CATALOG TERMS AND DEFINITIONS

Below is a list of some of the terms and definitions used in this section:

**Area of Emphasis:** 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.

**Catalog of Record:** The catalog of record is the academic catalog that is in effect at the time the student declares a major. It identifies the graduation requirements that must be met to earn the degree. Once a major is declared, the catalog of record remains the same. A student has 10 years in which to complete the degree. If within that 10 year period the student changes majors or transfers colleges at Marshall, the catalog at the time of the change takes effect. The student then has 10 years in which to complete the degree under the new catalog. If a student exceeds the 10 year period, the catalog of record is the one in effect at the date of graduation. Students 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:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>SEMESTER HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-25</td>
</tr>
<tr>
<td>Sophomore</td>
<td>26-57</td>
</tr>
<tr>
<td>Junior</td>
<td>58-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBERS</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>developmental (or pre-college) courses</td>
</tr>
<tr>
<td>100-199</td>
<td>freshman level</td>
</tr>
<tr>
<td>200-299</td>
<td>sophomore level</td>
</tr>
<tr>
<td>300-499</td>
<td>junior and senior level</td>
</tr>
<tr>
<td>500 and above</td>
<td>graduate level</td>
</tr>
</tbody>
</table>

**Credit 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. Students 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. (Same as “Semester Hour.”)
**Degree Program:** A degree program is a unified series of courses or learning experiences that lead to a degree.

**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.

**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.

**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.

**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 a program of study 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.

**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.

**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.

(continued)
**Residence:** "In residence" means to be enrolled in Marshall University courses.

**Semester Hour:** Same as "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 students want to take 19 or more credit hours during Fall or Spring term, or 7 or more hours during a regular Summer term, they must obtain permission of the dean of their 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.

**Transcript:** Every student is entitled to one free official transcript of his or her record. Each additional copy costs $6.00. The Office of the Registrar usually will process transcript requests within 24-48 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. Students can obtain unofficial transcripts on the Web at: www.marshall.edu/milo, in their college office or in the Registrar’s Office.

**ADDITIONAL ACADEMIC INFORMATION**

**Academic Appeals**

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

A. Student Appeals for Instructor Imposed Sanctions:
   In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

   In those cases in which a student has received an instructor-imposed sanction, including a lower final grade in or failure of the course or exclusion from further participation in the class, the student shall follow the procedures outlined below:

   1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeals of a final grade in the course, 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. The course instructor is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the course instructor does not respond to the student in the given time frame, the
appeal process continues to the next level. If the instructor is unavailable for any reason, the process starts with the department chairperson.

2. 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. The department chairperson is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the department chairperson (or representative) does not respond to the student in the given time frame, the appeal process continues to the next 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 is to respond to the student or instructor in writing within ten (10) days after the student has submitted the appeal documentation. If the Dean (or representative) does not respond to the student in the given time frame, the appeal process continues to the next level. 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 Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary. The hearing panel has twenty (20) days to convene the members of the panel to hear the appeal and ten (10) days after the hearing to make notification of the determination to the student and instructor.

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 Provost and Senior Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. The Provost and Senior Vice President for Academic Affairs has ten (10) days to respond in writing to the appeal documentation of the student or instructor. The decision of the Provost and Senior Vice President for Academic Affairs shall be final. Those students in the College of Nursing and Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the V.P. for Health Services.

B. Appeals for Academic Dishonesty:
(Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed unsuccessfully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described in the section on “Sanctions” in this policy.)

1. In those cases where the instructor imposes a sanction pursuant to Section IV, A, “Academic Rights and Responsibilities,” only, and does not refer the matter to the department chairperson for additional sanctions, the student
may appeal the sanction in accordance with the procedures described in the Academic Appeal section (A) above.

2. In those cases where the matter is referred to the department chairperson for additional sanctions, this action must occur within thirty (30) days of the alleged offense. The chair shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral.

3. 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.

4. 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 Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution.

5. 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 Provost and Senior Vice President for Academic Affairs within thirty (30) days from the receipt of the written decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

C. Appeals for Academic Deficiencies:
1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies, the following procedures are applicable:

   a. The student is 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 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, 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 advisors may consult with, but may not speak on behalf of their advisees, 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. The student must request such meeting in writing ten (10) days from receipt of the notice.
c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgment to the Provost and Senior Vice President for Academic Affairs within thirty (30) days after receipt of written notice of the judgment.

d. The decision of the Provost and Senior Vice President for Academic Affairs is final.

2. In those cases in which a student has been or may be dismissed from an undergraduate academic program, or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:

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 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 in writing with the Chair of the Budget and Academic Policy Committee. The Chair of the Budget and Academic Policy Committee will refer the matter to the Academic Appeals Board to determine whether the student has grounds for an appeal. If the student is denied an appeal, he/she may appeal this decision to the Provost and Senior Vice President for Academic Affairs. If the student is granted an appeal, the Chair will appoint a Hearing Panel. At least two (2) of the faculty and student members of the hearing panel will, if possible, be chosen from board members appointed from the constituent college or school involved. Since many of these appeals occur at times when school is not in session it may not always be possible to meet the above condition, but every effort will be made to hear appeals in a timely and reasonable manner. The student’s appeal must be filed within ten (10) days after receipt of written notice of the decision outlined in (b) above.

d. If the student is dissatisfied with the decision of the Hearing Panel, the student may appeal the decision to the Provost and Senior Vice President for Academic Affairs within thirty (30) days after receipt of written notice of the decision.

e. The decision of the Chief Academic Officer is final.
VI. Academic Appeals Board

A. Description and Jurisdiction:

The Academic Appeals Board is a permanent subcommittee of the Budget and Academic Policy Committee. It is established to hear all appeals arising from the following:

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 Board.

