

**Marshall University Faculty Senate  
Executive Committee Agenda  
Monday, January 12, 2026, 12:00 Noon  
MSC 2W16b/Microsoft Teams**

1. Approval of Proposed Agenda
2. Approval of Minutes of November 10, 2025
3. Announcements - Chair
4. Recommendations/Resolutions
  - a. **SR 25-26-04 BAPC** – Recommends **Revisions** to **UPAA-5 Midterm Grades**
  - b. **SR 25-26-08 APC** – Resolves **UG Degree Programs Continue at Current Level**: BA English, BA Journalism, BS Biomechanics, BS Computer Science, BS Occupational Safety and Health.
  - c. **SR 25-26-09 APC** – Resolves **UG Degree Program Develops or Expands**: BS Exercise Science.
  - d. **SR 25-26-10 APC** – Resolves **UG Degree Program Improves**: BS Computer and Information Technology.
  - e. **SR 25-26-11 APC** – Resolves **UG Degree Program Discontinue after All Enrolled Students Complete It** – BS Computer and Information Security.
  - f. **SR 25-26-12 CC** – Recommends **Approval of the Listed UG Program Addition/Deletion/Change: Social Influence; Health Communication; Health and Wellness.**
  - g. **SR 25-26-13 CC** – Recommends **Approval of the Listed UG Course Addition/Deletion/Change: SCLA 490; ESS 485; ESS 486; ESS 487; ESS 488; HS 485; HS 486; HS 487; HS 488; CMM 474; CMM 479; GEO 101; HST 475.**
  - h. **SR 25-26-14 BAPC** - Recommends **Revisions** to **UPAA-4 Course Withdrawal**
5. Set Agenda for the Faculty Senate Meeting, January 22, 2026
  - a. Approval of Proposed Agenda
  - b. Approval of Minutes
  - c. Announcements – Chair
  - d. Recommendations/Resolutions
    - i. **SR 25-26-01 FPC** – Recommends **Revisions** to **MUBOG Rule AA-6** (on the table)
  - e. Regular Reports
    - i. University President – Brad Smith (15 minutes)
    - ii. Provost – Robert Bookwalter (15 minutes)
    - iii. Board of Governors – Robin Riner (5 minutes)
    - iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
    - v. Graduate Council – Richard Egleton (5 minutes)
    - vi. Student Government Association – Connor Waller (5 minutes)
  - f. Standing Committee Liaison Reports
    - i. Academic Planning Committee – Daniel O’Malley (4 minutes)
    - ii. Athletic Committee – Suzanne Konz (4 minutes)
    - iii. Budget & Academic Policy Committee – Jana Tigchelaar (4 minutes)
    - iv. Faculty Development Committee – Liaison (4 minutes)
    - v. Government Affairs Committee – Marybeth Beller (4 minutes)
    - vi. Library Committee – Margie Phillips (4 minutes)
    - vii. Physical Facilities & Planning – Jamey Halleck (4 minutes)
  - g. Mark Zanter – “Marshall for All” Mural (4 minutes)
  - h. Other Requests to Speak
6. Adjournment

**Faculty Senate Executive Committee**

**MEETING MINUTES**

**Monday, November 10, 2025, 12:00 Noon**

**MSC 2W16b / Microsoft Teams**

MEMBERS PRESENT: Heather Stark (v), Ross Salary, Uyi Lawani (v), Mike Huesmann, Zach Garrett (v), Shawn Schulenberg, Jessica Buerk (v), Mindy Varney, Kelli Johnson, Rick Gage, Amine Oudghiri-Otmani, Richard Eggleton, Casey Miller (v)

MEMBERS ABSENT:

EX-OFFICIO, NON-VOTING MEMBERS PRESENT: Robin Riner, Del Chrol, Connor Waller

EX-OFFICIO, NON-VOTING MEMBERS ABSENT:

PARLIAMENTARIAN: Zeli Rivas

GUESTS: Carl Mummert, Karen McComas (v), Andrew Morelock, Eryn Roles, Anna Mummert (v), Sonja Cantrell-Johnson (v), Kelly Bradley (v), Shayna Morrison, Craig Kimble (v), R.B. Bookwalter

The meeting was convened at 12:00 p.m. by Chair Shawn Schulenberg.

1. Approval of Proposed Agenda - approved

2. Approval of Minutes of October 13, 2025 - approved

3. Announcements - Chair

1. Now that the Senate has passed revisions to MU BOG Rule AA-6, these documents are under shared governance review until November 26. If there are no major substantive changes, its next stop will be the Board of Governors (maybe February).
2. The Five Families will meet today to discuss the general approach to a policy on Faculty Misconduct. The Faculty Personnel Committee created the first draft.
3. The provost search is complete and Dr. Diane Petrella from Kent State will join us on July 1, 2026. After another unsuccessful search, the COLA dean search will kick off again soon, with applications due January 12, 2026.
4. The SGA is hosting a pop-up food pantry. Please check your email for information on how to donate, including purchasing items from their Amazon wish list. In addition, the ACE Center is sponsoring a winter clothing drive. Please consider donating items this week (November 10-14) in the East Hall lobby.
5. Keep an eye out for a fundraiser and an evening of fun on December 4, Dancing with the Herd. On that night, four couples—Brad & Alys Smith, Toney & Cassie Stroud, Gerald and Lisa Harrison, and myself & Ariel—will compete to raise money for a variety of causes on campus. Support me to support the Study Abroad Student Support Fund.
6. Upcoming Meetings/Events

**Faculty Senate Executive Committee**

**MEETING MINUTES**

**Monday, November 10, 2025, 12:00 Noon**

**MSC 2W16b / Microsoft Teams**

- a. Our next Executive Committee meeting is scheduled for January 12 for items to be taken up at the January 22 Faculty Senate meeting. All recommendations and resolutions are due at senate@marshall.edu by January 2.
- b. The Chairman of our Board of Governors will visit the Faculty Senate during our February 19, 2026, meeting.
- c. I will give my annual address to the Board of Governors during their April 8, 2026, meeting.

