

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: School of Pharmacy (SOP) Dept/Division: Pharmacy (PharmD)

Contact Person: Craig Kimble, PharmD Phone: 304-696-6014

Rationale for Request: Addition of additional pathway for admission. Adding accelerated pathways for highly qualified students (1+4, 2+4, 3+4). (see attached)

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 3/4/2024

Registrar [Signature] Date 3.4.2024

College Curriculum Committee Chair (or Dean if no college curriculum committee) [Signature] Date 3/4/2024

Graduate Council Chair [Signature] Date 4-10-24

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.

This is a new addition to the admissions section of the graduate catalog. (attached)

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.

Please see attached for updated admissions pathway for addition to the graduate catalog.

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.

Please see attached copy of addition to the graduate catalog for updated/new admission pathways for the Doctor of Pharmacy (PharmD) program.

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: **Non-Curricular change to graduate catalog (new pathway to entry requirements)**

Department: **School of Pharmacy**

Degree program: **Doctor of Pharmacy (PharmD)**

Effective date (fall/spring/summer, year): **Fall 2024**

Pharmacy, Pharm.D.

Program Description

The mission of the Marshall University School of Pharmacy is to prepare its students to become pharmacy practitioners that excel as skilled and productive health care professionals in the provision of services, in the standards of care, and in the discovery of new knowledge that ensures optimal medication therapy outcomes. The school utilizes an integrated, interprofessional education approach combined with a team-based clinical philosophy that emphasizes inquiry-based learning, while advancing scholarship, research, and patient care, all directed toward the goal of improving the health and well-being of West Virginians, residents of the Tri-state region, and the nation.

Central to the program's mission is the development of the key skills and abilities (termed terminal outcomes) required for competent pharmacy practice. These terminal outcomes expect all students who graduate from the Marshall University School of Pharmacy Pharm.D. program to be able to:

1. LEADER - Demonstrate responsibility for creating and achieving shared goals, regardless of position.
2. PATIENT CAREGIVER-Provide patient-centered care as the medication expert (collect and interpret evidence, prioritize, formulate assessments and recommendations, implement, monitor and adjust plans, and document activities).
3. PRACTICE MANAGER - Manage patient healthcare needs using human, financial, technological, and physical resources to optimize the safety and efficacy of medication use systems and pharmacy operations.
4. PROMOTER - Contributes to identifying and promote solutions for public health challenges for patients and society.
5. PROVIDER - Describe how population-based care influences patient-centered care and influences the development of practice guidelines and evidence-based best practices.
6. PROBLEM SOLVER – Identify problems; explore and prioritize potential strategies; and design, implement, and evaluate a viable solution.
7. EDUCATOR - Educate all audiences by determining the most effective and enduring ways to impart information and assess understanding.
8. COLLABORATOR - Actively participate and engage as a healthcare team member by demonstrating mutual respect, understanding, and values to meet patient care needs.
9. INCLUDER - Recognize social determinants of health to diminish disparities and inequities in access to quality care
10. COMMUNICATOR - Effectively communicate verbally and nonverbally when interacting with an individual, group or organization
11. SELF-AWARE/SELF DEVELOPER - Demonstrates personal and professional development.
12. LEADER - Demonstrates responsibility for creating and achieving shared goals, regardless of position.
13. INNOVATOR -Demonstrates innovative and entrepreneurial skills in pharmacy practice.

14. PROFESSIONAL - Demonstrates professionalism and integrates effectively as part of the patient care team.

The program requires a minimum of 4 years and 9 semesters of coursework, capstone, or practicum experiences.

Accreditation Status

Marshall University's Doctor of Pharmacy program has been granted full accreditation status by the Accreditation Council for Pharmacy Education (ACPE) Board of Directors. For an explanation of the ACPE accreditation process, please contact the Accreditation Council for Pharmacy Education, 135 South LaSalle Street, Suite 4100, Chicago, IL 60603, 312-644-3575; FAX 312-664-4652, website www.acpe-accredit.org (<http://acpe-accredit.org>)

Admission Requirements

Minimum Requirements for Admission

Admission to Marshall University School of Pharmacy is competitive. The school admits a maximum of 80 students per year. Applicants are directed to apply to the Marshall University School of Pharmacy through the Pharmacy College Application Service (PharmCAS, www.pharmacas.org (<http://www.pharmacas.org>)).

Admission to the Pharm.D. program requires the student to have:

1. Completed all required pre-pharmacy courses (*note*: inquiries regarding prerequisite course equivalency should be forwarded to MUSOP Student Affairs at 304-696-7354). These courses include:

Code	Title	Credit Hours
	English Composition (2 semesters)	6
	Calculus (1 semester)	3
	Statistics (1 semester)	3
	Biology with Lab (2 semesters)	8
	Chemistry with Lab (2 semesters)	8
	Human Anatomy (1 semester)	4
	Human Physiology (1 semester)	4
	Microbiology (1 semester)	4
	Organic Chemistry with Lab (2 semesters)	8
	Physics with Lab (1 semester)	4
	Social Science elective (1 semester)	3

2. A recommended minimum undergraduate Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work.
3. A recommended minimum GPA of 2.75 or higher on a 4.0 scale for all prerequisite courses.
4. Three (3) letters of professional recommendation requested from persons such as pharmacists, supervisors, and professors who can tell us about your academic and/or work capabilities which would enable you to succeed in the School of Pharmacy.
5. Completed an application through PharmCAS.
6. Submitted all required application fees.
7. Successfully completed an on-site interview.

Early Assurance Pathway to PharmD Program

Marshall University School of Pharmacy (MUSOP) offers an early assurance program known as the Pharmacy Early Assurance Scholars Program. The program is designed for outstanding students who are committed to pursuing pharmacy as a career upon high school graduation. The program is intended to recognize outstanding students with provisional early assurance to the MUSOP PharmD program. Students who are admitted into this program are expected to meet all requirements to successfully matriculate into the MUSOP PharmD Program. All Early Assurance pathway students will receive academic advising by a pre-professional academic advisor in the College of Science. Additionally, students will be granted full admission to the pre-pharmacy club with access to members-only networking events, exclusive merchandise, and all associated pharmacy club fees covered by the School of Pharmacy.

Program Requirements

- Students enrolling directly from high school must enroll as a freshman.
- Students must submit the Marshall Pharmacy Early Assurance Scholars Program Application no later than June 1 of the high school graduation year.
- Students must indicate pre-pharmacy as their intended concentration upon entry to Marshall University. Note: Students have the choice of pursuing the 1+4, 2+4 accelerated pathway or one of the 3+4 accelerated pathways. If pursuing the 3+4 accelerated pathway, the student should choose Biology, Chemistry, Health Sciences, or Pharmaceutical Sciences as their major.

All prerequisite coursework must be completed at Marshall University or at an approved partner institution (waivers may be considered on a case-by-case basis for exceptional circumstances).