B. Composition of the Board

The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members:

   The Dean of each of the constituent colleges and schools of the university shall appoint five (5) faculty members from his/her unit to serve on the board. Such appointments will be made annually in the spring semester with the understanding that some of these faculty members will be available to hear appeals during the summer terms and the week before the beginning of Spring semester. Terms will run from May 15 to the following May 15.

2. Student Members:

   The President of Student Government shall appoint three (3) students from each of the constituent colleges and schools of the university.

3. Hearing Officers:

   The Budget and Academic Policy Committee will call for volunteers and appoint two Hearing Officers each spring. It is desirable but not required that the Hearing Officers have served on the Hearing Board.

C. Selection of Members for an Individual Hearing

An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student members, 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, if possible, at least two (2) of the faculty and student members of the panel should be chosen from the Board members appointed from the constituent college or school involved.

VII. 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 all rights in accordance with the belief 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 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.

E. 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.

F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, 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.

G. 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. 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 Provost and Senior Vice President for Academic Affairs. If the Board’s decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Budget and Academic Policy Committee and the Provost and Senior Vice President for Academic Affairs by any Hearing Officer.

N. The findings of the Board, and any sanction, 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 and any sanction 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.

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 Provost and Senior 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 and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Provost. A written brief stating grounds for the appeal should be presented by the student to the Provost 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.

R. The decision of the Provost and Senior 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 Provost’s decision.

Approved by the Academic Standards and Curricular Review Committee
October 28, 1988
Revised by Faculty Senate, March 19, 2002 and February 27, 2003
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 Higher Education Policy Commission.

Out-of-state students who have been granted Academic Common Market access to Marshall University should follow the Academic Common Market Procedures available at www.marshall.edu/academic-affairs.

Academic Dishonesty

Introduction:

As described in the Marshall University Creed, Marshall University is an “Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities.”

Academic Dishonesty is something that will not be tolerated as these actions are fundamentally opposed to “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance” as described in Marshall University’s Statement of Philosophy.

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 be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practica and creative work of any kind.

Definitions of Academic Dishonesty

Below are definitions of some common types of academic dishonesty. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

Cheating: Any action which if known to the instructor in the course of study would be prohibited. This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- The unauthorized assistance of a person other than the course instructor during an academic exercise.

(continued)
• The unauthorized viewing of another person’s work during an academic exercise.
• The unauthorized securing of all or any part of assignments or examinations, in advance of submission by the instructor.

**Fabrication/Falsification**: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.

**Plagiarism**: Submitting as one’s own work or creation any material or an idea wholly or in part created by another.

This includes:
• Oral, written and graphical material.
• Both published and unpublished work

It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

**Bribes/Favors/Threats**: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

**Complicity**: Helping or attempting to help someone commit an act of academic dishonesty.

**Sanctions**
Sanctions for academic dishonesty may be imposed by the instructor of the course, the department chairperson, or the Academic Dean. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from the university entirely.

The instructor may impose the following sanctions:
• A lower or failing project/paper/test grade,
• A lower final grade,
• Failure of the course
• Exclusion from further participation in the class (including laboratories or clinical experiences)

The following sanctions may be recommended by the instructor but will need to be imposed by the department chair, academic dean or the Office of Academic Affairs:
• Exclusion from an academic program
• Academic probation for up to 1 year
• Academic suspension for up to 1 year
• Dismissal from the university.

In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs.

A student will be informed in writing by the instructor or responsible office, of any charges and subsequent sanctions imposed for academic dishonesty (See “Reporting”
Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student’s records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with the process outlined below (See “Appeals Process”).

Sanctions for repeated academic dishonesty offenses will be imposed by the Office of Academic Affairs after consultation with the appropriate department chairs and deans.

- A student’s record of academic dishonesty offenses will be maintained throughout their enrollment at Marshall University, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- A student with a second academic dishonesty offense during his/her enrollment at Marshall University will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- A student with a third academic dishonesty offense during his/her enrollment at Marshall University will be dismissed from the university.

**Reporting:**

Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of Academic Affairs within ten (10) days of the accusation.

Notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an “Academic Dishonesty Report Form.”

The “Academic Dishonesty Report Form” will include:

- Instructor’s Name
- Course Information (Term, Number, Section)
- Student’s Name
- Student’s University Identification Number
- Brief Description of the Charge
- Date of Accusation
- Brief Description of the Sanction

Instructors are encouraged to give a copy of the “Academic Dishonesty Report Form” to a student accused of an offense. However, within ten (10) days of receipt of the “Academic Dishonesty Report Form” the Office of Academic Affairs will inform the student and the student’s dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal.

A copy of the report will go into the student’s college file.

Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of Academic Affairs within ten (10) days of the action.

**Recording:**

The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Faculty Senate at the end of each academic year.
Appeals Process:

In cases where the instructor imposes sanctions and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described for grade appeal (see listing under “Academic Appeals,” A). This includes lowered grades, exclusion from class activities and failure of the course.

If allegations of academic dishonesty are referred to the department chairperson for additional sanctions, it must be within thirty (30) days from the date of the alleged offense. This process starts with the dean if there is no department chairperson.

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.

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.

c. 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 Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution.

d. 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 Provost and Senior Vice President for Academic Affairs within thirty (30) days from the receipt of the written decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed unsuccessfully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described under the section on “Sanctions.”

Approved by Faculty Senate, February 27, 2003

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. For additional details, see “Academic Rights and Responsibilities.”
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 will be implemented, provided certain conditions are satisfied, where the D and F repeat rule is not applicable:

- The student 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, the student 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 the student’s 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.

A student may apply for academic forgiveness by submitting to his/her college dean an application for “Academic Forgiveness,” available in the college office. The dean can accept, modify, or reject the application and will 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 the student changes programs, departments, colleges, or institutions. (Amended and approved at December 9, 1986, APSC meeting).