**4. Recommendations/Resolutions**

a. **SR 25-26-06 CC** – Recommends Approval of the Listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs: **Geography Education; Digital Humanities; Creative Writing. - approved**

b. **SR 25-26-07 CC** - Recommends Approval of the Listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs: **CE 417, PSC 217, PSY 450, BSPS 203, BSPS 480, HST 210, PSC 460, BSPS 340 - approved**

**5. Set Agenda for the Faculty Senate Meeting, November 20, 2025 - approved**

a. Approval of Proposed Agenda

b. Approval of Minutes

c. Announcements – Chair

d. Recommendations/Resolutions

e. Regular Reports

i. University President – Brad Smith (15 minutes)

ii. Provost – Robert Bookwalter (15 minutes)

iii. Board of Governors – Robin Riner (5 minutes)

iv. Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)

v. Graduate Council – Richard Egleton (5 minutes)

vi. Student Government Association – Connor Waller (5 minutes)

f. Standing Committee Liaison Reports

i. Government Affairs Committee – Marybeth Beller (4 minutes)

ii. University Curriculum Committee – Tim Melvin (4 minutes)

**Faculty Senate Executive Committee**  
**MEETING MINUTES**  
**Monday, November 10, 2025, 12:00 Noon**  
**MSC 2W16b / Microsoft Teams**

- iii. Faculty Personnel Committee – Clinton Brown (Chair) (4 minutes)
- iv. Research Committee – Philippe Georgel (4 minutes)
- v. Student Conduct & Welfare Committee – Tony Viola (4 minutes)
- vi. Faculty Technology Committee – Nitin Puri (4 minutes)

g. Other Requests to Speak

6. Other items

- a. Robin Riner asks that we send suggestions to Campus 365 committee regarding which committees should work over the summer.
- b. Rick Gage requested clarification on the budget. The Provost confirmed what the President stated at the last FS meeting – a 0 to 2% cut.

6. Adjournment

The meeting was adjourned at 12:27 p.m.

Respectfully Submitted:

*Kelli Johnson*

Kelli Johnson, Recording Secretary

**MINUTES APPROVED BY EXECUTIVE COMMITTEE:**

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Shawn Schulenberg, Chair  
Faculty Senate

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Date Signed

**MINUTES READ:**

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Brad Smith, President  
Marshall University

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Date Signed

**BUDGET AND ACADEMIC POLICY COMMITTEE**

**RECOMMENDATION**

**SR-25-26-04 BAPC** Recommends Revision to UPAA-5 (Comprehensive Midterm Grades)

**Whereas**, students would generally benefit from the opportunity to have a formal notification of their grade at midterm, no matter the grade

**Whereas**, the additional burden on an instructor to provide all midterm grades, as opposed to the current practice of providing only D, F, or NC grades is minimal,

The Budget and Academic Policy Committee recommends revising policy UPAA-5 (“Freshman D and F Grades” to “Comprehensive Midterm Grades” as outlined below:

**RATIONALE:**

The intent of reporting a midterm grade is to provide an early evaluation of a student’s current status in a course and provide an early alert opportunity for course correction, when needed. In providing only D, F, or NC grades, a student is uncertain about whether or not their instructor/faculty failed to submit a grade or if their grade is a C or better. By reporting all grades for undergraduate students, University staff, Dean’s Offices, and Department Chairs can better identify the missing grades to assist in reporting to students. In theory, an instructor already needs to evaluate all student grades to determine those with D, F, or NC, so this process requires only the additional step of reporting the grade in the University’s approved software. For courses for which it is not possible to calculate a meaningful grade at this point in the semester, a “NG” (“No Grade”) option is available to faculty.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

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## **BUDGET AND ACADEMIC POLICY COMMITTEE**

### **RECOMMENDATION**

**SR-25-26-04 BAPC Recommends Revision to UPAA-5 (Comprehensive Midterm Grades)**

#### **Undergraduate Catalog 2025 – 2026**

##### **Midterm Grade Reports for Undergraduate Students**

At the time specified in the university's academic calendar for the fall and spring semesters, faculty will assess the progress of all undergraduate students in their courses. Midterm grades will be posted for students to view on myMU. 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 notification.

For faculty in courses with no graded assignments or exams before midterm, an indicator is available in the university's midterm grade reporting tool to indicate that no grades will be reported.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-5

### FRESHMAN AND SOPHOMORE

### MIDTERM D & F GRADES

#### 1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to freshmen and sophomores.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019
- 1.4 Effective Date: August 1, 2019
- 1.5 Controlling over: Marshall University
- 1.6 History: Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Effective as of 4/1/03

#### 2 **Policy**

- 2.1 D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software.