All coursework taken off campus must be obtained from an accredited U.S. institution for a letter grade. pass/fail, online/distance learning and foreign courses are not accepted.

Students must maintain continuous full-time university enrollment (excluding summer terms).

Note: Students who do not submit the early assurance application by June 1 of the high school graduation year will not be eligible for early assurance program but can still pursue the indicated accelerated pathways if they meet the GPA requirements.

ACCELERATED PATHWAYS

Marshall University School of Pharmacy has partnered with Marshall University at the undergraduate level to provide a seamless, accelerated transition into pharmacy school. By offering multiple accelerated pathways, Marshall University undergraduate students have the ability to choose the pathway that is the best fit to their particular needs. Accelerated pathways available include:

1+4 Accelerated Pathway for Exceptional Students

Earn your Pharm.D. in 5 years with this fast-track option.

The accelerated pathway is designed for high school students with a strong academic record and demonstrated motivation to enter the field of pharmacy. Students who have met the below criteria during their high school career are eligible to apply:

- ACT MATH of 24 (or equivalent SAT/Placement score; for MU pre-requisite courses)
- ACT ENG of 21 (or equivalent SAT score for MU pre-requisite courses)

Minimum unweighted high school grade point average of 3.5 on a 4.0 scale

Applications will be evaluated by the Admissions Committee, and students who meet the requirements will be invited to interview for the PharmD program. Interviews will be conducted in the same manner as traditional PharmD interviews. Students who successfully complete the interview will be offered conditional admissions to the PharmD program for the following year. Full admission will be granted once all admissions requirements are met:

- If attending Marshall University to complete their pre-requisite coursework, students must declare a Pharmaceutical Sciences major. *Exceptions may be made on a case-by-case basis based on availability of courses.
- Successful completion of 40 prerequisite credit hours prior to matriculation
- A minimum of 3.3 cumulative GPA in the prerequisite coursework
- Any additional required materials (transcripts, letters of recommendation, etc) as outlined by the Admissions Committee

Students who are conditionally admitted but do not maintain the above requirements will still be eligible to apply to the PharmD program through either the Early Assurance program or traditional application process.

International Students: International students are welcome to apply and will be required to complete the same criteria as domestic students (above). Additional requirements such as an English Proficiency test, immunization record, proof of funding and other requirements as stipulated by Marshall University must be met if requested. Applications will be evaluated by the Admissions Committee, and students who meet the requirements will be invited to interview virtually for the PharmD program. Interviews will be conducted in the same manner as traditional PharmD interviews. Students who successfully complete the interview will be offered conditional admissions to the PharmD program for the following year. Full admission will be granted once all admissions requirements are met:

- Students must declare a Pharmaceutical Sciences major and complete prerequisite coursework at Marshall University. *Exceptions may be made on a case-by-case basis based on availability of courses.
- Successful completion of 40 prerequisite credit hours prior to matriculation
- A minimum of 3.3 cumulative GPA in the prerequisite coursework
- Any additional required materials (transcripts, letters of recommendation, etc) as outlined by the Admissions Committee. Students admitted to the PharmD program through this pathway are required to complete a 0 credit pre-pharmacy boot camp in summer before enrolling for PharmD courses. Additionally, students in this pathway must join and actively participate in the pre-pharmacy club.

The prerequisite courses include:

Title	Credit Hours
English Composition (1 semester)	3
Calculus (1 semester)	3
Statistics (1 semester)	3
Biology with Lab (2 semesters)	8
Chemistry with Lab (2 semesters)	8
Human Anatomy with Lab (1 semester)	4
Human Physiology with Lab (1 semester)	4
Microbiology (1 semester)	4
Organic Chemistry (1 semester)	3

2+4 Accelerated Pathway

Earn your Pharm.D. in 6 years with this fast-track option. Students must complete 55 credit hours of prerequisites as indicated in general admissions criteria.

Marshall University College of Science Pre-Pharmacy 2+4 Accelerated Pharm.D. Pathway.

Note: Students must have a minimum high school GPA of 3.3 and prerequisite GPA of 2.75 and submit all other materials as required for application.

3+4 Accelerated Pathways

Earn both your bachelor's degree and Pharm.D. degree in 7 years with one of the following fast-track options.

Marshall University College of Science Chemistry Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University College of Science Biology Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University College of Health Professions Health Sciences Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University School of Pharmacy Pharmaceutical Sciences Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Note: Students must have a minimum high school GPA of 3.3 and prerequisite GPA of 2.75 and submit all other materials as required for application.

Prerequisite Requirements for International Applicants with Undergraduate Pharmacy Degrees

International applicants who have completed a BS in Pharmacy at an international institution are eligible to apply for the PharmD program. The process to apply to the PharmD program is to submit an application through PharmCAS and pay applicable application fees. Applicants must have a minimum of 3.0 GPA on a 0 to 4.0 scale. Transcripts must be evaluated by a NACES Member evaluation company. A complete list that the NACES member list can be found at www.naces.org/members. Evaluations must be based on authenticated and/or verified documents and cannot be based on scans or unverified document. Applicants will also submit 3 letters of recommendation with their application and meet Marshall University English Proficiency requirements. Applicants must complete an interview with the School of Pharmacy. For international applicants, a virtual interview option will be available.

Pharmacy, Dual Degree: Pharm.D. and M.B.A.

Students admitted to the School of Pharmacy may also seek admission to the Lewis College of Business to pursue a Master of Business Administration (M.B.A.) degree. The application procedure and the student's enrollment status will vary depending on the student's undergraduate degree.

All students wishing to pursue the dual degree option must first consult with the Pharm. D. advisor regarding when they should apply for admission. Students who are admitted to the M.B.A. program will be advised by a Pharm.D. advisor and an M.B.A. advisor. The advisors are responsible for ensuring students are making appropriate progress toward both degrees, enroll in the proper sequence of courses, and enroll in the proper section of the courses.

Admission Requirements

Pharm. D. Students Holding a Baccalaureate Degree: All students who have earned a baccalaureate degree from an accepted, accredited college or university may apply for admission to the M.B.A. program. Students must meet the published admission criteria and complete the published degree requirements for the M.B.A. program. When admitted, the student will be classified depending upon his or her completion of core business courses.

Pharm. D. Students Who Do Not Have a Baccalaureate Degree: Students who have not earned a baccalaureate degree from an accepted, accredited college or university may apply for admission to the M.B.A. program and pursue the degree under the following conditions. During their enrollment in the two degree programs, students who do not hold the baccalaureate will be continuously classified as Provisionally Admitted for the M.B.A. program. Students beginning the final semester of the Pharm. D. program of study will apply for graduation. Students in good academic standing in both programs and eligible to receive both degrees at the end of the term will be reclassified as Fully Admitted to the M.B.A. program. Students who withdraw or are dismissed from the Pharm. D. program will also be withdrawn from the M.B.A. program regardless of level of degree completion or academic standing.

Pharmacy, Pharm.D.