Students should be aware that this policy is not necessarily recognized by other institutions of higher education outside the state of West Virginia.

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

Academic Probation and Suspension

1. For Academic Deficiencies:
   a. Academic Probation
      All undergraduate students whose Overall or Marshall GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions.
      - Students on probation must meet with the Associate/Assistant Dean of their College before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
      - Students on probation may take a maximum of 14 hours and should repeat courses under the D/F Repeat Rule to reduce deficiency points.

      (continued)
Success of students on probation will result in suspension (see below).

- Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation will result in suspension (see below).
- Students on probation are not allowed to register by MILO (phone or Web).
- Students on probation must participate in their College’s Retention Program.
- Other requirements may be imposed in the Academic Improvement Plan.

The student is returned to Academic Good Standing when his or her Marshall and Overall GPA are 2.0 or higher.

b. Academic Suspension

Academic Suspension is defined as a period in which a student cannot enroll in courses at Marshall University. A student who has pre-registered and is subsequently suspended will have his/her registration automatically canceled. Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see Table One) will be suspended for one regular semester (the summer terms do not count as a term of suspension).

Table One – Suspension QPD

<table>
<thead>
<tr>
<th>GPA Hours</th>
<th>0-25</th>
<th>26-57</th>
<th>58-89</th>
<th>90 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Point Deficit</td>
<td>20</td>
<td>15</td>
<td>12</td>
<td>9</td>
</tr>
</tbody>
</table>

When a student returns to Marshall after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits listed in Table 1 will result in suspension. **A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.**

**Note that this suspension policy does not apply to conditionally admitted students; they are governed by the regulations of University College.**

c. Petition for Reinstatement after a Second or Subsequent Suspension

Reinstatement after a second or subsequent suspension is only by written petition to the Dean of a student’s College, School, or Program. The petition must be in writing and provide evidence that the student can meet the requirements of his or her Academic Improvement Plan. The written petition for readmission must be submitted at least 30 days prior to the beginning of the semester for which readmission is sought.

*(Approved by Faculty Senate, May 9, 2002, to go into effect Fall 2003)*

2. For Academic Dishonesty:
   a. Probation:

   Academic probation for up to 1 year may be recommended by the instructor but will need to be imposed by the department chair, academic dean or the Office of Academic Affairs.
b. **Suspension:**
   A student with a second academic dishonesty offense during his/her enrollment at Marshall University will be academically suspended for a period of time not to exceed one academic year (to include summer terms).

3. **Appeal of Academic Probation and Suspension**
   See section on “Academic Appeals,” B and C.

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**Academic Rights and Responsibilities of Students**

Marshall University’s policies in regard to the academic rights and responsibilities of students reflect Board of Governors Policy Number 60.

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 University Policy Number 60. 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 of a college or school. The dean also serves in an advisory capacity to the student. The student is encouraged to contact his/her academic dean for guidance on appeal procedures.

   B. **Academic Deficiency:** failure to maintain the academic requirements and standards as established by Marshall University and its constituent colleges and schools other than those relating to academic dishonesty. This shall include but is not limited to the criteria for maintenance of satisfactory academic progress, i.e. Grade Point Average, special program requirements, professional standards, etc.

   C. **Academic Dishonesty:** Academic dishonesty is conduct on an academic exercise that falls into one or more of the following categories: cheating, fabrication/falsification, plagiarism, bribes/favors/threats, and complicity. These categories and “academic exercise” are defined in detail in the section on Academic Dishonesty in this catalog. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.

   D. **Day:** shall refer to 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, or students at Marshall University.

   (continued)
H. **President’s Designee:** Chief Academic Officer.

I. **Provost and Senior Vice President for Academic Affairs:** refers to the 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. **Student Academic Rights:**

Concomitant with other academic standards and responsibilities established by Marshall University and its constituent colleges and schools, each student 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 in Section V. Except in those 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 he/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 Higher Education Policy Commission 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.

IV. Academic Sanctions: Undergraduate Students (Graduate and Medical Students Should Consult the Graduate Catalog.)

A student who fails to meet the academic requirements or standards, or who fails to abide by the University policy on academic dishonesty, as defined by Marshall University and its constituent colleges and schools may be subject to one or more of the following academic sanctions:

A. A lower final grade in or a failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences, any or all of which may be imposed by the instructor of the course involved).

B. Academic Probation

1. For Academic Deficiency:

   · Any student who has less than a 2.0 Grade Point Average on coursework attempted at Marshall University and/or any approved coursework transferred from another institution shall be placed on academic probation. All probation students are subject to the following restrictions:
   · Meet with the Associate/Assistant Dean of their college before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
   · Take a maximum of 14 hours and should repeat courses under the D/F Repeat Rule to reduce deficiencies.
   · Earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on probation will result in suspension.
   · May not register by MILO (phone or Web).
   · Must participate in their College’s retention program.
   · Other requirements may be imposed in the Academic Improvement Plan

2. For Academic Dishonesty

Sanctions for academic dishonesty may be imposed by the instructor of the course, the department chairperson, or the Academic Dean. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from the university entirely.

a. The instructor may impose the following sanctions:

   · A lower or failing project/paper/test grade.
   · A lower final grade.
   · Failure of the course.
   · Exclusion from further participation in the class (including laboratories or clinical experiences.)

b. The instructor may also refer the matter to his/her department chairperson for additional sanctions. If allegations are referred to
the department chairperson, it must be within thirty (30) days from the date of the alleged offense. This process starts with the dean if there is no department chairperson. The following sanctions may be recommended by the instructor but will need to be imposed by the department chair, academic dean or the Office of Academic Affairs:

- Exclusion from an academic program.
- Academic probation for up to one (1) year.
- Academic suspension for up to one (1) year.
- Dismissal from the university.

c. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic sanctions may be pursued through the Office of Judicial Affairs.

d. A student will be informed in writing by the instructor or responsible office of any charges and subsequent sanctions imposed for academic dishonesty. Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in the student’s records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

e. Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of Academic Affairs within ten (10) days of the accusation. The notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an “Academic Dishonesty Report Form.” Instructors are encouraged to give a copy of the “Academic Dishonesty Form” to a student accused of an offense. However, the Office of Academic Affairs will inform the student and the student’s dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her right of appeal. A copy of the report will go into the student’s college file. Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of Academic Affairs within ten (10) days.