#### 3 **Procedures for Late Grades**

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshman and sophomore grades of D and F the Registrar's Office proceeds with the grade run and mails the formal letter from the university. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
  - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean.
  - 3.1.2 The dean obtains the late grades from the appropriate faculty members or chairpersons.
  - 3.1.3 The dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.
  - 3.1.4 These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.
- 3.2 If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.
- 3.3 Mid-term grades do not appear on the student's official transcript.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-5

### FRESHMAN AND SOPHOMORE MIDTERM D & F COMPREHENSIVE

#### MIDTERM GRADES

#### 1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to freshmen and sophomores undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 27, 2019 [TBD]
- 1.4 Effective Date: August 1, 2019 [TBD]
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. ~~Effective as of 4/1/03~~. Amended again in 2019.

#### 2 Policy

2.1 D & F midterm grades are processed for freshman and sophomore students. Midterm grade sheets are distributed by the Registrar. Only students classified as freshman (29 or fewer earned hours) or sophomores (59 or fewer earned hours) are listed on the midterm grade sheet. Faculty are encouraged to enter D & F freshman and sophomore mid-term grades online using university-approved software for Faculty. Instructions for mid-term grade entry are posted on the Faculty Services menu in university approved software. Midterm grades are processed for all undergraduate students. Midterm grades are entered via myMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.

2.1.1 For faculty in courses with ~~no~~ insufficient graded assignments or exams before midterm to accurately determine a midterm grade, an indicator grade of "NG" (No Grade) is available in the university's midterm grade reporting tool to mark that no grades will be reported.

~~2.12.2~~ Students will receive an email notification that midterm grades are posted, and that they can be reviewed in myMU. The email will remind students that midterms grades are informational and will not be part of their transcripts, and that they may not reflect the final grade in the course. In this email, students will be provided with resources available for learning support in the event that they received D, F, or NC grades. The email will explain the purpose of "NG" grades and encourage students to contact the instructor should they have questions. ~~receiving a D, F, or NC will receive an email notification from the Office of the Registrar on behalf of the provost, including their D/F/NC midterm grades and academic support resources.~~

#### 3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm freshman and sophomore grades of D and F grades the Registrar's Office proceeds with the grade run and mails the formal letter from the university posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as

follows:

- 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the Provost.
- 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports them back to the Office of the Registrar within two business days.
- 3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in myMU. The email will include their midterm grade and confirmation that it has now been recorded.~~The Dean sends a version of the university letter, but with his/her signature, to each student affected by the late grades. The Dean may delegate this role to the chairperson or the faculty member, with appropriate changes to the letter template.~~
- ~~3.1.3.1.4~~ If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those in the provost's statement noted in 2.2.
- ~~3.1.4.3.1.5~~ These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication.~~These letters must be sent within two days of the original deadline to provide the necessary opportunities that are the intent of the letter.~~
- 3.2 ~~If a student does not have a valid permanent address or has an international address, the letter will be sent to the student using electronic communication.~~
- ~~3.3.2~~ Mid-term grades do not appear on the student's official transcript.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-5

### COMPREHENSIVE MIDTERM GRADES

#### 1 General Information.

- 1.1 Scope: Academic policy regarding midterm grades, procedures for obtaining late grades, and making them available to undergraduate students.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: **TBD**
- 1.4 Effective Date: **TBD**
- 1.5 Controlling over: Marshall University
- 1.6 History: Effective as of 4/1/03. Amended to include sophomores and update procedures. Approved by the BOG on 3/8/2006. Amended again in 2019.

#### 2 Policy

- 2.1 Midterm grades are processed for all undergraduate students. Midterm grades are entered via MyMU, using the university's approved midterm grade reporting tool. Faculty will see all undergraduate students on their class roster for midterm grade reporting for reporting. Instructions for mid-term grade entry are posted on the Faculty Services menu of the Office of the Registrar's website.
  - 2.1.1 For faculty in courses with insufficient graded assignments or exams before midterm to accurately determine a midterm grade, a grade of "NG" (No Grade) is available in the university's midterm grade reporting tool to mark that no grades will be reported.
- 2.2 Students will receive an email notification that midterm grades are posted, and that they can be reviewed in MyMU. The email will remind students that midterms grades are informational and will not be part of their transcripts, and that they may not reflect the final grade in the course. In this email, students will be provided with resources available for learning support in the event that they receive D, F, or NC grades. The email will explain the purpose of "NG" grades and encourage students to contact the instructor should they have questions.

#### 3 Procedures for Late Grades

- 3.1 When faculty members fail to meet the deadline for submitting midterm grades, the Registrar's Office proceeds with the grade run and posts the reported grades in MyMU. To ensure that all students have the same access to this vital information, it is university policy that the faculty member's Dean is responsible for mailing letters to students who should have received grades. The procedure is as follows:
  - 3.1.1 The Registrar's Office sends a list of missing grades to the Dean, including a copy of the communication from the 2.2.
  - 3.1.2 The Dean obtains the late grades from the appropriate faculty members or chairpersons and reports them back to the Registrar's Office within two business days.
  - 3.1.3 The Dean or their designated college official will then email the students to inform them that their midterm grade was submitted late which may have affected its availability in MyMU. The email will include their midterm grade and confirmation that it has now been recorded..