Program Description

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- SELF-AWARE/SELF DEVELOPER - Demonstrates personal and professional development.
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- INNOVATOR -Demonstrates innovative and entrepreneurial skills in pharmacy practice.
- PROFESSIONAL - Demonstrates professionalism and integrates effectively as part of the patient care team.

The program requires a minimum of 4 years and 9 semesters of coursework, capstone, or practicum experiences.

Accreditation Status

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- A recommended minimum undergraduate Grade Point Average (GPA) of 2.5 or higher on a 4.0 scale for all previously completed undergraduate university work.
- A recommended minimum GPA of 2.75 or higher on a 4.0 scale for all prerequisite courses.
- Three (3) letters of professional recommendation requested from persons such as pharmacists, supervisors, and professors who can tell us about your academic and/or work capabilities which would enable you to succeed in the School of Pharmacy.
- Completed an application through PharmCAS.
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- Students must indicate pre-pharmacy as their intended concentration upon entry to Marshall University. Note: Students have the choice of pursuing the 1+4, 2+4 accelerated pathway or one of the 3+4 accelerated pathways. If pursuing the 3+4 accelerated pathway, the student should choose Biology, Chemistry, Health Sciences, or Pharmaceutical Sciences as their major.

All prerequisite coursework must be completed at Marshall University or at an approved partner institution (waivers may be considered on a case-by-case basis for exceptional circumstances). All coursework taken off campus must be obtained from an accredited U.S. institution for a letter grade. pass/fail, online/distance learning and foreign courses are not accepted. Students must maintain continuous full-time university enrollment (excluding summer terms). Note: Students who do not submit the early assurance application by June 1 of the high school graduation year will not be eligible for early assurance program but can still pursue the indicated accelerated pathways if they meet the GPA requirements.

ACCELERATED PATHWAYS

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1+4 Accelerated Pathway for Exceptional Students

Earn your Pharm.D. in 5 years with this fast-track option.

The accelerated pathway is designed for high school students with a strong academic record and demonstrated motivation to enter the field of pharmacy. Students who have met the below criteria during their high school career are eligible to apply:

- ACT MATH of 24 (or equivalent SAT/Placement score: for MU pre-requisite courses)
- ACT ENG of 21 (or equivalent SAT score for MU pre-requisite courses)

Minimum unweighted high school grade point average of 3.5 on a 4.0 scale

Applications will be evaluated by the Admissions Committee, and students who meet the requirements will be invited to interview for the PharmD program. Interviews will be conducted in the same manner as traditional PharmD interviews. Students who successfully complete the interview will be offered conditional admissions to the PharmD program for the following year. Full admission will be granted once all admissions requirements are met:

- If attending Marshall University to complete their pre-requisite coursework, students must declare a Pharmaceutical Sciences major. *Exceptions may be made on a case-by-case basis based on availability of courses.
- Successful completion of 40 prerequisite credit hours prior to matriculation
- A minimum of 3.3 cumulative GPA in the prerequisite coursework
- Any additional required materials (transcripts, letters of recommendation, etc) as outlined by the Admissions Committee

Students who are conditionally admitted but do not maintain the above requirements will still be eligible to apply to the PharmD program through either the Early Assurance program or traditional application process.

International Students: International students are welcome to apply and will be required to complete the same criteria as domestic students (above). Additional requirements such as an English Proficiency test, immunization record, proof of funding and other requirements as stipulated by Marshall University must be met if requested. Applications will be evaluated by the Admissions Committee, and students who meet the requirements will be invited to interview virtually for the PharmD program. Interviews will be conducted in the same manner as traditional PharmD interviews. Students who successfully complete the interview will be offered conditional admissions to the PharmD program for the following year. Full admission will be granted once all admissions requirements are met:

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- Successful completion of 40 prerequisite credit hours prior to matriculation
- A minimum of 3.3 cumulative GPA in the prerequisite coursework
- Any additional required materials (transcripts, letters of recommendation, etc) as outlined by the Admissions Committee. Students admitted to the PharmD program through this pathway are required to complete a 0 credit pre-pharmacy boot camp in summer before enrolling for PharmD courses. Additionally, students in this pathway must join and actively participate in the pre-pharmacy club.

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The prerequisite courses include:

Title	Credit Hours
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Human Physiology with Lab (1 semester)	4
Microbiology (1 semester)	4
Organic Chemistry (1 semester)	3

2+4 Accelerated Pathway

Earn your Pharm.D. in 6 years with this fast-track option. Students must complete 55 credit hours of prerequisites as indicated in general admissions criteria.

Marshall University College of Science Pre-Pharmacy 2+4 Accelerated Pharm.D. Pathway.

Note: Students must have a minimum high school GPA of 3.3 and prerequisite GPA of 2.75 and submit all other materials as required for application.

3+4 Accelerated Pathways

Earn both your bachelor's degree and Pharm.D. degree in 7 years with one of the following fast-track options.

Marshall University College of Science Chemistry Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University College of Science Biology Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University College of Health Professions Health Sciences Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Marshall University School of Pharmacy Pharmaceutical Sciences Major 3+4 Accelerated B.S.-to-Pharm.D. Pathway

Note: Students must have a minimum high school GPA of 3.3 and prerequisite GPA of 2.75 and submit all other materials as required for application.

Prerequisite Requirements for International Applicants with Undergraduate Pharmacy Degrees

International applicants who have completed a BS in Pharmacy at an international institution are eligible to apply for the PharmD program. The process to apply to the PharmD program is to submit an application through PharmCAS and pay applicable application fees. Applicants must have a minimum of 3.0 GPA on a 0 to 4.0 scale. Transcripts must be evaluated by a NACES Member evaluation company. A complete list that the NACES member list can be found at www.naces.org/members. Evaluations must be based on authenticated and/or verified documents and cannot be based on scans or unverified document. Applicants will also submit 3 letters of recommendation with their application and meet Marshall University English Proficiency requirements. Applicants must complete an interview with the School of Pharmacy. For international applicants, a virtual interview option will be available.

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Pharmacy, Dual Degree: Pharm.D. and M.B.A.

Students admitted to the School of Pharmacy may also seek admission to the Lewis College of Business to pursue a Master of Business Administration (M.B.A.) degree. The application procedure and the student's enrollment status will vary depending on the student's undergraduate degree.

All students wishing to pursue the dual degree option must first consult with the Pharm. D. advisor regarding when they should apply for admission. Students who are admitted to the M.B.A. program will be advised by a Pharm.D. advisor and an M.B.A. advisor. The advisors are responsible for ensuring students are making appropriate progress toward both degrees, enroll in the proper sequence of courses, and enroll in the proper section of the courses.

Admission Requirements

Pharm. D. Students Holding a Baccalaureate Degree: All students who have earned a baccalaureate degree from an accepted, accredited college or university may apply for admission to the M.B.A. program. Students must meet the published admission criteria and complete the published degree requirements for the M.B.A. program. When admitted, the student will be classified depending upon his or her completion of core business courses.

