been home schooled or have graduated from non-accredited high schools must submit satisfactory scores for the GED, a copy of the home school transcript including all courses with grades and a cumulative grade point average, and ACT/SAT scores. These items must be sent directly to the Admissions Office by the school and testing centers. Applicants will be considered for admission if they meet the following criteria:

1. Student must attain a standard score of 45 on each of the five parts of the GED Test, or have an average standard score of 50 or above on the entire test

2. Student must have a composite ACT score of 19 or a combined SAT score of 910
3. Student must have a minimum overall grade point average of 2.0 and
4. Completion of the Board of Trustees course requirements (see above). A limited number of students who do not meet GED, ACT, SAT or BOT requirements may be admitted to University College.

EARLY HIGH SCHOOL GRADUATES

If a high school student has met all high school graduation requirements by the end of the fall semester of their senior year, s/he may be provisionally admitted as a freshman student under the following conditions:

1. All general freshmen admission requirements are met;
2. High school counselor must submit a letter indicating that the student has met all high school graduation requirements but will not receive a diploma until her/his graduating class receives the diploma;
3. Registration will be permitted for one term only. Students will not be permitted to register for subsequent terms until final high school transcript with graduation date has been received.

If a student cannot provide the aforementioned documentation, s/he may apply as an Early Entry student (see Early Entry section). **Early Entry students are not eligible for financial aid and may not reside on campus.**

TRANSFER STUDENTS

Application Procedures for Transfer Students

A high school graduate or GED completer who wishes to enroll at Marshall University and who has attempted coursework from another accredited college or university is classified as a transfer student. Marshall University does not at any time or under any condition disregard college or university credits attempted or earned elsewhere for the purpose of admitting an applicant solely on the basis of the high school record. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action.

General Admission Requirements:

Transfer applicants must have an overall 2.00 GPA on all college work attempted and must be eligible to return to the institution from which they wish to transfer. Transfer students not meeting these requirements may appeal the admission decision (See Transfer Appeals Policy). The evaluation of all transfer credit must be completed before students are permitted to register for courses at Marshall University.

Required Application Materials:

1. Completed application for admission with all appropriate fees; (The application must be complete, including the statement of activities section, before transfer students can be considered for admission to the University.)

(continued)

2. Official transcripts sent from the Registrar's Office of all collegiate institutions attended must be sent directly to the Marshall Admissions Office; (Transcripts marked "Issued to Student" or submitted directly by students cannot be accepted.)
3. A non-refundable transcript evaluation fee of \$50.00;
4. Transfer applicants with fewer than 26 earned semester hours must also submit an official high school transcript and ACT or SAT scores;
5. Transfer students who have earned a 2.5 GPA and are currently enrolled at another collegiate institution may be provisionally admitted pending receipt of the final transcript. Students with less than a 2.5 GPA and currently enrolled at another institution must submit a final transcript before admission can be granted;
6. An immunization record is required of all transfer students. Applicants can provide an immunization record signed by a physician or an official copy of the permanent high school health record including a report of the required immunizations. Students must provide proof of immunity before or during the first semester of enrollment or they will not be permitted to enroll in subsequent terms. If an applicant has religious beliefs which prohibit vaccination, the applicant must submit a notarized statement from a member of his or her clergy. Requests for exemptions should be made to the Admissions Office. Students born prior to January 1, 1957 are exempt from the immunization requirement.

Transfer Appeals Policy

Appeals will be granted on a limited basis at the discretion of the Director of Admissions when extenuating circumstances exist. The student must show great potential for success, provide a plan for improving academic performance, and submit documentation of all extenuating circumstances. For more information on submitting an appeal, please contact the Admissions Office.

Evaluation of Credit

Transfer students from West Virginia state colleges or universities:

Credits and grades earned for all baccalaureate level courses at any accredited baccalaureate degree-granting institution in the West Virginia state-supported system of higher education are transferable to Marshall University.

Transfer Students from Community Colleges or Branch Colleges:

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

Evaluation of Transfer Credit

Transfer students should apply to Marshall and submit their credentials at least two months before course registration to give ample time for an evaluation of their credentials.

All credentials submitted in support of an application for admission become the permanent property of the university.