The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans and the Faculty Senate at the end of each academic year.

f. Sanctions for repeated academic dishonesty offenses will be imposed by the Office of Academic Affairs after consultation with the appropriate department chairs and deans.

- A student’s record of academic dishonesty offenses will be maintained throughout his/her enrollment at Marshall University, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- A student with a second academic dishonesty offense during his/her enrollment at Marshall University will be academically suspended for a period of time not to exceed one academic year (to include summer terms.)
A student with a third academic dishonesty offense during his/her enrollment at Marshall University will be dismissed from the university.

C. Academic Suspension: Undergraduate Students (Graduate and Medical Students Should Consult the Graduate Catalog.)

1. For Academic Deficiency

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA hours will be suspended for one regular semester (the summer terms do not count as a term of suspension). Students with 0-25 GPA hours will be suspended if they have 20 or more quality point deficiencies; with 26-57 hours, they will be suspended with 15 or more quality point deficiencies; with 58-89 hours, they will be suspended with 12 or more deficiencies; and with 90 or more hours, they will be suspended with 9 or more deficiencies.

When a student returns to Marshall after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits described above will result in suspension. A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.

This suspension policy does not apply to conditionally admitted students; they are governed by the regulations of University College.

2. For Academic Dishonesty

In those cases in which a student has been found guilty of academic dishonesty he/she may be academically suspended for a period of time not to exceed one academic year. During such period the student may not enroll in any course or program offered by Marshall University or any of its constituent colleges or schools.

D. 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.

V. Academic Appeals

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

A. Student Appeals for Instructor Imposed Sanctions:

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

In those cases in which a student has received an instructor-imposed sanction,
including a lower final grade in or failure of the course or exclusion from further participation in the class, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, 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. The course instructor is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the course instructor does not respond to the student in the given time frame, the appeal process continues to the next level. If the instructor is unavailable for any reason, the process starts with the department chairperson.

2. 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. The department chairperson is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the department chairperson (or representative) does not respond to the student in the given time frame, the appeal process continues to the next 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 is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the Dean (or representative) does not respond to the student in the given time frame, the appeal process continues to the next level. 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 Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary. The Board has twenty (20) days to convene the members of the panel to hear the appeal and ten (10) days after the hearing to make notification of the determination to the student and instructor.

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 Provost and Senior Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. The Provost and Senior Vice President for Academic Affairs has ten (10) days to respond in writing to the appeal documentation of the student or instructor. The decision of the Provost and Senior Vice President for Academic Affairs shall be final. Those students in the College of Nursing and Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the V.P. for Health Services.
B. Appeals for Academic Dishonesty:
(Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed un成功fully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described in the section on “Sanctions” in this policy.)

1. In those cases where the instructor imposes a sanction pursuant to Section IV, A, only, and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described in the Grade Appeal section (V, A) of this policy.

2. In those cases where the matter is referred to the department chairperson for additional sanctions, this action must occur within thirty (30) days of the alleged offense. The chair shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral.

3. 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.

4. 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 Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution.

5. 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 Provost and Senior Vice President for Academic Affairs within thirty (30) days from the receipt of the written decision of the Board. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

C. Appeals for Academic Deficiencies:

1. In those cases in which an undergraduate student has been denied admission to a program, has been or may be placed on academic probation or academic suspension for academic deficiencies, the following procedures are applicable:

   a. The student is 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 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, 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 advisors may consult with, but may not speak on behalf of their advisees, 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. The student must request such meeting in writing ten (10) days from receipt of the notice.

c. If the student is dissatisfied with the outcome of the meeting outlined in (b) above, the student may appeal the judgment to the Provost and Senior Vice President for Academic Affairs within thirty (30) days after receipt of written notice of the judgment.

d. The decision of the Provost and Senior Vice President for Academic Affairs is final.

2. In those cases in which a student has been or may be dismissed from an undergraduate academic program, or has been or may be dismissed from the institution for academic deficiencies, the following procedures are applicable:

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 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 in writing with the Chair of the Budget and Academic Policy Committee. The Chair of the Budget and Academic Policy Committee will refer the matter to the Academic Appeals Board to determine whether the student has grounds for an appeal. If the student is denied an appeal, he/she may appeal this decision to the Provost and Senior Vice President for Academic Affairs. If the student is granted an appeal, the Chair will appoint a Hearing Panel. At least two (2) of the faculty and student members of the hearing panel will, if possible, be chosen from board members appointed from the constituent college or school involved. Since many of these appeals occur at times when school is not in session it may not always be possible to meet the above condition, but every effort will be made to hear appeals in a timely and reasonable manner. The student's appeal
must be filed within ten (10) days after receipt of written notice of the decision outlined in (b) above.

d. If the student is dissatisfied with the decision of the Hearing Panel, the student may appeal the decision to the Provost and Senior Vice President for Academic Affairs within thirty (30) days after receipt of written notice of the decision.

e. The decision of the Chief Academic Officer is final.

