

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: Science Dept/Division: Biological Sciences

Contact Person: Dr. Anne Axel Phone: 304-696-2426

Rationale for Request:

We're revising our catalog description as follows:

- 1) updating Program Description to reflect re-organization of Biological Sciences under School of Biological and Environmental Sciences and to provide a more comprehensive list of our study areas
- 2) report GRE scores for admissions on the new scale
- 3) update location of resources for graduate assistantships

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 27 March 2018
Fall 2018

Registrar [Signature] 260167 Date 3-27-18

College Curriculum Committee Chair [Signature] Date 3-28-18
(or Dean if no college curriculum committee) [Signature] 30 MARCH 2018

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.

Program Description

The Department of Biological Sciences at Marshall University offers Master of Science (M.S.) and Master of Arts (M.A.) degrees with a major in Biological Sciences. Students may complete the requirements for a M.S. under a faculty mentor in areas ranging from cellular and molecular to evolutionary and population biology. In addition, two areas of emphasis and a certificate program are available.

The Master of Science (M.S.) degree in Biological Sciences is preparation for further study or employment requiring biology research experience and requires a thesis. An M.S. student must be mentored by a faculty member, so applicants are encouraged (but not required) to contact potential faculty advisors about research projects and graduate assistantships prior to application for admission. Information about faculty may be accessed through the Biological Sciences website (www.marshall.edu/biology).

The Master of Arts (M.A.) degree does not require a thesis and allows students to strengthen their education in Biological Sciences through the completion of advanced coursework.

Admission Requirements

Applicants should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission. Application deadlines are April 15 and November 15 for Fall and Spring admissions, respectively.

Applicants should send these materials directly to the Graduate Admissions Office:

- three letters of recommendation from academic or professional references;
- a written statement of educational and professional goals (250-500 words);
- Graduate Record Exam (GRE) scores. Applicants must specify that official test scores are to be sent directly to Marshall University.

Applicant must also have:

- A combination undergraduate GPA of 2.75 on a 4.0 scale for all previously completed undergraduate university work and 1100 GRE score (composite verbal and quantitative test scores, equivalent to an approximate combined score of 302 on the revised GRE test) and an undergraduate GPA in biology courses of 3.0 or higher on a 4.0 scale for all previously completed undergraduate university work.

Graduate Assistantships

Students interested in applying for teaching assistantships must submit a completed Application for Graduate Assistantship by April 15 or November 15 for the Fall or Spring semester, respectively. The Application for Graduate Assistantship Form is available from the Department of Biological Sciences, One John Marshall Drive, Huntington, WV 25755.

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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.

See document attached.

Program Description

The Department of Biological Sciences at Marshall University offers Master of Science (M.S.) and Master of Arts (M.A.) degrees with a major in Biological Sciences. Students in the School of Biological and Environmental Sciences, comprised of the Department of Biological Sciences (BSC) and the Department of Natural Resources and the Environment (NRE), may complete the requirements for a M.S. under a faculty mentor in a range of areas such as: aquatic biology, aquatic toxicology, biological anthropology, cellular and molecular biology, ecology, environmental sciences, evolution, genetics, microbiology, plant biology, neurobiology, and wildlife biology. ranging from cellular and molecular to evolutionary and population biology. In addition, two areas of emphasis and a certificate program are available.

The Master of Science (M.S.) degree in Biological Sciences is preparation for further study or employment requiring biology research experience and requires a thesis. An M.S. student must be mentored by a faculty member, so applicants are encouraged (but not required) to contact potential faculty advisors about research projects and graduate assistantships prior to application for admission. Information about faculty may be accessed through at the websites for the Biological Sciences (www.marshall.edu/biology) graduate program and Natural Resources and the Environment (www.marshall.edu/nre/).

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Graduate Teaching and Research Assistantships

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Once application has been made to the Graduate College for admission to the Biological Sciences graduate program, students who are interested may also apply to become a teaching or research assistant. To do so, visit the Human Resources website's Employment section, select "Graduate Assistant Employment," and search for listings under

Biological Sciences or Natural Resources and the Environment. Open positions are generally posted in late Spring and late Fall; offers are made on a rolling basis.

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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: Catalog change

Department: Biological Sciences

Degree program: M.S. and M.A.

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