

### 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: COLA Dept/Division: Political Science

Contact Person: Shawn Schulenberg Phone: 304-696-2767

Rationale for Request:

We are submitting this request to change our catalog description for several reasons:

- **Fixing Catalog Errors:** Our program description was inadvertently changed in the 2018-19 catalog, removing a number of our admissions criteria. This happened without our knowledge or approval at the departmental level, and these changes were never approved by the Graduate Council. We think this was a clerical error when the MPA program made some changes and it was accidentally reflected in our program description.
- **Clerical Changes:** Tammy Johnson recommended a few other changes to align our admissions description to better align with actual admission policies that are currently in place.
- **Changing Admission Requirement:** The only substantive change we are pursuing at this time is to eliminate GRE scores from our admissions requirement

NOTE: Because of all of these problems, we received permission from Dean Pittenger to begin using the new program description immediately in Spring 2019.

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 [Signature] Date 2/6/2019

Registrar [Signature] Date 2-6-19

College Curriculum Committee Chair [Signature] Date 2/20/19  
(or Dean if no college curriculum committee)

Graduate Council Chair \_\_\_\_\_ Date \_\_\_\_\_

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

## Request for Graduate Non-Curricular Changes – Page 2

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

see attachment

## Request for Graduate Non-Curricular Changes – Page 3

- 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.

see attachment

## Request for Graduate Non-Curricular Changes – Page 4

- 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.

see attachment

## Request for Graduate Non-Curricular Changes -- Page 5

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

Type of change request: Admissions Requirement Change (Eliminate GRE) and Other Clerical Fixes

Department: Political Science

Degree program: Political Science, MA

Effective date (fall/spring/summer, year): Fall 2019

## **CURRENT PROGRAM DESCRIPTION**

The Department of Political Science is committed to those items enumerated in the mission statements of Marshall University and its College of Liberal Arts. First and foremost, the Department of Political Science strives to prepare future leaders by providing undergraduate and graduate students with a quality liberal arts political science education. This education includes critical thinking skills, problem solving skills, research skills, language/communication skills, and development of students' intellectual capabilities. The Department of Political Science is committed to (1) applied and basic research; (2) leadership and public service to the community; and (3) developing insight into multicultural and global issues.

### **Admission Requirements**

Applicants should follow the admissions process outlined in the Graduate Catalog or at the Graduate College website at [www.marshall.edu/graduate/admissions/how-to-apply-for-admission](http://www.marshall.edu/graduate/admissions/how-to-apply-for-admission).

In addition, applications must have

- A current resume or curriculum vitae.
- A personal statement describing the applicant's interest in the program and goals from program completion.
- For non-native English speakers, minimum TOEFL scores of 550 (paper-based exam), 213 (computer-based exam), and 79 (Internet-based exam) are required. TOEFL exam must be completed no more than two years prior to the application submission for the program. Graduates of English-speaking universities will have TOEFL requirements waived. Minimum undergraduate GPA scores and standardized test scores will be waived for applicants who have previously earned degrees above the baccalaureate level from accredited institutions.

### **Conditional Admission**

The Political Science program may admit applicants conditionally, for one term, pending receipt of final official undergraduate transcripts (and GRE scores if their current undergraduate GPA is above 3.3)

### **Provisional Admission**

The Political Science program may admit applicants provisionally, for one term, who have an undergraduate GPA between 2.50 and 2.99 on a 4.0 scale.

### **Degree Requirements**

Students must complete 36 hours of credit, which includes nine thesis hours.

### **Required Core Curriculum and Suggested Sequence (15 Hrs.)**

- PSC 600 Research Design (3 hrs) - First Semester
- PSC 604 Data Analysis(3 hrs) - Second Semester
- Four Core 600-level Seminars (12 Hrs.)- 1 per Semester. Seminars are taken from a rotation of PSC 606, 609, 611, 612, 614, 629 and 648. Students with Legislative Internship hours can substitute PSC 675 as a Core Seminar course. All other course substitutions by permission of Director of Graduate Studies only.

### **Electives (21 Hrs.)**

These electives must be selected with approval of the Director of Graduate Studies and may be a mixture of any 5XX and 6XX political science courses.

A maximum of six elective hours from graduate courses taken outside of the political science department may be counted toward the degree with the approval of the Director of Graduate Studies. Students in a dual degree program

(e.g., PSC MA/MPA) may count up to 9 hours of outside credit as electives. Thesis hours (PSC 681) can count toward elective credit with approval of the Director of Graduate Studies

### **Thesis**

Students can choose the written thesis (and subsequent oral defense) as a culminating project for the Political Science M.A. degree.