Coursework taken at another institution transfers at the level at which it was taken. This is something important to consider since Marshall students must have a minimum number of upper division credits (300/400 level credit), determined by their college, in order to graduate. If, for example, a student takes ENG 220, American Literature, at

another institution, and this course converts at Marshall to ENG 320, American Literature. The student will get credit for ENG 320 at Marshall, but those credits will count as lower division (100- to 200-level) credits.

Grades earned for coursework taken at other institutions are computed into the overall GPA (includes courses taken at MU and other institutions), but have no impact on the Marshall GPA (includes only MU coursework), except for D/F repeats.

The Marshall Plan (see further information under “Academic Information”) applies to transfer students. Students who believe they may have taken coursework at other institutions that would satisfy part of the Marshall Plan should submit documentation (course syllabi, catalog descriptions) to their dean’s office for review by the appropriate faculty committee.

Provisional Admission of Transfer Students

Transfer students may be provisionally admitted to the university for one semester only with the following minimum documentation:

1. Completed application for admission with appropriate fees;
2. Transcript evaluation fee;
3. Official college transcript mailed directly from the registrar’s office of all institution(s) attended. Students who have a 2.5 GPA and are currently enrolled at another institution may be provisionally admitted pending the receipt of the final transcript. If a student has less than a 2.5, s/he can not be admitted until receipt of the final transcript.
4. If a student has fewer than 26 transfer hours s/he must have an official final high school transcript¹ with graduation date or GED scores and ACT/SAT scores mailed directly to the Admissions Office from the high school or GED testing center. All test scores must be sent directly to the Admissions Office from the testing center, West Virginia Department of Education or county superintendent of schools, American College Test (ACT) or Scholastic Aptitude Test (SAT) testing centers.²

Transfer students will be fully admitted to the university and will be eligible to register for succeeding terms when all requirements have been met and all required documentation has been received.

¹Students who have graduated from high school prior to 1990 and have their GED, do not need to provide a high school transcript.

²Students who have been out of high school 5 years or more are not required to take the ACT or SAT exam except for admission into the College of Science or the College of Information Technology and Engineering. Students may enroll in the Marshall Community and Technical College for one semester without ACT or SAT exam scores. International students may be admitted for one semester without ACT or SAT exam scores. Students admitted without ACT or SAT scores must take the placement examination prior to course registration. Placement exam scores do not replace the requirement for ACT or SAT exams.

EARLY ADMISSION OPTIONS

Marshall University offers a variety of early admission options. Students may apply to attend Marshall University on either a full or part time basis while still enrolled in high school. Students who enroll at Marshall University prior to high school graduation are not eligible for financial aid or on-campus housing. For admission to Marshall University as an Early Entry or Dual Credit student, applicants must meet the requirements listed below. Community and Technical College requirements for Early Entry and Dual Credit students vary. Please consult CTC admissions policies for more information.

Early Entry

The Director of Admissions at Marshall University, together with the director of the John R. Hall Center for Academic Excellence (CAE), will admit exceptionally able students who have not completed secondary education for enrollment in university courses on either a full or part-time basis. Housed in University College, these students are advised by the director of the CAE.

Please note that students who have taken college courses during high school under any of the above options and plan to apply for admission to Marshall University must meet all Marshall University admission standards. (Please see appropriate catalog section for specific admission requirements based on student type).

Students admitted as Early Entrants must obtain permission to register each term from the Director for the Center of Academic Excellence (CAE).

Dual Credit (College Courses in the High School)

Students who wish to enroll in a course for which they will earn both high school and college credit will be classified as dual credit students. Students may enroll in dual credit courses offered at their high school or on any of the Marshall University campuses.

General Admission Requirements for Early Entry and Dual Credit Students: Prior to the Junior Year of High School

1. Be currently enrolled in high school or an approved home-school program;
2. An ACT, SAT or other standardized test score at least at the 85th percentile; ACT= 26 composite; SAT= 1170 combined;
3. A B (3.0) or better overall Grade Point Average;
4. A recommendation from a counselor or principal;
5. Recommendations from two teachers who are familiar with the student's academic performance;
6. Maintain a 2.0 Grade Point Average in the college courses.