VI. Academic Appeals Board

A. Description and Jurisdiction:
The Academic Appeals Board is a permanent subcommittee of the Budget and Academic Policy Committee. It is established to hear all appeals arising from the following:

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 Board.

B. Composition of the Board
The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

1. Faculty Members:
The Dean of each of the constituent colleges and schools of the university shall appoint five (5) faculty members from his/her unit to serve on the board. Such appointments will be made annually in the spring semester with the understanding that some of these faculty members will be available to hear appeals during the summer terms and the week before the beginning of Spring semester. Terms will run from May 15 to the following May 15.

2. Student Members:
The President of Student Government shall appoint three (3) students from each of the constituent colleges and schools of the university.

3. Hearing Officers:
The Budget and Academic Policy Committee will call for volunteers and appoint two Hearing Officers each spring. It is desirable but not required that the Hearing Officers have served on the Hearing Board.

C. Selection of Members for an Individual Hearing
An individual Hearing Panel shall be composed of two (2) faculty members, one (1) student members, 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, if possible, at least two (2) of the faculty and student members of the panel should be chosen from the Board members appointed from the constituent college or school involved.

(continued)
VII. 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 all rights in accordance with the belief 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 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.

E. 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.

F. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, 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.

G. 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. 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 Provost and Senior Vice President for Academic Affairs. If the Board’s decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Budget and Academic Policy Committee and the Provost and Senior Vice President for Academic Affairs by any Hearing Officer.

N. The findings of the Board, and any sanction, 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 and any sanction 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.

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 Provost and Senior 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 and sanction, if any, may be affirmed, modified, or remanded to the original Hearing Board for further action as deemed appropriate by the Provost. A written brief stating grounds for the appeal should be presented by the student to the Provost 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.

(continued)
R. The decision of the Provost and Senior 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 Provost’s decision.

Approved by the Academic Standards and Curricular Review Committee
October 28, 1988
Revised by Faculty Senate, March 19, 2002, and February 27, 2003

Academic Standing
(for more detailed information, see “Academic Rights and Responsibilities of Students)

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

Academic standing is defined by one of three categories:

1. **Good Standing:**
   The student is in good standing when the cumulative Marshall and Overall GPA (includes Marshall grades and any grades earned at other institutions), is at least 2.0

2. **Academic Probation:**
   The student is placed on academic probation at the end of any regular semester or summer session when either the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) is less than 2.0. The student will be notified by mail that a hold has been placed on registration activity. This means the student cannot register or make schedule changes by telephone or on the web. All registration activity must take place in person at the Office of the Registrar. After seeing his/her advisor (if subject to mandatory advising), the student must also get written permission from the associate dean of his/her 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, athletic participation, and other restrictions imposed by their colleges.

3. **Academic Suspension:**
   If a student exceeds the maximum quality point deficits in the cumulative Marshall or Overall GPA (includes Marshall grades and any grades earned at other institutions) for his/her GPA hours at the end of any given semester, he/she will be suspended for the following semester. 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). Please see “Academic Probation and Suspension” for details.

**Academic Suspension**

See “Academic Probation and Suspension.”
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 cannot be awarded simultaneously.

Advising

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

- The college office may assign students with a declared major an advisor.
- Most 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.

The academic 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. Students should take the initiative and arrange an appointment with their advisors at any time during the semester when they 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. Students should consult their college dean or major department for specific advising requirements.

Appeals Board

See “Academic Appeals” listing.

Auditing Courses

Audit students enroll only for purposes of refreshing or acquainting themselves with the material offered in the course. Students can audit a course when there is space available in the class and the instructor authorizes audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term. A student 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. **A student 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.**

**Class Attendance**

Each instructor evaluates the importance of student class attendance. The course syllabus provides a clear statement of the class attendance policy as well as the instructor’s policy on unexcused absences, make-up examinations, and related matters.

Excused absences fall into three categories: (1) university sponsored activities; (2) absences as a result of illness or death in the family; (3) absences resulting from major religious holidays.

For excused absences, the student should not be penalized. This means that any benefit or academic choice that accrues to students who are in class will not be denied to students with excused absences.

**University-Sponsored Activities**

1. Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, ROTC, and departmental functions. These absences are to be excused by the academic dean within whose unit the activity is sponsored. The academic dean must pre approve any notice that is sent to faculty regarding absences of this type.

2. Athletics. These absences are to be excused by the Dean of Enrollment Management, who must pre approve any notice sent to faculty.

3. Other university activities, including student government and student organizations. These activities are to be approved by the Dean of Student Affairs and excused by the Office of Academic Affairs prior to any notice being sent to faculty.

**Absences As a Result of Illness or Death in the Family**

1. **Illness:** The student who seeks an excused absence for an illness must submit written confirmation of treatment by the attending physician or other health professional which includes: a description of the illness/accident; date of onset; and prognosis/ability to return to class. (A sentence on a prescription pad will not be sufficient for documentation.) This documentation should be presented on the day the student returns to class to the Assistant/Associate Dean of the student’s college for verification and notification of faculty. Notification will normally be in the form of a memo to all concerned faculty excusing the student for a specified date or dates.

2. **Death in the Immediate Family:** “Immediate Family” is defined as spouse, child, parent, legal guardian, sibling, and grandparent. Exceptions to this list can be made at the discretion of the dean of the student’s college. The student who seeks an excused absence for this purpose must submit one of the following to verify the relationship to the deceased: an obituary with the student named as a relative; a funeral program with the student named as a relative; a verification of the death and the relationship
Absences As a Result of Religious Holidays

Absences resulting from major religious holidays will be excused when the student presents the request in advance of the absence to the Dean of Student Affairs. The dean will indicate his/her approval on the request and send it to the Office of Academic Affairs for final approval prior to any notice to faculty.

It is the student’s responsibility to present to all of his/her faculty the approved notice of an absence that would be excused under the terms of this policy.