Pharm. D. Students Who Do Not Have a Baccalaureate Degree: Students who have not earned a baccalaureate degree from an accepted, accredited college or university may apply for admission to the M.B.A. program and pursue the degree under the following conditions. During their enrollment in the two degree programs, students who do not hold the baccalaureate will be continuously classified as Provisionally Admitted for the M.B.A. program. Students beginning the final semester of the Pharm. D. program of study will apply for graduation. Students in good academic standing in both programs and eligible to receive both degrees at the end of the term will be reclassified as Fully Admitted to the M.B.A. program. Students who withdraw or are dismissed from the Pharm. D. program will also be withdrawn from the M.B.A. program regardless of level of degree completion or academic standing.

Request for Graduate Addition, Deletion, or Change of a Major or Degree

NOTE: Before you submit a request for a new Major or Degree, you must submit an INTENT TO PLAN form. Only after the INTENT TO PLAN goes through the approval process are you ready to submit this request for a new Major or Degree. For detailed information on new programs please see: <http://wvhepcdoc.wvnet.edu/resources/133-11.pdf>.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one PDF copy without signatures 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: Communication Studies

Contact Person: Dr. Rich Jones

Phone: 6-3078

Degree Program MA Communication Studies (GL20)

Check action requested: Addition Deletion ChangeEffective Term/Year Fall 20 24 Spring 20 Summer 20

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head 	Date <u>2/12/24</u>
College Curriculum Chair 	Date <u>02/27/24</u>
College Dean 	Date <u>2/13/24</u>
Graduate Council Chair 	Date <u>4-10-24</u>
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____
Board of Governors Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 2

Please provide a rationale for addition, deletion, change: (May attach separate page if needed)

Currently the CIP code for CMM Studies is classified as an English and Composition program (23.1304). To better align our CIP Code to our program / curriculum content, other peer institutions, and other HEPC governed institutions, a we are requesting the CIP be changed to 09.0101 (Communication Studies). The faculty in our department have doctoral degrees in Communication Studies and teach Communication Studies courses. We do not offer any courses in English, literature, or composition. Our students graduate with a transcript and degree that says "Communication Studies."

On the HEPC website, all other Communication Studies programs in West Virginia are included in the 09 code. Marshall is the only Communication Studies department with a 23 designation.

Records from the HEPC also show that our department was assigned an 09 code from 1969-1990.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change. (May attach separate page if needed)

No curriculum changes are being proposed at this time. CMM studies requests that the CIP code for the program be changed from 23.1304 (English and Composition) to 09.0101 (Communication Studies).

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this major or degree, attach an estimate of the time and money required to secure these items.

NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

NONE

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

NONE

For catalog changes as a result of the above actions, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 3

3. Current Catalog Description

Insert the *Current Catalog Description* and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

4. Edits to the Current Description

Attach 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.

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 4

5. New Catalog Description

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

Request for Graduate Addition, Deletion, or Change of a Major or Degree-Page 5

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Major or Degree:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Communication Studies

Major or Degree: MA Communication Studies

Type of Change: (addition, deletion, change) CIP Code Change

Rationale:

Currently the CIP code for CMM Studies is classified as an English and Composition program (23.1304). To better align our CIP Code to our program / curriculum content, other peer institutions, and other HEPC governed institutions, we are requesting the CIP be changed to 09.0101 (Communication Studies). The faculty in our department have doctoral degrees in Communication Studies and teach Communication Studies courses. We do not offer any courses in English, literature, or composition. Our students graduate with a transcript and degree that says "Communication Studies."

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Records from the HEPC also show that our department was assigned an 09 code from 1969-1990.

West Virginia Higher Education Degree Inventory

Degree Programs Offered in West Virginia Institutions of Higher Education

Organized by Level/Discipline | Last Updated January 3, 2024

View Data by:

Level/Discipline

Choose a Program Status

(All)

Choose a College Sector

Higher Education Policy Commission

Choose an Institution

(All)

Choose an NCES Degree Area (CIP)

09

Choose a Degree Level

(All)

Choose a STEM Program Status

(All)

Organized by Degree Level	Institutional Program Name	NCES CIP Name	NCES ID	Month / Year Approved	Month / Year Terminated	Concord University	Fairmont State University	Marshall University	Potomac State College of WVU	Shepherd University	West Liberty University	West Virginia State	
Organized by Degree Level	COMMUNICATION AND NEW MEDIA	SPEECH COMMUNICATION AND RHETORIC	09 0101	07/1986	-								
	COMMUNICATION ARTS	COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS,	09.9999	08/2013	-		✓						
		JOURNALISM	09.0401	03/1984	11/2018	✓							
		MASS COMMUNICATION/MEDIA STUDIES	09.0102	11/2018	-	✓							
	COMMUNICATION STUDIES	COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS, OTHER	09.9999	06/1969	06/2020								
		SPEECH COMMUNICATION AND RHETORIC	09.0101	06/1969	-								
	COMMUNICATIONS	SPEECH COMMUNICATION AND RHETORIC	09.0101	02/1979	04/1976						✓		
		INTEGRATED MARKETING COMMUNICATIONS	PUBLIC RELATIONS, ADVERTISING, AND APPLIED COMMUN	09.0999	06/2020	-							
		JOURNALISM	JOURNALISM	09.0401	06/1969	-			✓				
	Doctor's Degree-Research/Scholarship	COMMUNICATION STUDIES	TELEVISION JOURNALISM AND RELATED PROGRAMS, OTHER	09.9999	09/2005	06/2020							
		SPEECH COMMUNICATION AND RHETORIC	09.0101	09/2005	-								
Master's Degree	COMMUNICATION STUDIES	COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS, OTHER	09.9999	06/1969	06/2020								
		SPEECH COMMUNICATION AND RHETORIC	09.0101	06/1969	-								
	COMMUNICATION ARTS	SPEECH COMMUNICATION AND RHETORIC	09.0101	06/1969	02/1990								
	INTEGRATED MARKETING COMMUNICATION	COMMUNICATION MANAGEMENT AND STRATEGIC COMMUNICAT	09.0909	04/2003	-								
		PUBLIC RELATIONS, ADVERTISING, AND APPLIED COMMUNICATION, OT	09.0999	04/2003	08/2020								
	JOURNALISM	JOURNALISM	09.0401	06/1969	-			✓					
	MEDIA STUDIES	MASS COMMUNICATION/MEDIA STUDIES	09.0102	06/2003	-								

STEM Program Definitions

"Pure STEM Fields" are those recognized by the Louis Stokes Alliances for Minority Participation (LSAMP) program through the National Science Foundation (NSF). The "Broader STEM Fields" category includes STEM fields recognized by NSF. "Career / Technical STEM Fields" include workforce development programs and technical programs that do not generally lead to research.

