

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: College of Health Professions (COHP)

Dept/Division: Department of Public Health

Contact Person: Dr. Anthony Woard

Phone: 304-696-5772

Rationale for Request:

We have determined that applicant's GRE score or equivalent exam (MCAT, PCAT) does not determine the applicant's success in completing the MPH program.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.
NOTE: all requests may not require all signatures.

Department/Division Chair Anthony T. Woard Digitally signed by Anthony T. Woard Date: 2018.04.20 10:03:35 -04'00' Date Fall 2018

Registrar [Signature] Date 4-20-18

College Curriculum Committee Chair [Signature] Date 4-20-18
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

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1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

Admission

Students may be admitted to study for either fall or spring semester; however, spring matriculation for study in Research, Evaluation and Policy is made only in exceptional circumstances. Limited credit (6 hours maximum) may be granted to students transferring from CEPH-accredited programs.

Applicants must follow the admissions process at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Specific additional program requirements include:

- Admitted students must hold a bachelor's degree from an accredited college or university with a minimum undergraduate grade-point average of 3.0 on a 4.0 scale. Waivers to the requirement may be made in exceptional circumstances, such as when prior satisfactory graduate school performance has been demonstrated.
- Applicants must submit scores for either the Graduate Record Examination (GRE), or from an alternative doctoral level health professions examination {MCAT, PCAT) administered within five years. Applicants holding either doctoral level health practice degree, or J.D. are exempt from the standardized exam requirement.
- Submission of three {3) letters of recommendation. At least two must from previous faculty if the applicant has engaged in full-time post-secondary study in the previous five years.
- Resume of work history or curriculum vitae, to describe both post-secondary work and study.
- Personal statement not to exceed two pages in length. Applications are evaluated on a competitive basis, and individual interviews may be utilized in the admissions process.

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2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

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- ~~Applicants must submit scores for either the Graduate Record Examination (GRE), or from an alternative doctoral level health professions examination (MCAT, PCAT) administered within five years. Applicants holding either doctoral level health practice degree, or J.D. are exempt from the standardized exam requirement.~~
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3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

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Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Removal of GRE and equivalent exam as a requirement for student admission.

Department: Department of Public Health

Degree program: MPH Program

Effective date (fall/spring/summer, year): Fall 2018