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 Substitution

Students with learning disabilities may apply for course substitutions or waivers in foreign languages and mathematics under the following policy:

Conditions:

A student seeking a course substitution or waiver of mathematics (MTH or MAT) or foreign language requirements based on a learning disability must meet the following conditions:

- Completion of the Course Substitution/Waiver Form. This form requires that the student attach a recent (within five years) diagnosis of a learning disability that specifically prohibits the student from completing the course or courses. (The form is available in the Disabled Student Services office, the H.E.L.P. office, the Buck Harless Student Athlete Program office, college deans’ offices, and the office of the Dean of Student Affairs.)
- Verification in writing from the dean of the student’s college, upon recommendation by the faculty of the department in which the student is a major, that the course is not an integral part of the student’s course of study. If this verification is denied, then the substitution or waiver request shall not go forward.
- Submission of the Course Substitution/Waiver Form to the Course Substitution Committee c/o the Office of Academic Affairs.

**Procedures**

The Course Substitution Committee will consist of three individuals involved in the validation of learning disabilities on Marshall’s campus (one each from the H.E.L.P. Program, Disabled Student Services, and Psychology Clinic faculty), two faculty (one from the Faculty Senate and one from the CTC Faculty Council), and one dean (selected by the Provost and Senior Vice President for Academic Affairs).

The Committee, chaired by the dean, will meet up to three times a semester to consider requests that meet the stated conditions. In its deliberations, the Committee will consider the information in the Course Substitution /Waiver Form and accompanying documentation and render a decision in writing to the student and the dean of his/her college within ten working days.

If a course substitution is approved, the student will meet with the chair of the department in which the course is housed to obtain a list of appropriate substitute courses.

A student who is denied a course substitution or waiver by the Course Substitution Committee may appeal in writing within 10 working days to the Budget and Academic Policy Committee. The BAPC Hearing Panel will conduct a hearing using procedures consistent with those for other academic appeals. A student may appeal the decision of the Hearing Panel to the Provost/Senior Vice President for Academic Affairs whose decision is final.

**Students should be aware that a course substitution/waiver would not be valid at any other institution and would have to be approved by the new college or department if the student changes major or declares a second major.**

Approved by Faculty Senate, January 24, 2003

**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 in which the course is offered. With the department chair’s permission, the student should obtain a “Credit by Examination” form from the Registrar. This form must be signed for approval by the department chair, the dean of the student’s college, and the Registrar. If the student is not a full-time student, he/she must also pay a $30 examination fee. The grade received on the special exam will be applied to the student’s transcript. Students may not use Credit by Examination to repeat a course under the D/F Repeat Rule.

**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. Students 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)**

Students have the opportunity to repeat any course in which they earned a grade of D or F during the period up to and including the semester in which they attempt their 60th hour. A course may be repeated only once under this policy and the repeat must be done prior to completion of the baccalaureate degree.

The second grade will replace the first in determining the student’s 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 the transcript, but it is noted as a repeated course. **Whenever a student plans to repeat a course under the D/F Repeat Rule, he/she must fill out a form in his/her college office early in the semester in which the course is repeated.**

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.

*Adopted: February 8, 1972; Revised: December 14, 1985.*

**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 registered for 12 or more hours of courses for which they receive letter grades, and who at the end of a semester have Grade Point Averages of 3.3 or above are considered honor 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.”
Denial of Admission to a Program Due to Deficiencies

See section IV of “Academic Rights and Responsibilities of Students.”

Double Major

Students can major in more than one discipline by completing the requirements for both majors. If the two majors are in different colleges, the student must secure permission from both college deans in order to pursue both majors. For administrative purposes, the student can only be housed in one college; this is the college of record which maintains the student’s records. The student would only complete the college requirements of the 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. The student 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 the 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. A student must get a “Schedule Adjustment and Class Drop Form” from the Registrar’s Office, fill in the required course drop information, and then obtain the signature of the course instructor. If a student is on academic probation, he/she must also get the approval and signature of the associate dean of his/her college and bring the completed form to the Registrar’s Office.

- **E-Course Withdrawal Period:** The withdrawal policy for e-courses parallels that for regular courses. A student 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, or E-Courses: Students 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 a student is on academic probation, he/she must have the approval signature of his/her associate dean.

High-demand course: If a student drops a “high-demand” course during the Withdrawal period, he/she will not be able to pre register for the course for the following semester. High-demand courses include:

- ACC 215
- BSC 227
- ENG 101, ENG 102
- MTH 121, 123, 127, 130, 203
- SPN 101, SPN 102

Students 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 withdrawal period ends the Friday immediately following the two thirds point in the course. Exact withdrawal 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. Please note: Students called to active duty should present a copy of activation orders to the Office of the Registrar to ensure proper handling of their academic records in accordance with this policy.

Medical Reasons

See Medical Withdrawal Policy.

Electronic Courses

E-courses are online versions of classes offered on the Marshall campus. They are offered completely over the Internet. E-courses are identified in the Official Schedule of
Courses by the letter E after the course number. Courses are delivered with WebCT, a set of course tools. Communication between students and instructors can occur by e-mail, discussion forums or chat sessions, and there are no required on-campus or real-time meetings.

E-courses generally follow the University calendar for the term in which they are offered, but individual exceptions may apply. Students should check the syllabus for each individual class for a beginning and ending date. Students may register for E-courses using MILO Web and telephone registrations systems during the designated registrations periods each term, in person at the Registrar’s Office, or by mail. Hours of enrollment are reflected in the actual term in which the student is registered. For all verification purposes, hours of enrollment are counted only in the term in which the student is registered. Note that the withdrawal period for E-courses parallels that of regular courses. A student may 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.