* Designates an exempt institution

National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) Site: <https://nces.ed.gov/ipeds/data/cip2011/>

West Virginia Higher Education Degree Inventory

Degree Programs Offered in West Virginia Institutions of Higher Education

Organized by Level/Discipline | Last Updated January 3, 2024

View Data by:
Level/Discipline

Choose a Program Status
Active

Choose a College Sector
Higher Education Policy Commission

Choose an Institution
(All)

Choose an NCES Degree Area (CIP)
23

Choose a Degree Level
(All)

Choose a STEM Program Status
(All)

Organized by Degree Level	Institutional Program Name	NCES CIP Name	NCES ID	Month / Year Approved	Month / Year Terminated	Concordia University	Fairmont State University	Glenville State University	Mars Hill University	Shepherd University	West Liberty University
Baccalaureate Degree	COMMUNICATION STUDIES	RHETORIC AND COMPOSITION	23.1304	06/1969					✓		
	ENGLISH	ENGLISH LANGUAGE AND LITERATURE, GENERAL	23.0101	06/1969		✓	✓	✓	✓	✓	✓
	PROFESSIONAL, SCIENTIFIC, AND TECHNICAL WRITING	PROFESSIONAL, TECHNICAL, BUSINESS, AND SCIENTIFIC WRITING	23.1303	02/2023							
Doctor's Degree-Research/Scholars..	ENGLISH	ENGLISH LANGUAGE AND LITERATURE, GENERAL	23.0101	03/1971							
Master's Degree	COMMUNICATION STUDIES	RHETORIC AND COMPOSITION	23.1304	06/1969					✓		
	CREATIVE WRITING	CREATIVE WRITING	23.1302	05/2001							
	ENGLISH	ENGLISH LANGUAGE AND LITERATURE, GENERAL	23.0101	06/1969					✓		
	PROFESSIONAL WRITING AND EDITING	PROFESSIONAL, TECHNICAL, BUSINESS, AND SCIENTIFIC WRITING	23.1303	10/2004							

STEM Program Definitions

"Pure STEM Fields" are those recognized by the Louis Stokes Alliances for Minority Participation (LSAMP) program through the National Science Foundation (NSF). The "Broader STEM Fields" category includes STEM fields recognized by NSF. "Career/Technical STEM Fields" include workforce development programs and technical programs that do not generally lead to research.

* Designates an exempt institution

National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) Site: <https://nces.ed.gov/ipeds/code/cip1101.aspx?y=55>

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: History

Contact Person: Robert Deal Phone: 304-696-2721


Rationale for Request:

The History Department wants to delete the existing language setting forth when applications for admission are due. It is confusing and has led some potential applicants to mistakenly believe that they had missed the deadline for admission.

The History Department wants to delete the requirement that applicants submit GRE scores. This requirement stops some competent applicants from applying and we believe that the GRE is not particularly effective at predicting who will be successful in earning a degree.

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  Date 2/1/2024

Registrar  Date 2/2/2024

College Curriculum Committee Chair Jonathan Kozar Date 02/27/24
(or Dean if no college curriculum committee)

Graduate Council Chair  Date 4-10-24

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.

Applications to the program are due by March 1st for the fall semester and by October 1st for the spring semester. Applications submitted after the due dates will be considered, but no later than August 1st for the Fall semester and December 1st for the spring semester. Applicants should follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

All materials should be submitted to the Graduate Admissions office.

Applicants must also submit to the Graduate Admissions office:

two letters of recommendation;

a writing sample drawn from work in a college course;

a personal statement identifying the applicant's reasons for pursuing an M.A. and how the degree will contribute to the applicant's broader plans (1-2 pages);

satisfactory scores from the Graduate Record Examination (GRE) General Test.

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 Attached.

Applications to the program are due by March 1st for the fall semester and by October 1st for the spring semester. Applications submitted after the due dates will be considered, but no later than August 1st for the Fall semester and December 1st for the spring semester. Applicants should follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

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- a writing sample drawn from work in a college course;
- a personal statement identifying the applicant's reasons for pursuing an M.A. and how the degree will contribute to the applicant's broader plans (1-2 pages);
- ~~satisfactory scores from the Graduate Record Examination (GRE) General Test.~~

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.

Applicants should follow the admissions process described in the Graduate Catalog, or at the Graduate Admissions website at

www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

All materials should be submitted to the Graduate Admissions office.

Applicants must also submit to the Graduate Admissions office:

two letters of recommendation;

a writing sample drawn from work in a college course;

a personal statement identifying the applicant's reasons for pursuing an M.A. and how the degree will contribute to the applicant's broader plans (1-2 pages).

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: **Change in Admissions Requirements**

Department: **History**

Degree program: **History M.A.**

Effective date (fall/spring/summer, year): **Spring 2024**

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: COHP Dept/Division: Nursing

Contact Person: Dr. Annette Ferguson Phone: 3046962638

Rationale for Request:

Erroneous information related to admission requirements for the Doctor of Nursing (DNP) program. Admission criteria was expanded to consider students with a Masters of Science in Nursing (MSN) degree, not only Nurse Practitioner students. This change was not reflected in the DNP Program Description in MU Graduate Catalog. In addition, not all part-time students will complete within three (3) years.

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 Annette Ferguson Date 2/5/2024

Registrar [Signature] Date 2/5/24

College Curriculum Committee Chair Zach Garrett Date 2/28/24
(or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 4-10-24

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.

Program Description

The Marshall University Doctor of Nursing Practice (D.N.P.) Program prepares advance practice nurses to practice at the highest level of professional nursing. Students will experience customized learning during online synchronous and asynchronous courses. Portfolio development and D.N.P. projects will enhance personal and professional nursing expertise. This expert level of practice builds on past advanced practice education, experience, and certification. The D.N.P. final project provides the basis for developing competence in the translation of evidence into practice and better healthcare.

Marshall University offers a post-M.S.N. option that is 36 credit hours. The program can be completed in 2 years (full-time) or 3 years (part-time). Applicants to the program must be graduates from a nationally accredited Master of Science in Nursing program and hold advance practice certification as a Nurse Practitioner who wishes to obtain the D.N.P. without seeking a new practice specialty. Completion of a scholarly quality improvement project is required for program completion.

Application Deadlines

Applicants for the Doctor of Nursing Practice are considered for admission for fall semesters only, and all required application materials must be received in the Graduate Admissions office and the D.N.P. program prior to application review. Applicants are encouraged to apply as early as possible with applications being reviewed on a rolling basis until August 1. Applications may be reviewed after August 1 if capacity remains.

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 Attached document.

Program Description

The Marshall University Doctor of Nursing Practice (D.N.P.) Program prepares advance practice nurses to practice at the highest level of professional nursing. Students will experience customized learning during online synchronous and asynchronous courses. Portfolio development and D.N.P. projects will enhance personal and professional nursing expertise. This expert level of practice builds on past advanced practice education, experience, and certification. The D.N.P. final project provides the basis for developing competence in the translation of evidence into practice and better healthcare.