During the Junior and Senior Year of High School

1. Be currently enrolled in high school or an approved home-school program;
2. An ACT composite score of 19 (with at least a 18 in English and a 19 in math), a total SAT score of 910 (450 English, 460 math), or another standardized test score at the 75th percentile;
3. A 3.0 or better overall high school Grade Point Average;
4. A recommendation from a counselor or principal;

5. Maintain a 2.0 Grade Point Average in the college courses.

Required Application Materials For Early Entry and Dual Credit Students:

1. Completed application for admission with all appropriate fees.
2. An official transcript of all high school grades.
3. American College Test (ACT), Scholastic Aptitude Test (SAT), or other standardized test with minimum required scores.
4. Letter(s) of recommendation.

RESIDENT ALIENS

Resident Aliens must submit a copy of a valid resident alien card and meet all relevant freshmen or transfer student admission requirements.

INTERNATIONAL STUDENTS

Center for International Programs
320 Old Main
One John Marshall Drive
Marshall University
Huntington, West Virginia 25755-1054, U.S.A.
(304) 696-6265
cip@marshall.edu

Admission Requirements:

1. Complete a Marshall University International Student Application Form (available from the Center for International Programs) and return with all required documentation.
2. Submit the \$100.00 non-refundable application fee. (Transfer students must also pay a \$50.00 transcript evaluation fee). The check or international money order should be made payable to Marshall University Research Corporation.
3. Submit official final transcripts and degrees (certified English translations) of all high school, college or university academic credits and grades.
4. Submit evidence of proficiency in the English language as indicated by one of the following:
 - The Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper-based test or a minimum score of 173 on the computer-based TOEFL, reported directly to the Center for International Programs at Marshall University. Results from a test taken more than two years before the date of submission will not be considered.
 - Michigan English Language Assessment Battery (MELAB) equated minimum score of 79.
 - Completion of the advanced level in an intensive English language program comparable to level 9 of an English Language School (ELS).

(continued)

- A degree or diploma from an internationally recognized secondary school, college or university in which the language of instruction is English.
 - English is the official indigenous language of the country of permanent residence.
5. Submit an official bank statement or a bank letter. This must show that the student or sponsor has at least \$12,000 (USD) to support study and living costs for one academic year (9 months). Send the bank letter of support or bank statement to the address above. If a student is self-supporting, s/he should provide a supporting statement as well as documentary evidence (bank statement, letter from employer verifying study leave and salary arrangements, etc.) showing that funds are available for study.
 6. First-time freshmen and degree-seeking transfer students must have all previously earned credit evaluated. For a list of approved credential evaluating services, please refer to www.marshall.edu/cip/credit. Please have all evaluation reports sent directly to the Center for International Programs.
 7. Submit proof of measles/rubella vaccination.
 8. Students who plan to enroll in the English as a Second Language Institute (ESLI) program before pursuing an undergraduate program of study must also send the completed application materials for the English as a Second Language Institute. The ESLI program has separate application forms. Students may obtain the separate ESLI program application forms by calling, writing, or e-mailing the Center for International Programs. To access the online ESLI application form, please visit www.marshall.edu/leap.

A student may be conditionally admitted to an undergraduate program of study at Marshall University without English proficiency if s/he enrolls in the English as a Second Language Institute and satisfies all other criteria for admission.

Send all application materials and fees to the Center for International Programs who will forward complete application files to the Admissions Office. For more information regarding the evaluation of International applications for admission, evaluation of credit, or other issues related to enrollment as an International student, please contact the Center for International Programs.

COLLEGE GRADUATES

Application Procedures for College Graduates

Second Baccalaureate degree:

An applicant who wishes to pursue a second baccalaureate degree must apply as a transfer student and submit official transcripts from all institutions attended (see transfer section). A second baccalaureate degree requires a minimum of 30 additional credit hours as well as fulfillment of all degree requirements.

Special Students:

Applicants who hold a baccalaureate degree from an accredited institution but do not wish to pursue a second baccalaureate degree may enroll for undergraduate courses (for prerequisites, certification, etc.) by completing the application for admission and by presenting evidence to the Admissions Office of the receipt of the baccalaureate degree in the form of a final transcript or diploma indicating that a degree was awarded.