- 3.1.4 If the student's late grade was a D, F, or NC, the Dean will include the above information in the email along with details mirroring those noted in 2.2.
- 3.1.5 These emails must be sent within two business days of the original deadline to provide the necessary opportunities that are the intent of the communication.
- 3.2 Mid-term grades do not appear on the student's official transcript.

**ACADEMIC PLANNING COMMITTEE  
RESOLUTION**

**SR 25-26-08 APC Resolves that the Following Undergraduate Degree Programs Continue at Current Level**

We resolve that the following undergraduate degree programs continue at current level:

- BA English
- BA Journalism
- BS Biomechanics
- BS Computer Science
- BS Occupational Safety and Health

**RATIONALE:**

Each of these programs submitted a comprehensive five-year Program Review. Based upon careful evaluation of these reviews, the Academic Planning Committee voted by resolution that each continue at its current level of activity.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

READ: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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**ACADEMIC PLANNING COMMITTEE  
RESOLUTION**

**SR 25-26-09 APC Resolves that the Following Undergraduate Degree Program Develops or Expands due to demand**

We resolve that the following undergraduate degree program develops or expands due to demand.

- BS in Exercise Science

**RATIONALE:**

This program needs an additional faculty member due to enrollment, persistence, and a current 60:1 student ratio. Also, facilities need improvement (leaking roof, frequent issues with building).

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

READ: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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**ACADEMIC PLANNING COMMITTEE  
RESOLUTION**

**SR 25-26-10 APC Resolves that the Following Undergraduate Degree Program Improves through Advancements in Efficiency, Quality, Productivity, and Focus.**

We resolve that the following undergraduate degree program improves through advancements in efficiency, quality, productivity, and focus.

- BS Computer and Information Technology

**RATIONALE:**

The BS Computer and Information Technology underwent restructuring during the transition from the College of Science to Engineering. During this transition, there was a lack assessment reports, low enrollment, and few details of graduating students' success. The Dean, chair, and current faculty are committed that the program will have ABET accreditation in 2027. Dean Dampier (CECS) confirmed the program has been restructured, courses revised, etc.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

READ: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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**ACADEMIC PLANNING COMMITTEE  
RESOLUTION**

**SR 25-26-11 APC Resolves that the Following Undergraduate Degree Program  
Discontinue After All Enrolled Students have Completed it**

We resolve that the following undergraduate degree program discontinue after all enrolled students have completed it:

- BS Computer and Information Security

**RATIONALE:**

The program is not accepting new students and graduating all students out within the next year.

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

READ: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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## University Curriculum Committee

### RECOMMENDATION

**SR 25-26-12 CC** Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

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**INSTRUCTIONS:** To view each full proposal (including all forms and attachments), log in to Courseleaf CIM using your MU credentials from the links below

- **All Proposals (by Approval Level)**  
<https://nextcatalog.marshall.edu/courseleaf/approve/>
    - Use this link to view **all proposals** (courses/programs/miscellaneous/intents-to-plan) **in the queue of each approval level**. To see the queue, change “Your Role” to the appropriate level (e.g., Faculty Senate Executive Committee).
  - **Programs** <https://nextcatalog.marshall.edu/programadmin/>
    - Use this link to view **program** proposals. To search, enter an asterisk (\*) before keywords or CIM key (e.g., \*political science).
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## Program Additions

### College of Liberal Arts

#### Social Influence (new minor)

**CIM Key: 957**

**Associated major:** BA, Communication Studies

#### **Required courses**

- CMM 213, Communication in Relationships
- CMM 308, Persuasive Communication
- CMM 409, Social Influence Studies
- CMM 456, Digital Communication

**Rationale:** Influence has been at the heart of the communication discipline since Aristotle defined rhetoric as the art of speaking well and persuasively over 2,400 years ago. Today, social influence and digital communication are inextricably linked as influencers utilize social media platforms to promote ideas, products, lifestyles, and other tangible and intangible goods. This new minor capitalizes on existing courses and current socio-cultural trends to teach students how to understand influencer-follower communication better and employ persuasive strategies effectively and ethically.

## University Curriculum Committee

### RECOMMENDATION

**SR 25-26-12 CC** Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

#### Health Communication

**CIM Key: 962**

**Associated major:** BA, Communication Studies

#### Required courses

- CMM 374, Health Communication
- CMM 474, Patient-Provider Communication
- CMM 479, Health Promotion and Influence
- One of the following:
  - CMM 315, Communication in Groups
  - CMM 319, Leadership Dynamics
  - CMM 322, Intercultural Communication
  - CMM 410, Crisis & Risk Communication
  - CMM 420, Conflict Communication
  - CMM 456, Digital Communication

**Rationale:** Health communication is a growing area of interest among students. No new classes are being added; however, grouping health-related courses already offered into a minor can be beneficial for students in a variety of programs. The CMM major used to have an area of emphasis in health communication. However, we deleted all AofE's last year to streamline our curriculum. Adding this minor maintains this needed area of focus while also making it more student-friendly.