Marshall University offers a post-M.S.N. option that is 36 credit hours. ~~The program can be completed in 2 years (full time) or 3 years (part time).~~ Applicants to the program must be graduates from a nationally accredited Master of Science in Nursing program and hold advance practice certification as a Nurse Practitioner who wishes to obtain the D.N.P. without seeking a new practice specialty. Completion of a scholarly **evidence based practice (EBP) quality improvement** project is required for program completion.

Application Deadlines

Applicants for the Doctor of Nursing Practice are considered for admission for fall semesters only, and all required application materials must be received in the Graduate Admissions office and the D.N.P. program prior to application review. Applicants are encouraged to apply as early as possible with applications being reviewed on a rolling basis until August 1. Applications may be reviewed after August 1 if capacity remains.

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.

Program Description

The Marshall University Doctor of Nursing Practice (D.N.P.) Program prepares advance practice nurses to practice at the highest level of professional nursing. Students will experience customized learning during online synchronous and asynchronous courses. Portfolio development and D.N.P. projects will enhance personal and professional nursing expertise. This expert level of practice builds on past advanced practice education, experience, and certification. The D.N.P. final project provides the basis for developing competence in the translation of evidence into practice and better healthcare.

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Applicants for the Doctor of Nursing Practice are considered for admission for fall semesters only, and all required application materials must be received in the Graduate Admissions office and the D.N.P. program prior to application review. Applicants are encouraged to apply as early as possible with applications being reviewed on a rolling basis until August 1. Applications may be reviewed after August 1 if capacity remains.

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: **Revision to Program Description**

Department: **Nursing**

Degree program: **Doctor of Nursing Practice (DNP) program**

Effective date (fall/spring/summer, year): **Summer 2024**

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: COHP Dept/Division: Nursing

Contact Person: Dr. Annette Ferguson Phone: 3046962638

Rationale for Request:

The removal of unnecessary program requirements for the Doctor of Nursing Practice (DNP) degree listed in MU Graduate Catalog.

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 Annette Ferguson Date 2/15/2024

Registrar [Signature] Date 2/5/24

College Curriculum Committee Chair Zack Garrett Date 2/28/24
(or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 4-10-24

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 attached for Current Catalog Description

Current Catalog Description (page 2)

Policies

Academic Progression

Provisions for academic progression are further outlined In the Graduate Catalog and D.N.P. Student Handbook. Academic progression Is reviewed during orientation upon matriculation in the D.N.P. program and includes:

1. All students enrolled In the D.N.P. program are required to attend a mandatory virtual orientation.
2. All Marshall University graduate academic policies apply to all D.N.P. students unless specifically addressed in the D.N.P. policies. Students are required to review and download the current Graduate Catalog and D.N.P. Handbook upon admission to the D.N.P. program.
3. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory.
4. A student must have an approved Plan of Study (POS) developed with his or her advisor/D.N.P. program director prior to registering for any D.N.P. class. Any deviation from the student's POS must be approved by his or her advisor/D.N.P. program director. Failure to comply with this policy can result In an administrative withdrawal from a course.
5. A student must obtain a "B" or above In all DNP courses to successfully pass the course.
6. A student is permitted to repeat one nursing course in which a "C" is obtained, and the student may repeat the course once and must earn at least a "B" If the student earns another "C11" in another nursing course, the student will be dismissed from the DNP program.
7. If a student needs to withdraw from any or all courses in a semester, the student must meet with his or her faculty advisor, course faculty and program director.
8. All students must have a 3.00 GPA in their major to graduate and receive DNP degree.
9. A student must meet all prerequisite requirements to register for any DNP course.
10. A student who cannot meet pre-requisite requirements will need to meet with his or her advisor/DNP Program Director to modify their program of study {POS}.
11. If a student earns a D or F in any course, he or she will be dismissed from the program.
12. Any student dismissed from the program will not be re-admitted.
13. Students In the graduate program who fail to enroll for a semester without an approved leave of absence (LOA) are considered withdrawn from the program and are not eligible for future enrollment.
14. Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.
15. No transfer credits will be accepted.
16. All students must complete a minimum of 1000 graduate clinical hours (inclusive of the master's and D.N.P.) to graduate.

17. All students have 7 years to complete the D.N.P. program starting with the first D.N.P. nursing course.
18. Students must comply with all agency requirements in completion of course/clinical/D.N.P. project hours.
19. Students must have a clinical hour log signed by their advisor/D.N.P. program director every semester.
20. Students must have Portfolio submissions reviewed and signed by their advisor/D.N.P. program director every semester.

Clinical Hour Requirements

All students are required to have a minimum of 1000 graduate clinical hours by the end of the program. Hours must be supervised as part of an academic program and will include hours from the APRN degree program and D.N.P. clinical/project hours.

On admission, students must provide documentation of clinical hours earned for their advanced practice degree. For students with a low number of practicum hours (<500 hours), individualized plans will be developed with D.N.P. program director to ensure the practicum hour requirement is fulfilled.

Based on D.N.P. coursework/project requirements, all students must complete approximately 500 project/clinical hours during the program. No more than 250 hours may apply to the D.N.P. project. The student will be responsible for documenting and submitting to the course faculty a log of clinical hours earned each semester as well as maintaining a log of hours completed during the program. The log must be submitted each semester or students will not be able to advance in the program.

D.N.P. practicum hours will promote application of the AACN Essentials related to Advanced Nursing Education (hereafter referred to as AACN Essentials) in a focused area of practice. These hours may include proposal and project development, implementation, evaluation and dissemination; clinical contact hours; hours based on participation in leadership activities and professional committees. The student will set goals and objectives in concert with their faculty and preceptor for clinical practicum experiences. The faculty/D.N.P. program director may be contacted to provide further clarity of what constitutes a clinical hour.

Portfolio Requirements

Portfolio items must be uploaded every semester and signed by the faculty advisor/D.N.P. program director. For any questions about the D.N.P. Portfolio, please contact your faculty advisor/D.N.P. program director or consult the D.N.P. Student Handbook.

The D.N.P. Portfolio is complete when all required documents are uploaded:

1. CV/Resume
2. CITI training
3. NPI number when appropriate

4. D.N.P. Project Proposal
5. D.N.P. Project Final Copy
6. IRB-Copy Determination of Research or IRB Approval
7. Clinical Hours Log
8. Exemplars from each AACN Essentials (See outline below and refer to D.N.P. student handbook)

It is important to reflect on which course assignments best demonstrate your understanding and application of the AACN Essentials from the reflected course. Mapping to each essential will be available in each course. Submit a course paper as the requested exemplar, as these assignments tend to best address the course objectives and AACN Essentials. Other exemplar options are another large assignment (e.g., presentation, group project). The exemplar assignment should be the final version submitted to the course that received a passing grade. The exemplar should not have any track changes and does not need to include revisions addressing faculty feedback received when the exemplar/assignment was graded. The exemplar must include a title page which includes the student's name, course name and number.

The D.N.P. portfolio must be completed after the final D.N.P. project defense and earn a 100% after evaluation by the student's D.N.P. committee chair prior to graduation.