TRANSIENT STUDENTS

Application Procedures for Transient Students

Students Visiting Marshall University from Other Institutions

Students enrolled in a degree program at another collegiate-level institution during the previous year who would like to enroll at Marshall for no more than two consecutive semesters can be admitted as transient students. Transient students must submit an application with all appropriate fees to the Admissions Office for each term in which they wish to enroll and have the Registrar at their home college send a letter of good academic standing to the Admissions Office for each term in which they wish to enroll.

Marshall University Students Who Wish to Visit Other Institutions

Current Marshall University students who wish to enroll at another institution must complete an advanced standing (transient approval) form prior to enrolling in another institution. If a student does not submit this form and attends another institution, s/he will be required to pay the Transcript Evaluation fee and may be required to reapply as a transfer student. Students who attend another institution for more than 2 semesters (excluding summer terms) must reapply as transfer students, even if prior transient approval has been granted. This policy does not apply to students enrolled in the RBA program. A student who completes an advanced standing (transient approval) form must submit a transcript from the host institution for all semesters s/he attended. If the student did not actually attend the host institution for which approval was granted, that institution must provide documentation stating that the student was never enrolled there. Failure to provide these documents will result in a hold being placed on the student's record.

Marshall University Students Enrolled in Study Abroad Programs

Students enrolled in Marshall University's Study Abroad Program must submit the Study Abroad approval form prior to enrolling in another institution. Students enrolled in the Study Abroad Program must meet the same requirements as all Marshall University students who wish to enroll at other institutions.

PART-TIME STUDENTS

Part-time students (enrolled for fewer than 12 credit hours) must meet the same admissions requirements as full time students.

NON-DEGREE STUDENTS

A student who is not pursuing any type of degree may enroll as a non-degree student if s/he has been out of high school for more than five years and has no prior college work. A student cannot earn more than 30 total hours while classified as a non-degree. Credit taken as a non-degree student may not necessarily transfer into all degree programs. Non-degree students are not eligible to receive financial aid.

Students who wish to apply as non-degree seeking must submit a completed application with all appropriate fees. If a non-degree student decides to become degree-seeking, s/he must re-apply as a freshman, pay the application fee and provide all required documentation to be considered for admission. Before registering, non-degree students must obtain the permission of the dean of the college in which the course is being offered.

CREDIT OPTIONS

ADVANCED PLACEMENT (AP) EXAMINATION

Marshall University recognizes certain examinations of the College Board Advanced Placement Program. Students who participate in the AP program and wish to have their scores evaluated for credit should have their scores sent to Marshall University by selecting Marshall's code: 5396. The AP examinations are prepared by the College Board, and the papers are graded by readers of the Educational Testing Service, Princeton, New Jersey 08540. Students cannot receive credit for a score below 3 on any exam. Students who do receive credit will be assigned the grade of CR which is not calculated into the GPA. All AP credit is counted as lower division credit and each academic department has its own policy on AP exams. See below for required scores on specific exams.

<i>AP Exams</i>	<i>Required Score</i>	<i>Marshall Equivalent</i>	<i>Credit Awarded</i>
Art- Drawing Portfolio	3	Unclassified Art	3
Art- General Portfolio	3	Unclassified Art	3
Art History	3	ART 112	3
Biology	3	BSC 104, 105	8
Biology	4	BSC 120, 121	8
Chemistry	3	CHM 203, 204, 215	8
Chemistry	4	CHM 203, 204, 211	9
Chemistry	5	CHM 203, 204, 211,212	12
Classics-Latin-Vergil	3	LAT 204	3
Classics-Latin-Literature	3	UNCLASSIFIED	3
Computer Science A	3	IST 264	3
Computer Science A B	3	IST 264, IST 160 OR 163	6
Microeconomics	3	ECN 250	3
Macroeconomics	3	ECN 253	3
Eng Language & Composition	3	ENG 101	3
English Literature & Composition	3	ENG 310	3
English Literature & Composition	4	ENG 310 & ENG 331, ENG 319 OR 323	6
Environmental Science	3	ES 100	4
Foreign Language, French Language	3	FRN 101, 102	6
Foreign Language, French Language	4	FRN 101, 102, 203	9
Foreign Language, German Language	3	GER 101, 102	6
Foreign Language, German Language	4	GER 101, 102, 203	9
Foreign Language, Spanish Language	3	SPN 112	6
Foreign Language, Spanish Language	4	SPN 112, 203	9
Geography	3	GEO 100	3
Government and Politics, American	3	PSC 104	3
Government and Politics, Comparative	3	PSC 105	3
History, American	3	HST 230 & 231	6
History, European	3	HST 102 & 103	6