#### Program Changes

#### College of Health Professions

#### Health and Wellness

**CIM Key: 749**

#### Changes

- Delete the following course options:
  - HS 200, Comp Medical Terminology (CT)
  - ESS 220, Fitness and Wellness
  - DTS 210, Nutrition
  - PH 270, Global Health (CT)
  - PEL aerobic course
  - PEL strength training course

**Rationale:** Update course options due to courses not offered on regular basis.

**University Curriculum Committee**

**RECOMMENDATION**

**SR 25-26-12 CC** Recommends approval of the listed **UNDERGRADUATE PROGRAM ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

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## University Curriculum Committee

### RECOMMENDATION

**SR 25-26-13 CC** Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

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**INSTRUCTIONS:** To view each full proposal (including all forms and attachments), log in to Courseleaf CIM using your MU credentials from the links below

- **All Proposals (by Approval Level)**  
<https://nextcatalog.marshall.edu/courseleaf/approve/>
    - Use this link to view **all proposals** (courses/programs/miscellaneous/intents-to-plan) **in the queue of each approval level**. To see the queue, change “Your Role” to the appropriate level (e.g., Faculty Senate Executive Committee).
  - **Courses** <https://nextcatalog.marshall.edu/courseadmin/>
    - Use this link to view **course** proposals. To search, enter an asterisk (\*) before keywords or CIM key (e.g., \*political science).
- 

Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION,**

### Course Additions

#### College of Liberal Arts

##### **SCLA 490: HerdWork Internship**

**CIM Key: 16118**

**Course Description:** “Integrates academic learning with professional experience through internships with nonprofit partners, guiding students to apply humanities skills to real-world work environments to enhance career readiness.”

**Credit Hours:** 1-6

**Rationale:** This course is open to students who are participating in the HerdWork Humanities Internship program. This program is open to several majors/programs in COLA, which makes the SCLA designator appropriate. Although some majors/programs have internship courses, some do not. This course can serve as a backup or alternative for HerdWork student interns in programs that do not have their own internship course.

### Course Changes

#### College of Health Professions

##### **ESS 485: Independent Study**

**CIM Key: 6118**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Existing course - changing credit hours to be 1-12

## University Curriculum Committee

### RECOMMENDATION

**SR 25-26-13 CC** Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

#### **ESS 486: Independent Study**

**CIM Key: 6119**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Existing course - changing credit hours to be 1-12

#### **ESS 487: Independent Study**

**CIM Key: 6120**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

#### **ESS 488: Independent Study**

**CIM Key: 6121**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

#### **HS 485: Independent Study**

**CIM Key: 7567**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

#### **HS 486: Independent Study**

**CIM Key: 7568**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

## University Curriculum Committee

### RECOMMENDATION

**SR 25-26-13 CC** Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

#### **HS 487: Independent Study**

**CIM Key: 7569**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

#### **HS 488: Independent Study**

**CIM Key: 7570**

##### **Changes**

- Change credit hours to 1-12

**Rationale:** Changing credit hour range to be 1-12 for students to be able to be full time and complete a major project or research project.

### **College of Liberal Arts**

#### **CMM 474: Interpersonal Health Communication**

**CIM Key: 3185**

##### **Changes**

- Change title to “Patient-Provider Communication”
- Change description to “Study of patient–provider communication in health care, emphasizing relationship development, decision-making, cultural sensitivity, advocacy, and family involvement to improve interactions among providers, patients, and support networks.”

**Rationale:** This is part of an ongoing curricular revision in the CMM department after many years of not revisiting and updating the curriculum. This does not represent a substantive change in content. However the new name and description use more current terminology in the field of health communication. This course will be offered more frequently now as part of our proposed new minor in Health Communication.

#### **CMM 479: Public Health Communication**

**CIM Key: 3189**

##### **Changes**

- Change title to “Health Promotion and Influence”

## **University Curriculum Committee RECOMMENDATION**

**SR 25-26-13 CC** Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

- Change description to “Study of how communication influences health and policy decisions. This course covers theories of behavior change, designing, implementing, and evaluating health campaign messages that promote healthier communities.”

**Rationale:** This is part of an ongoing curricular revision in the CMM department after many years of not revisiting and updating the curriculum. This does not represent a substantive change in content. However the new name and description use more current terminology in the field of health communication. This course will be offered more frequently now as part of our proposed new minor in Health Communication.

### **GEO 101: Physical Geography (CT)**

**CIM Key: 6738**

#### **Changes**

- Change credit hours from 4 to 3
- Add GEO 101L as a corequisite

**Rationale:** Splitting lecture and lab. GEO101 has been 4 credits combined lecture and lab for many years. It has now been approved as Core II Natural Science so we would like to split the lab into a separate 1 credit course GEO101L (which we have re-activated) similar to the other Core II Natural Science courses on campus. GEO101 will now be 3 credits lecture.

### **HST 475: History Internship**

**CIM Key: 16036**

#### **Changes**

- Change credit hours to 1-6

**Rationale:** The course’s credit hour range has been updated from 1–3 to 1–6 to align with the HerdWork for Humanities guidelines regarding internship credit. This change ensures that students receive credit proportionate to the number of hours they dedicate to their internship, allowing them to earn up to six credit hours as appropriate.