For additional policies please see the graduate catalog and DNP student handbook.

D.N.P. End-of-Program Student Learning Outcomes

1. Improve advanced practice nursing and person-centered care by integrating the broad perspective of nursing with theory and knowledge from biophysical, psychosocial, political, ethical, technical, analytical, cultural, spiritual, environmental, and organizational areas.
2. Combine established and emerging principles of safety and quality improvement to promote safe environment for patients and health care professionals.
3. Design complex, evidence-based approaches for the improvement of equitable health care across the continuum of care from prevention to disease management utilizing collaborative partnership with communities, public health, industry, academia, health care, local governments, and others.
4. Formulate nursing scholarship with the purpose to Improve health outcomes and transform health care by generation, synthesis, translation, application, and dissemination of nursing knowledge.
5. Build leadership roles and collaborate with other professionals to implement change that will improve the quality of care in complex health care systems.
6. Maximize databases and information technology to improve health care systems and health outcomes for individuals, families, and communities.
7. Develop leadership roles and professional nursing identity to influence health care and reduce health disparities, encourage cultural sensitivity, and promote access to quality care while recognizing qualities of personal health, well-being, and lifelong learning.
8. Evaluate policy, care delivery and organizational systems for current and future revision and change.

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 attached document with the edits to the current description from the MU Graduate Catalog for the DNP program.

Academic Progression

Provisions for academic progression are further outlined in the Graduate Catalog and D.N.P. Student Handbook. Academic progression is reviewed during orientation upon matriculation in the

D.N.P. program and includes:

1. All students enrolled in the D.N.P. program are required to attend a mandatory virtual orientation.
2. All Marshall University graduate academic policies apply to all D.N.P. students unless specifically addressed in the D.N.P. policies. Students are required to review and download the current Graduate Catalog and D.N.P. Handbook upon admission to the D.N.P. program. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory. A student must have an approved Plan of Study (POS) developed with his or her advisor/D.N.P. program director prior to registering for any D.N.P. class. Any deviation from the student's POS must be approved by his or her advisor/D.N.P. program director. Failure to comply

with this policy can result in an administrative withdrawal from a course.

A student must obtain a "B" or above in all DNP courses to successfully pass the course.

A student is permitted to repeat one nursing course in which a "C" is obtained, and the student may repeat the course once and must earn at least a "B" if the student earns another "C" in another nursing course, the student will be dismissed from the DNP program.

If a student needs to withdraw from any or all courses in a semester, the student must meet with his or her faculty advisor, course faculty and program director.

All students must have a 3.00 GPA in their major to graduate and receive DNP degree.

A student must meet all prerequisite requirements to register for any DNP course.

A student who cannot meet pre-requisite requirements will need to meet with his or her advisor/DNP Program Director to modify their program of study (POS).

If a student earns a D or F in any course, he or she will be dismissed from the program.

Any student dismissed from the program will not be re-admitted.

Students in the graduate program who fail to enroll for a semester without an approved leave of absence (LOA) are considered withdrawn from the program and are not eligible for future enrollment.

Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.

No transfer credits will be accepted.

All students must complete a minimum of 1000 graduate clinical hours (inclusive of the master's and D.N.P.) to graduate.

All students have 7 years to complete the D.N.P. program starting with the first D.N.P. nursing course.

Students must comply with all agency requirements in completion of course/clinical/D.N.P. project hours.

Students must have a clinical hour log signed by their advisor/D.N.P. program director every semester.

Students must have Portfolio submissions reviewed and signed by their advisor/D.N.P. program director every semester.

Clinical-Hour-Requirements

All students are required to have a minimum of 1000 graduate clinical hours by the end of the program. Hours must be supervised as part of an academic program and will include hours from the APRN degree program and D.N.P. clinical/project hours.

On admission, students must provide documentation of clinical hours earned for their advanced practice degree. For students with a low number of practicum hours (<500 hours), individualized plans will be developed with D.N.P. program director to ensure the practicum hour requirement is fulfilled.

Based on D.N.P. coursework/project requirements, all students must complete approximately 500 project/clinical hours during the program. No more than 250 hours may apply to the D.N.P. project. The student will be responsible for documenting and submitting to the course faculty a log of clinical hours earned each semester as well as maintaining a log of hours completed during the program. The log must be submitted each semester or students will not be able to advance in the program.

D.N.P. practicum hours will promote application of the AACN Essentials related to Advanced Nursing Education (hereafter referred to as AACN Essentials) in a focused area of practice. These hours may include proposal and project development, implementation, evaluation and dissemination; clinical contact hours; hours based on participation in leadership activities and professional committees. The student will set goals and objectives in concert with their faculty and preceptor for clinical practicum experiences. The faculty/D.N.P. program director may be contacted to provide further clarity of what constitutes a clinical hour.

Portfolio Requirements

Portfolio items must be uploaded every semester and signed by the faculty advisor/D.N.P. program director. For any questions about the D.N.P. Portfolio, please contact your faculty advisor/D.N.P. program director or consult the D.N.P. Student Handbook.

The D.N.P. Portfolio is complete when all required documents are uploaded:

CV/Resume

CITI training

NPI number when appropriate

D.N.P. Project Proposal

D.N.P. Project Final Copy

IRB Copy-Determination of Research or IRB Approval

Clinical Hours Log

Exemplars from each AACN Essentials (See outline below and refer to D.N.P. student handbook)

It is important to reflect on which course assignments best demonstrate your understanding and application of the AACN Essentials from the reflected course. Mapping to each essential will be available in each course. Submit a course paper as the requested exemplar, as these assignments tend to best address the course objectives and AACN Essentials. Other exemplar options are another large assignment (e.g., presentation, group project). The exemplar assignment should be the final version submitted to the course that received a passing grade. The exemplar should not have any track changes and does not need to include revisions addressing faculty feedback received when the exemplar/assignment was graded. The exemplar must include a title page which includes the student's name, course name and number.

The D.N.P. portfolio must be completed after the final D.N.P. project defense and earn a 100% after evaluation by the student's D.N.P. committee chair prior to graduation.

For additional policies please see the graduate catalog and DNP student handbook.

D.N.P. End-of-Program Student Learning Outcomes

Improve advanced practice nursing and person-centered care by integrating the broad perspective of nursing with theory and knowledge from biophysical, psychosocial, political, ethical, technical, analytical, cultural, spiritual, environmental, and organizational areas.

Combine established and emerging principles of safety and quality improvement to promote safe environment for patients and health care professionals.

Design complex, evidence-based approaches for the improvement of equitable health care across the continuum of care from prevention to disease management utilizing collaborative partnership with communities, public health, industry, academia, health care, local governments, and others.

Formulate nursing scholarship with the purpose to improve health outcomes and transform health care by generation, synthesis, translation, application, and dissemination of nursing knowledge.

Build leadership roles and collaborate with other professionals to implement change that will improve the quality of care in complex health care systems.