<i>AP Exams</i>	<i>Required Score</i>	<i>Marshall Equivalent</i>	<i>Credit Awarded</i>
History, World	3	HST 101, 102, 103 (two of the three)	6
Mathematics, Calculus AB	3	MTH 132	4
Mathematics, Calculus AB	4	MTH 130, 229	8
Mathematics, Calculus BC	3	MTH 229	5
Mathematics, Calculus BC	4	MTH 229, 230	9
Music Theory	3	UNCLASSIFIED	3
Physics B	3	PHY 201	4
Physics B	4	PHY 201, 203	6
Physics C, Mechanics	3	PHY 211	4
Physics C, Electricity & Magnetism	3	PHY 213	4
Physics C, Electricity & Magnetism	4	PHY 211, 213	8
Introductory Psychology	3	PSY 201	3
Statistics	3	MTH 225 OR MGT 218	3

INTERNATIONAL BACCALAUREATE

Marshall University recognizes examinations taken as part of the International Baccalaureate (IB) Program. Students who participate in the IB program should have their scores sent directly to Marshall University. Students will not receive credit for a score of 3 or below on any IB exam.

Listed below are the IB exams that will be considered for credit at Marshall University. Students will be awarded course equivalencies based on the score they are able to attain on the IB exam. Only Higher Level exams will be considered for credit.

<i>IB Exams</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Advanced Math	MTH 130	MTH 130	MTH 229, 130	MTH 229, 130
Art/Design	ART 112	ART 112	ART 112, 214	ART 112, 214
Biology	BSC 104	BSC 104	BSC 120, 121	BSC 120, 121
Business	MGT 100	MGT 100	MGT 100,	MGT 100,
Chemistry	CHM 203, 217	CHM 203, 217	CHM 203, 204, 217, 218	CHM 203, 204, 217, 218
Classical Latin	LAT 101	LAT 101	LAT 101, 102	LAT 101, 102
Computing Science	IT 101	IT 101	IT 101	IT 101
Economics	ECN 250	ECN 250	ECN 250, 253	ECN 250, 253
English	ENG 101	ENG 101	ENG 101	ENG 101
French	FRN 101	FRN 101	FRN 101, 102	FRN 101, 102
Geography	GEO 100	GEO 100	GEO 100, GEO 3 Hrs Unclassified (lower division)	GEO 100, GEO 3 Hrs Unclassified (lower division)
German	GER 101	GER 101	GER 101, 102	GER 101, 102
History	HST 103	HST 103	HST 103	HST 103
Islamic History	HST 260	HST 260	HST 260, 261	HST 260, 261

(continued)

<i>IB Exams</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Music	MUS 142	MUS 142	MUS 142, 111	MUS 142, 111
Physics	N/A	PHY 201, 202	PHY 201, 202, 203, 204	PHY 201, 202, 203, 204
Psychology	PSY 201	PSY 201	PSY 201	PSY 201
Russian	MDL Unclassified 3 hrs. (lower div.)	MDL Unclassified 3 hrs. (lower div.)	MDL Unclassified 6 hrs. (lower div.)	MDL Unclassified 6 hrs. (lower div.)
Social Anthropology	ANT 201	ANT 201	ANT 201,	ANT 201,
Spanish	SPN 101	SPN 101	SPN 101, 102	SPN 101, 102
Theater Arts	THE 112	THE 112	THE 112, THE 220	THE 112, THE 220

COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) enables students who can demonstrate knowledge and/or proficiency in certain fields to reduce the cost in time and money for pursuing a college education by successfully completing CLEP tests for credit.

Intensive reading in a particular field, on-the-job experience, or adult education may prepare a student to earn college credit through CLEP tests. This would reduce the total amount of coursework needed to complete degree programs. Scores on the test may also validate educational experience obtained at a non-accredited institution or through non-credit college courses. Credit completed through CLEP does not count as a part of the 18-hour limit under the Credit/Non-Credit Option. Credit earned through CLEP exams does not automatically satisfy specific academic requirements. Since colleges and departments have different curriculum requirements and may use the scores in different ways, students should consult first with their department or division chairs or their dean's offices on how the examinations would be used. Please call (304) 696-6697 for more information or to schedule a CLEP exam.