**University Curriculum Committee**

**RECOMMENDATION**

**SR 25-26-13 CC** Recommends approval of the listed **UNDERGRADUATE COURSE ADDITION, DELETION, CHANGE** in the following college and/or schools/programs:

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

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**BUDGET AND ACADEMIC POLICY COMMITTEE**

**RECOMMENDATION**

**SR-25-26-14 BAPC Recommends Revisions to UPAA-4 (Course Withdrawal)**

**Whereas**, the current UPAA-4 (Course Withdrawal) references offices that have been renamed, contains anomalies in scope, and contains ambiguities in specifications of timelines;

**Therefore**, be it resolved that the Budget and Academic Policy Committee recommends revisions to UPAA-4 (“Course Withdrawal”)

**RATIONALE:**

The proposed revisions:

- Clarify that the scope of the policy includes all undergraduate and graduate courses with the exception of the M.D. program
- Properly reference either the undergraduate or graduate catalogs
- Remove language referencing offices that have been renamed
- Clarify timelines on the basis of instructional days
- Clarify language concerning military service
- Add language for international students
- Clarify procedures for backdated withdrawals

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

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# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-4 COURSE WITHDRAWAL

### 1 General Information.

- 1.1 Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: June 16, 2022
- 1.4 Effective Date: July 26, 2022
- 1.5 Controlling over: Marshall University
- 1.6 History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020; Revised and approved by BOG 6/16/2022.

### 2 Policy

#### 2.1. Dropping of Courses

- 2.1.1 A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar via an electronic submission outlined in the Marshall University Undergraduate Catalog.

#### 2.2 High Demand Course Withdrawal Policy

- 2.2.1 Any student who withdraws during the “W” period from a course identified as a “high demand” course shall not be allowed to pre-register for the course for the following semester during advance registration. Updated listings of high demand courses are available from the Office of the Registrar.

#### 2.3 Total Withdrawal from the University

- 2.3.1 Total Withdrawal from the University is defined as dropping all classes for which a student is registered. A student who wishes to totally withdraw from the university must first secure the 2 Policy AA-5 signature of the Director of Student Success and then present the request to the Registrar in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of the Director of Student Success must be submitted to the Registrar’s Office. Requests by email must be sent from the student’s MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of the Director of Student Success, permission may be obtained via email.

#### 2.4 Grades Assigned in Cases of Dropping Courses or Total Withdrawal from the University

- 2.4.1 In all cases of dropping courses or total withdrawal from the university the instructors will report grades as follows:

- 2.4.1.1 A student dropping courses or totally withdrawing from the university on or before 5 instructional days prior to the last class day in any semester or term will receive a grade of “W”. -Exact “W” dates are identified in the annual university Academic Calendar.
- 2.4.2 A “W” grade (withdrew) will have no bearing on the student’s grade point average but may affect a student’s Satisfactory Academic Progress (SAP) for purposes of financial aid.
- 2.4.3 Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of “F” at the end of the semester.
- 2.4.4 Students who are enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term.

## 2.5 Final Date for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1 The final date for dropping an individual class in any semester or term is 5 instructional days prior to the last class day as defined in the academic calendar for each term. The last date for complete withdrawal from the university is the last class day as defined in the academic calendar for each term. In both cases, “W” grades are assigned.

## 2.6 Military Service

- 2.6.1 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. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein 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 thereof 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 to be shown on the student’s permanent record card.
- 2.6.2 NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar’s Office, which certifies students for educational benefits. The Registrar’s Office is required to notify the Veteran’s Administration when students receiving educational benefits are activated for military service.

## 2.7 Medical or Emergency Withdrawal

- 2.7.1 In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.
- 2.7.2 In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation

indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

- 2.7.3 Requests for medical or emergency total withdrawals from the university or from an individual class will be handled on a case-by-case basis through the Assistant Dean of Students for Advocacy. Students who receive a medical or emergency total withdrawal shall receive a grade of “W.”

## 2.8 Backdated Withdrawal Procedures

- 2.8.1 In those rare instances when a backdated withdrawal from a class (or classes) is justified, the following guidelines must be followed:
- 2.8.2 For undergraduate and graduate students, the applicable dean is the academic college dean. Before determining a date of withdrawal, the applicable dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or parttime enrollment, the student may have to repay the university before he/she can be backdated out of the class. Establishing the appropriate withdrawal date is important in terms of institutional policy.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

## Policy No. UPAA-4

### COURSE WITHDRAWAL

#### 1. General Information

- 1.1. Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.
- 1.2. Authority: W. Va. Code §18B-1-6
- 1.3. Passage Date: June 16, 2022
- 1.4. Effective Date: July 26, 2022
- 1.5. Controlling over: Marshall University
- 1.6. History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020; Revised and approved by BOG 6/16/2022.

#### 2. Policy

##### 2.1. Scope

2.1.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine Academic Bulletin for withdrawal policies and procedures.

##### 2.1.2. Dropping of Courses

2.1.2.1. A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar's Office via an electronic submission as outlined in the Marshall University Undergraduate Catalog or Graduate Catalog.-

##### 2.2. High Demand Course Withdrawal Policy

2.2.1. Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for the following Fall or Spring semester during advance registration. Updated listings of high demand courses are available from the Office of the

Registrar. Students who dropped high demand courses due to medical or other extenuating circumstances should contact their academic advisor for guidance and assistance.