In cooperation with the Director of Graduate Studies, a student should form a thesis committee. The thesis committee assists in selecting and developing the research problem and evaluates the student's work on that problem. The student should also determine the graduate faculty member of the department who will serve as chair of the student's thesis committee.

Students will develop a written thesis prospectus, approved by their thesis committee. The remaining thesis credit hours (PSC 681) will usually be taken in the subsequent semester. In addition to writing the thesis, all students must pass an oral defense.

### **Advising**

Each new graduate student must meet with the Director of Graduate Studies before his or her first semester as a graduate student. Continued advising throughout a student's tenure at Marshall University is strongly encouraged.

### **Plan of Study**

A Plan of Study approved by the Director of Graduate Studies and the Graduate Dean must be filed in the Graduate College office before the student registers for the 12th semester hour.

### **Two-C Rule**

A student who earns more than two grades of C or lower in any graduate courses may be withdrawn from the program.

### **Accelerated Master's Degree**

An Accelerated Master's Degree is available for qualified undergraduate political science majors. See the Accelerated Master's Degree section in this catalog for details.

### **Graduate Certificate in Nonprofit Management**

The Graduate Certificate in Nonprofit Management is designed to enhance job skills, earn recognition, increase marketability, and meet professional development requirements. This is an interdisciplinary program housed in the Political Science department. The coursework focuses on the practical aspects of managing nonprofits, as well as the theoretical underpinnings of all organizations. With advisor approval, certificate program course credit may be applied towards a graduate degree in either Public Administration or Business Administration.

### **Admission Requirements:**

Students already enrolled in the Master's of Public Administration or the Master's in Business Administration should submit a Secondary Program Request form ([www.marshall.edu/graduate/secondary-program-request-form](http://www.marshall.edu/graduate/secondary-program-request-form)) to Graduate 186 Degree Programs and Requirements Marshall University Admissions. A prospective certificate-only student should apply for admission to Marshall University as a Professional Development student and select the application form for the Certificate in Nonprofit Management.

### **Program Requirements:**

The program requires 18 hours (PSC 532, PSC 533, PSC 553, MGT 672, MGT 682, LS 626). All classes for this certificate are online.

## EDITS TO CURRENT DESCRIPTION

The Department of Political Science is committed to those items enumerated in the mission statements of Marshall University and its College of Liberal Arts. First and foremost, the Department of Political Science strives to prepare future leaders by providing undergraduate and graduate students with a quality liberal arts political science education. This education includes critical thinking skills, problem solving skills, research skills, language/communication skills, and development of students' intellectual capabilities. The Department of Political Science is committed to (1) applied and basic research; (2) leadership and public service to the community; and (3) developing insight into multicultural and global issues.

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In addition, applications must have:

- ~~A current resume or curriculum vitae.~~
- ~~A personal statement describing the applicant's interest in the program and goals from program completion.~~
- ~~For non-native English speakers, minimum TOEFL scores of 550 (paper-based exam), 213 (computer-based exam), and 79 (Internet-based exam) are required. TOEFL exam must be completed no more than two years prior to the application submission for the program. Graduates of English-speaking universities will have TOEFL requirements waived. Minimum undergraduate GPA scores and standardized test scores will be waived for applicants who have previously earned degrees above the baccalaureate level from accredited institutions.~~
- Completed 12 hours of undergraduate social science coursework and have an undergraduate degree Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale;
- A personal statement discussing the applicant's interest in political science and how the M.A. degree will benefit them; and
- Two letters of recommendation that discuss the applicant's abilities (college instructors strongly preferred).

### Conditional Admission

The Political Science program may admit applicants conditionally, for one term, pending receipt of final official undergraduate transcripts ~~(and GRE scores if their current undergraduate GPA is above 3.3).~~

### Provisional Admission

The Political Science program may admit applicants provisionally, ~~for one term,~~ who have an undergraduate GPA between 2.50 and 2.99 on a 4.0 scale.

### Degree Requirements

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### Required Core Curriculum and Suggested Sequence ~~(15 Hrs.)~~ (18 Hrs.)

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### **Comprehensive Exam Option**

Students can choose the comprehensive exam as their culminating project for the Political Science M.A. degree. Over a two-week period in their fourth semester, students will work with core seminar instructors to develop a portfolio of written responses evaluating their competency in the core fields of Political Science. Students taking PSC 675 (Legislative Internship) can count this as a core-seminar. For students admitted prior to Fall 2017, additional classes can be substituted for core seminars with approval of the graduate instructor.

Evaluation of student competency is based on written responses and an oral defense.

### **Advising**

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