Listed below are the CLEP exams that will be considered for credit:

<i>CLEP Exams</i>	<i>Required Score</i>	<i>Marshall Equivalent</i>	<i>Credit Awarded</i>
Accounting, Principles of	50	Accounting 215-216	6
Algebra, College	50	Math 130	3
Alg-Trig, College	50	Math 130	3
Am. Government	50	Pol. Sci. 104	3
Biology, General	50	Biology 104-105	8
Calculus w/ elem. Functions	50	Math 229	5
Chemistry, General	50	Chem 211-212	6
Info Systems and computer applications	50	CSD 101	3
Macroeconomics, Principles of	50	Econ 253	3
Management, Principles of	50	Management 320	3
Marketing, Principles of	50	Marketing 340	3
Microeconomics, Principles of	50	Economics 250	3
Psychology, Introductory	50	Psychology 101	3
Sociology, Introductory	50	Sociology 200	3
Trigonometry	50	Math 122	3

<i>CLEP Exams</i>	<i>Required Score</i>	<i>Marshall Equivalent</i>	<i>Credit Awarded</i>
College Mathematics	500	Unclassified elective	6
Humanities	500	Unclassified elective	6
Natural Science	500	Unclassified elective	6
Social Sciences and History	500	Unclassified elective	6

MILITARY EXPERIENCE AND TRAINING CREDIT

Army Commission Credit

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

Physical Education Credit

Students who have successfully completed Initial Entry Training (Basic Training and Specialty Training), and who have completed at least 12 semester hours at Marshall with a cumulative GPA of 2.0 or better, should request Admissions to assign credit.

Service Members Opportunity Colleges

Marshall University is an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1500 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Marshall recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for educational experiences in the Armed Forces. This is credit in addition to that awarded for physical education. Veterans should contact the Admissions Office for evaluation of their armed services educational experiences. They should bring with them a copy of their latest DD Form 214, along with any and all certificates of training, diplomas, or other proof of formal military training. Army/American Council on Education Registry Transcript (AARTS) and/or Sailor/Marine American Council on Education Registry Transcript (SMART) can be accessed online for qualifying soldiers, sailors, and marines by the Admissions Office staff.

United States Marine Corps Platoon Leaders Class

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

WEST VIRGINIA RESIDENCY

Requests for changes in residency status for new students will be evaluated by the Admissions Office provided a completed residency application with all required supporting documentation is submitted by the end of the first week of classes for each new term. Thereafter, all requests for changes in residency status for currently enrolled students will be evaluated by the Registrar.

Title 133

Procedural Rule

West Virginia Higher Education Policy Commission, Series 25

Residency Classification for Admission and Fee Purposes

SECTION 1. General

- 1.1. Scope – Rule regarding residency classification of students for admission and fee purposes.
- 1.2. Authority – W. Va. Code §§18B-1-6, 18B-1-7, and 18B-10.
- 1.3. Filing Date - July 2, 2002
- 1.4. Effective Date - August 1, 2002
- 1.5. Repeal of Former Rule - Repeals and replaces Title 128, Series 34 and Title 131, Series 34

SECTION 2. Classification for Admission and Fee Purposes

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

2.2. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two (2) weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended.

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

SECTION 3. Residence Determined by Domicile

3.1. Domicile within the state means adoption of the state as the fixed permanent home and involves personal presence within the state with no intent on the part of the

applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve (12) months of continued presence within the state prior to the date of registration: **Provided**, That such twelve (12) months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve (12) months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

SECTION 4. Dependency Status

4.1. A dependent student is one (1) who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

SECTION 5. Change of Residence

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

SECTION 6. Military

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

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

SECTION 7. Aliens

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

SECTION 8. Former Domicile

8.1. A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one (1) year period of time and satisfies the conditions of Section 3 of these rules, regarding proof of domicile and intent to remain permanently in West Virginia.

SECTION 9. Appeal Process

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

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

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

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

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

9.1.3. Residency appeals shall end at the institutional level.