#### 2.3.2.4. Total Withdrawal from the University

2.3.1.2.4.1. Total Withdrawal from the University is defined as dropping all ~~classcoursees~~ for which a student is registered. A student who wishes to totally withdraw from the university must first secure the signature of ~~the a Total Withdrawal Counselor Director of Student Success~~ and then present the request to the Registrar's Office in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of ~~the a Total Withdrawal Counselor Director of Student Success~~ must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of ~~the Director of Student Success~~ a Total Withdrawal Counselor, permission may be obtained via email.

#### 2.5. Deadline for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1. The final date for dropping an individual course is 5 instructional days prior to the last day of the course as defined in the Academic Calendar for each term. A grade of "W" will be reported for courses dropped within this deadline.

The final date for a total withdrawal from the university is the last day of classes as defined in the Academic Calendar for each term. A grade of "W" will be recorded for each course dropped during a total withdrawal requested within this deadline.~~Grades Assigned in Cases of Dropping Courses or Total Withdrawal from the University~~

~~In all cases of dropping courses or total withdrawal from the university the instructors will report grades as follows:~~

#### 2.5.2.

~~2.3.2.2.5.3. A student dropping courses or totally withdrawing from the university on or before 5 instructional days prior to the last class day in any semester or term will receive a grade of "W". Exact "W" dates are identified in the annual university Academic Calendar.~~Exact "W" dates are identified in the Academic Calendar.

~~2.3.3.2.5.4.~~ A “W” grade (withdrew) will have no bearing on the student’s grade point average but may affect a student’s Satisfactory Academic Progress (SAP) for purposes of financial aid.

~~2.3.4.2.5.5.~~ Students who drop ~~course courses~~ without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of “F” at the end of the ~~semester term~~.

~~2.3.5.2.5.6.~~ ~~Students who are enrolled in a first 8-weeks course(s) and totally withdraw from the University after the last day of the first 8-week term will still earn grades for the first 8-week term. Students who are enrolled in a course scheduled for a partial term and totally withdraw from the University after the last day of the partial term will still earn a grade other than “W” for the course.~~

#### ~~2.4. Final Date for Dropping an Individual Course or Totally Withdrawing from the University~~

~~2.4.1. The final date for dropping an individual class in any semester or term is 5 instructional days prior to the last class day as defined in the academic calendar for each term. The last date for complete withdrawal from the university is the last class day as defined in the academic calendar for each term. In both cases, “W” grades are assigned.~~

#### ~~2.5.2.6.~~ Military Service

~~2.5.1.2.6.1.~~ 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. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein defined as being called to active duty as the result of the federal activation of ~~the armed forces, a~~ total reserve component, ~~a~~ National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the ~~armed forces, a~~ reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a ~~semester term~~ or more are to be shown on the student’s ~~official transcript permanent record card~~. [Students with short-term military obligations should first consult UPAA-2 \(Class Attendance\) to determine whether that policy applies; if the duration of military leave necessitates withdrawal, then the provisions of this section govern.](#)

2.6.2. NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar's Office, which certifies students for educational benefits. The Registrar's Office is required to notify the Veteran's Administration when students receiving educational benefits are activated for military service.

## 2.7. International students

2.5.2.2.7.1. Before dropping any course that may reduce enrollment below full-time, international students must obtain prior RCL (Reduced Course Load) authorization and written clearance from the International Student Services Office. Unauthorized drops can result in SEVIS termination. Students are solely responsible for maintaining lawful status and any consequences arising from drops/withdrawals.

## 2.6.2.8. Medical or Emergency Withdrawal

2.6.1.2.8.1. In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.6.2.2.8.2. In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.6.3.2.8.3. Requests for medical or emergency total withdrawals from the university or from an individual ~~class~~course will be handled on a case-by-case basis through the ~~Office of Student Advocacy and Accountability Assistant Dean of Students for Advocacy~~ Office of Student Advocacy and Accountability Assistant Dean of Students for Advocacy. Students who receive a medical or emergency total withdrawal shall receive a grade of "W."

## 2.7.2.9. Backdated Withdrawal Procedures

2.7.1.2.9.1. Generally, the date of a withdrawal from a course is the date on which the student presented the request to the registrar. In those rare instances, when it is deemed it would not be possible for the student to make this request

in a timely fashion, when a backdated withdrawal from a ~~classcourse~~ (or ~~classcoursees~~) may be granted. is justified, the following guidelines must be followed:

2.9.2. For undergraduate and graduate students, the ~~applicable dean is the~~ academic college dean. ~~The applicable dean has the authority to request a backdated a withdrawal request within the same term.~~ Before determining a date of withdrawal, the ~~applicable~~ dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or parttime enrollment, the student may have to repay the university before he/she the course withdrawal can be backdated ~~out of the classcourse~~. Establishing the appropriate withdrawal date is important in terms of institutional policy.

2.9.3. Backdated withdrawals in previous terms are granted only in exceptional circumstances and require approval of the University Registrar.

# UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAА-4

## COURSE WITHDRAWAL

### 1. General Information

1.1. Scope: Academic policy regarding students dropping courses, high demand courses, and withdrawing from the institution.

1.2. Authority: W. Va. Code §18B-1-6

1.3. Passage Date: TBD

1.4. Effective Date: TBD

1.5. Controlling over: Marshall University

1.6. History: SR 90-91(144)296(ASCR), SR 92-93(127)273(ASCR), SR 96-97(4)70R(BAPC), SR 96-97(17)82(BAPC/SCWC), SR 96-97(53)119B(BAPC); Revised: 2/20/2020 and 6/25/2020; Revised and approved by BOG 6/16/2022.