E-courses are currently assessed a fee (subject to change) of $124.00 per credit hour for undergraduate students and $175.00 per credit hour for graduate courses, regardless of residency or number of credit hours the student may be registered for in addition to the E-courses. The Lewis College of Business technology fee must also be paid for courses in that college.

T-courses are “technology-enhanced” courses. In these courses at least 80 percent of the course content is delivered by remote electronic means but students will be required to attend classes for the remaining content. T-courses are identified in the printed schedule of courses as WebCT courses. Most, but not all, of the T-courses use the Internet as the remote electronic means. T-courses start and end on the same dates as the regular semester courses.

Students may visit www.marshall.edu/muonline for complete information on E-courses and T-courses, including technical requirements, student readiness, and course listing.

English Qualifying Examination

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 retake the course or pass a qualifying examination in English composition. The examination is open only to students who have made a grade of D in English 102, 201H, or 302. Students who have failed English 102, 201H, or 302 are not authorized to take the examination and must retake the class. (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 Associate in Arts degree students can take the examination in their second year, after they have passed six hours of English/Communications (excluding Communications 094 or Communications 095).
The date of the student’s passing is entered on the student’s permanent record. Students can retake the exam as many times as necessary to pass.

**Exceptions:**

These students are excused from taking the EQE and a notation of being excused is placed on their permanent records:
- Associate in Applied Science students who received an A, B, or C grade in COM 112, Communications II, through Fall 2002.
- Beginning Spring 2003, Associate in Applied Science students who receive an A, B, or C grade in COM 111, Written Communication.
- International students from countries whose national language is not English.

**Final Exams**

**Absence from Final Exams**

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the 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 the student’s control, the instructor reports a grade of I. In all cases, the student must verify the reason for the absence. (See “Incomplete” under Grades and Quality Points).

**Rescheduling of Final Exams**

If a student has final exam conflicts or has three or more final exams scheduled for the same day, he/she should follow these steps:
- pick up a “Final Examination Rescheduling Form” from the major department or the college office;
- fill in the top part of the form in which he/she must show his/her complete final exam schedule;
- take this to the dean for verification;
- take the verified form to one of his/her class instructors and attempt to make a rescheduling agreement (date, time, place);
- if the student and instructor reach an agreement, the instructor should sign the form, keep a copy, and send a copy to the dean of the student’s college;
- if an agreement cannot be reached, the instructor should note this fact and sign the form. In this case, the student should try to reach an agreement with the instructor of another class in conflict;
- if no instructors agree to reschedule and the student has all comments and signatures on the form, take the form to the Provost and Senior Vice President for Academic Affairs (OM 110);
- the Provost or designee will determine if an exam should be rescheduled and if so, the time, date, and place—the student and the instructor will receive written notice of any rescheduling;

(continued)
• the Provost’s ruling can only be modified by an agreement between the instructor and the student;
• if the student rejects a ruling by the Provost, he/she thereby agrees to take each exam at the scheduled time.

Note: the Provost 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 the student’s request.

Grade Appeal

See section entitled “Academic Appeals.”

GRADE INFORMATION AND REGULATIONS

Grade Point Average Defined

A Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours attempted (courses in which a student earned a letter grade). The Grade Point Average computed for graduation purposes (not necessarily each semester), is based on all work attempted with these exceptions:

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

1. An overall Grade Point Average is a calculation based on credit earned at Marshall and all other accredited institutions of higher learning;
2. A Marshall Grade Point Average is a calculation based on credit earned at Marshall only.

Quality Points Defined

Quality points are numeric values assigned to letter grades that allow a student to calculate a Grade Point Average (GPA). Quality points are based on these values for EACH semester hour of credit: A=4; B= 3; C= 2; D= 1; and F= 0. When the GPA is a 2.0, the student has neither a surplus nor a deficiency of quality points. If the GPA is below a 2.0 the student will have a deficiency of quality points (“deficit points”) resulting from excessive grades of D and/or F. Grades of A and/or B can help to earn a surplus of quality points.

GPA Calculation

The following example is provided as a guide for calculation of the GPA:

First Semester:

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

**Second Semester:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Pts.</th>
<th>Credit Hrs</th>
<th>Total Quality Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 105</td>
<td>D</td>
<td>1 x 4</td>
<td>= 4</td>
<td></td>
</tr>
<tr>
<td>ENG 102</td>
<td>C</td>
<td>2 x 3</td>
<td>= 6</td>
<td></td>
</tr>
<tr>
<td>HST 101</td>
<td>F</td>
<td>0 x 3</td>
<td>= 0</td>
<td></td>
</tr>
<tr>
<td>CMM 103</td>
<td>D</td>
<td>1 x 3</td>
<td>= 3</td>
<td></td>
</tr>
<tr>
<td>PHL 201</td>
<td>C</td>
<td>2 x 3</td>
<td>= 6</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>16</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

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:** A student can take a maximum of 18 semester hours on a credit/no credit basis toward fulfillment of requirements of a baccalaureate degree. Credit completed through the College Level Examination Program (CLEP) or Advanced Placement, as well as approved foreign study, does not count as a part of the 18 hour limit under the CR/NC option. Students 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 the student’s 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.

A student 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. All withdrawals under the CR/NC option will receive a W grade. The CR/NC grade has no impact on the Grade Point Average.

- **Incomplete:** The grade of I (incomplete) indicates that the student has not completed the course for some unavoidable reason that is acceptable to the instructor. The course
instructor will specify in writing what work the student must complete to fulfill the course requirements. The student has up to one calendar year from the date of receipt of the incomplete grade in which to complete the course unless the instructor establishes an earlier deadline. If the student satisfactorily completes the course in the prescribed time he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of **I** changes to a grade of **F**. A student can also remove an incomplete grade by repeating the course within the twelve month period.