### 2. Policy

#### 2.1. Scope

2.1.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for withdrawal policies and procedures.

#### 2.2. Dropping of Courses

2.2.1. A student who wishes to withdraw from an individual course after the schedule adjustment period must present the request to the Registrar's Office via an electronic submission as outlined in the Marshall University *Undergraduate Catalog* or *Graduate Catalog*.

#### 2.3. High Demand Course Withdrawal Policy

2.3.1. Any student who withdraws during the "W" period from a course identified as a "high demand" course shall not be allowed to pre-register for the course for the following Fall or Spring semester during advance registration. Updated listings of high demand courses are available from the Office of the Registrar.

Students who dropped high demand courses due to medical or other extenuating circumstances should contact their academic advisor for guidance and assistance.

#### 2.4. Total Withdrawal from the University

2.4.1. Total Withdrawal from the University is defined as dropping all courses for which a student is registered. A student who wishes to totally withdraw from the university must first secure the signature of a Total Withdrawal Counselor and then present the request to the Registrar's Office in person, by email, or by mail. If the request is made in person, a drop form bearing the signature of a Total Withdrawal Counselor must be submitted to the Registrar's Office. Requests by email must be sent from the student's MU email account. For mailed requests, the postmark will be the official date of withdrawal. In cases where the student is unable to secure the physical signature of a Total Withdrawal Counselor, permission may be obtained via email.

#### 2.5. Deadline for Dropping an Individual Course or Totally Withdrawing from the University

2.5.1. The final date for dropping an individual course is 5 instructional days prior to the last day of the course as defined in the Academic Calendar for each term. A grade of "W" will be reported for courses dropped within this deadline.

2.5.2. The final date for a total withdrawal from the university is the last day of classes as defined in the Academic Calendar for each term. A grade of "W" will be recorded for each course dropped during a total withdrawal requested within this deadline.

2.5.3. Exact "W" dates are identified in the Academic Calendar.

2.5.4. A "W" grade (withdrew) will have no bearing on the student's grade point average but may affect a student's Satisfactory Academic Progress (SAP) for purposes of financial aid.

2.5.5. Students who drop courses without approval, or who do not follow regulations provided in the preceding paragraphs, receive a grade of "F" at the end of the term.

2.5.6. Students who are enrolled in a course scheduled for a partial term and totally withdraw from the University after the last day of the partial term will still earn a grade other than "W" for the course.

## 2.6. Military Service

2.6.1. 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. Credit, as described above, will be granted only in those courses in which the student is maintaining a passing mark at the time of departure to military service. The term “called to active duty” is herein defined as being called to active duty as the result of the federal activation of the armed forces, a total reserve component, a National Guard unit, or any portion thereof which involves a particular student or an individual who is a bona fide member of the armed forces, a reserve component or a National Guard unit. The final grades, both passing and failing, for three fourths of a term or more are to be shown on the student’s official transcript. Students with short-term military obligations should first consult UPAA-2 (Class Attendance) to determine whether that policy applies; if the duration of military leave necessitates withdrawal, then the provisions of this section govern.

2.6.2. NOTE: It is extremely important to direct students with questions regarding military activation to the Registrar’s Office, which certifies students for educational benefits. The Registrar’s Office is required to notify the Veteran’s Administration when students receiving educational benefits are activated for military service.

## 2.7. International students

2.7.1. Before dropping any course that may reduce enrollment below full-time, international students must obtain prior RCL (Reduced Course Load) authorization and written clearance from the International Student Services Office. Unauthorized drops can result in SEVIS termination. Students are solely responsible for maintaining lawful status and any consequences arising from drops/withdrawals.

## 2.8. Medical or Emergency Withdrawal

2.8.1. In cases when students withdraw from the university for medical reasons, their request for total withdrawal must be supported by certification from the attending physician. In order to be readmitted after this total withdrawal, the student must provide a letter and supporting documentation from the

attending physician indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.2. In cases when students withdraw from the university for emergency reasons, their request for total withdrawal must be supported by appropriate documentation related to a catastrophic situation. In order to be readmitted after this total withdrawal, the student must provide supporting documentation indicating that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis.

2.8.3. Requests for medical or emergency total withdrawals from the university or from an individual course will be handled on a case-by-case basis through the Office of Student Advocacy and Accountability. Students who receive a medical or emergency total withdrawal shall receive a grade of “W.”

## 2.9. Backdated Withdrawal Procedures

2.9.1. Generally, the date of a withdrawal from a course is the date on which the student presented the request to the registrar. In rare instances, when it is deemed it would not be possible for the student to make this request in a timely fashion, a backdated withdrawal from a course (or courses) may be granted.

2.9.2. For undergraduate and graduate students, the academic college dean has the authority to request a backdated withdrawal within the same term. Before determining the date of withdrawal, the dean will consult with the Financial Aid Office. If a student has received a loan or other financial aid (federal, state, or institutional) predicated upon full or part-time enrollment, the student may have to repay the university before the course withdrawal can be backdated.

2.9.3. Backdated withdrawals in previous terms are granted only in exceptional circumstances and require approval of the University Registrar.