- **W (Withdraw):** If a student drops courses during the Withdrawal period (which lasts until the tenth Friday after the first week of the regular semester), or withdraws completely from the university through the last day of class, he/she 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** (withdraw) has no impact on the Grade Point Average. (Please be aware that withdrawing from a course may change a student’s 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**

Marshall University mails final grades only upon student request. Grades will be available online and by telephone using MyMU and MILO (www.marshall.edu/milo). Requests to have grades mailed to the permanent address in the student information system may be submitted online using MyMU or by submitting a written request to the Office of the Registrar, One John Marshall Drive, Huntington, Wv 25755. Written requests must contain name, student number, and signature of the student.

**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**, **F**, or **NC** 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**

   A student’s 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, a student must:

   - Have a minimum of 128 credit hours (some colleges or majors require more);
   - 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 the major area of study;
• Have earned a grade of C or better in English 102 or 201H or 302 (see section entitled “English Qualifying Examination”);
• Have met the requirements of the Marshall Plan (see section entitled “Marshall Plan”);
• Have met his/her college’s requirements for upper division credit;
• Have met the residence requirements of Marshall University, including 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. Students are responsible for keeping informed about and meeting the requirements for graduation.

2. Application for Graduation

Students must apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements. They should initiate the application for graduation in their college office. Complete information about graduation applications is available in each college office. The university also requires every prospective graduate to pay a diploma 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 final examinations in July;
- last day of final examinations in August;
- 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):**

Transfers 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**

For all undergraduate degrees (see exceptions below), at least one year’s work in residence is required. “In residence” means to be enrolled in Marshall University courses. 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. 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.

**Inter-College Transfer**

Students who wish to transfer to another college must initiate the request in the office of their current college. Eligibility to transfer or be admitted to a college is established by each college. The dean of the college to which the student is transferring must approve the transfer. Each college’s requirements for admission are listed in the college’s section of the catalog. Students who are not in Good Academic Standing (who do not have a 2.0 Overall and Marshall GPA) may have to remain in their present college until they return to Good Academic Standing.

**Exception:** Individuals who are returning to the university from one or more years of active military duty may enter the college of their choice, provided they meet that college’s entrance requirements.

**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. Some study abroad experiences may earn international credit. For details, contact the Office of Academic Affairs.
- 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 (continued)
demonstrate competent learning in their fields. The capstone experience includes both oral and written presentations.

Transfer students who believe courses taken at another institution might satisfy Marshall Plan requirements should call the Office of Academic Affairs, 304-696-6690, for referral to the appropriate committee chair.

Medical Withdrawal Policy

Voluntary Medical Withdrawal

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.

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 students with a means of registering for classes and checking schedules and grades by telephone or on the World Wide Web. To use MILO students must know their student identification number and Personal Identification Number (PIN). Students on academic probation or who have any other kind of registration hold, cannot register via MILO. 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 selecting an open section.

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

Minors

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 requirements.

Placement Examinations

If a student’s 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), he/she 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 students can take each placement exam only one time while at Marshall; if a student has earned an NC, F, or W in a developmental course he/she cannot take a placement exam for the dropped or failed course; students can attempt only one exam per time period; and students cannot take a placement exam to test out of a course in which they are currently enrolled.

Readmission to the University

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

- If a student has not attended any other institution during the period of absence, he/she must apply for readmission at the Registrar’s office;
- If a student once attended Marshall and subsequently left to attend another institution, he/she 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. Students should check with their college dean for a list of all exemptions.
Schedule Adjustment

Students can change their class schedule during the late registration and schedule adjustment period each term. 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, (www.marshall.edu/milo), or in person at the Registrar’s Office. If a student wants to change sections of a course during the schedule adjustment period, he/she must drop the section in which he/she is currently enrolled and add the new section.

See section entitled “Dropping Courses” for information on dropping a class after the Schedule Adjustment period.

Summer School

Marshall offers four summer sessions:

- Session A: 4 weeks
- Session B: 12 weeks
- Session C: 5 weeks
- Session D: 5 weeks

Exact dates for each term are available in the Summer Schedule of Courses.

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 for Summer School usually begins in March.

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 syllabus 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.

Transfer Credit

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

New Students:

When a student applies for admission to Marshall University, the Admissions office will determine the acceptability of credits earned at other institutions.
Enrolled Students:

After enrollment as a regular undergraduate at Marshall, if a student plans to take courses at another institution he/she must have prior approval from the dean of his/her college if the student wants those courses to count towards his/her degree requirements at Marshall. The student should pick up an off-campus form (“Approval of Courses to be Taken for Advanced Standing”) from the Admissions Office or his/her college office. After filling in the name of the visiting institution as well as the exact courses the student wishes to take there, the student takes 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 the student’s college office for review. The associate dean will approve the application if the proposed courses are appropriate for the student’s degree requirements. The form is then forwarded to the Registrar. The Registrar will send the student 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 earned at another institution can be transferred and recorded on the permanent academic record at Marshall, the student 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 because 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 the student’s college.
- 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).

Higher Education Policy Commission Policy on The Transferability of Undergraduate Credits and Grades

1. Undergraduate level credits and grades earned at any public institution under the Higher Education Policy Commission 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 degrees: 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 under the Higher Education Policy Commission 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 Higher Education Policy Commission 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
Higher Education Policy Commission policy effective June 22, 2003

Undergraduate Students in Graduate Courses

A senior with an overall GPA of 2.75 or better can apply to take courses at the graduate level (500/600). A student should pick up an application in the office of the Graduate College (OM 113) or in the Office of Admissions and Records in South Charleston. The application requires the recommendation of the student's major department chairperson, 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, with the exception of the 3+2 Program in the Lewis College of Business. 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.