Maximize databases and information technology to improve health care systems and health outcomes for individuals, families, and communities.

Develop leadership roles and professional nursing identity to influence health care and reduce health disparities, encourage cultural sensitivity, and promote access to quality care while recognizing qualities of personal health, well-being, and lifelong learning.

Evaluate policy, care delivery and organizational systems for current and future revision and change.

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.

Policies

Academic Progression

Provisions for academic progression are further outlined in the Graduate Catalog and PM-DNP Student Handbook. Academic progression is reviewed during orientation upon matriculation in the

PM-DNP program and includes:

1. All students enrolled in the PM-DNP program are required to attend a mandatory orientation.
2. All Marshall University graduate academic policies apply to all PM-DNP students unless specifically addressed in the PM-DNP policies. Students are required to review and download the current Graduate Catalog and PM-DNP Handbook upon admission to the PM-DNP program.
3. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory.
4. A student must have an approved Plan of Study (POS) developed with his or her advisor/PM-DNP program director prior to registering for any PM-DNP class. Any deviation from the student's POS must be approved by his or her advisor/program director. Failure to comply with this policy can result in an administrative withdrawal from a course.
5. A student must obtain a "B" or above in all PM-DNP courses to successfully pass the course.
6. A student is permitted to repeat one nursing course in which a "C" is obtained, and the student may repeat the course once and must earn at least a "B" if the student earns another "C" in another nursing course, the student will be dismissed from the DNP program.
7. If a student needs to withdraw from any or all courses in a semester, the student must meet with his or her faculty advisor, course faculty and program director.
8. All students must have a 3.00 GPA in their major to graduate and receive DNP degree.
9. A student must meet all prerequisite requirements to register for any DNP course.
10. A student who cannot meet pre-requisite requirements will need to meet with his or her advisor/DNP Program Director to modify their program of study (POS).
11. If a student earns a D or F in any course, he or she will be dismissed from the program.
12. Any student dismissed from the program will not be re-admitted.
13. Students in the graduate program who fail to enroll for a semester without an approved leave of absence (LOA) are considered withdrawn from the program and are not eligible for future enrollment.
14. Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.
15. No transfer credits will be accepted.
16. All students must complete a minimum of 1000 graduate clinical hours (inclusive of the master's and D.N.P.) to graduate.
17. All students have 7 years to complete the D.N.P. program starting with the first D.N.P. nursing course.
18. Students must comply with all agency requirements in completion of course/clinical/D.N.P. project hours.
19. Students must have a clinical hour log signed by their advisor/D.N.P. program director every semester.
20. Students must have Portfolio submission reviewed and signed by their advisor/DNP program director.

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: **To remove unnecessary program requirements from the MU Graduate Catalog**

Department: **Nursing**

Degree program: **DNP**

Effective date (fall/spring/summer, year): **Summer 2024**

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: COHP Dept/Division: School of Physical Therapy

Contact Person: D. Scott Davis (Chair) Phone: 6-5614

Rationale for Request:

The Doctor of Physical Therapy (DPT) program in the SOPT is seeking to revise its admission criteria by eliminating the need for Casper and GRE scores. This move reflects a broader trend among graduate programs, including those offering the DPT degree, to do away with the GRE requirement. The goal is to alleviate the application workload for DPT candidates, stay in line with prevailing admission patterns in physical therapy, and ultimately increase the pool of applicants for the DPT 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 Scott Davis Date 02-18-24

Registrar [Signature] Date 02-19-24

College Curriculum Committee Chair Zach Garrett Date 2/28/24
(or Dean if no college curriculum committee)

Graduate Council Chair [Signature] Date 4-10-24

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 attached current Catalog description

Request for Graduate Non-Curricular Changes – Page 3

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 attached edits (track change) Catalog description

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 the attached "clean" Catalog description

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request: Catalog - Admission Requirements

Department: School of Physical Therapy

Degree program: Doctor of Physical Therapy

Effective date (fall/spring/summer, year): Summer 2024

(about 2000 square feet), faculty and administrative offices, student locker rooms, restrooms and kitchen/lounge areas, and specialized equipment necessary to teach the content taught in a physical therapy professional program. There is sufficient free parking to accommodate students, faculty, staff, patients and visitors.

Accreditation

Marshall University is accredited as an institution of higher learning by the Higher Learning Commission (230 South LaSalle Street, Suite 2400, Chicago, IL 60602; toll-free 1-800-621-7440, www.hlcommission.org (<http://www.hlcommission.org>)). The program has received approval from the Marshall Board of Governors to offer the DPT program, and program approval from the Higher Learning Commission.

The Doctor of Physical Therapy Program at Marshall University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org (<http://www.capteonline.org>).

Admission Requirements

Minimum Requirements for Admission

The SOPT offers the traditional admissions pathway for college undergraduate and an early assurance pathway for high-achieving high school students.

Traditional Admissions Pathway

1. Baccalaureate degree from an accepted, accredited college/university completed prior to the starting date in the DPT program.
2. *Prerequisite Courses:* Must complete all prerequisite courses prior to the summer term for which you are applying. For example, if you are applying for the class that starts in May 2019, all of your prerequisite courses must be completed by Summer 2019.

Code	Title	Credit Hours
Science ¹		
	Biology (& lab)	8
	Chemistry (& lab)	8
	Physics (& lab)	8
	Human Anatomy ²	3
	Human Physiology ²	3
	Statistics	3
Behavioral/Social Science		
	Psychology (Preferably abnormal & developmental or life span)	6

3. *Clinical Observation Hours:* Complete at least 60 clinical observation hours, preferably from two different settings under the direct supervision of a licensed physical therapist by the time of application. Please follow the instructions listed on the PTCAS website (www.ptcas.org/PTHours/ (<http://www.ptcas.org/PTHours/>)) to submit your hours for verification. For PTCAS general application, PT observation hours need to be completed no later than October 1.
4. *Grade Point Averages:*
 A minimum 3.0 for overall Undergraduate GPA
 A minimum 3.0 for the GPA for prerequisite sciences
 A minimum 3.0 for the GPA for all prerequisites combined
5. GPA calculation for repeated courses:

- If a student retakes the same science course at the same institution and earns a higher grade on the second attempt, we will use the higher grade to calculate GPAs.
 - In other situations (i.e., taking the same science course more than two times at the same institution; retaking the same or equivalent course at a different institution), if a science course is repeated, we will use all grades earned for that course to calculate GPAs.
6. Completion of the Graduate Record Examination (GRE) with submission of scores at the time that the application is submitted. Please contact ETS to determine testing dates and sites. (1-800-GRE-CALL; www.ets.org/gre (<http://www.ets.org/gre/>)). For submitting your score report, our program code is "Marshall U Sch Phy Therapy PTCAS (0323)." Your score report will be received and verified by PTCAS. For PTCAS general application, GRE needs to be completed no later than October 1. For PTCAS Early Decision application, GRE needs to be completed no later than July 31. **Do Not** have ETS send your score report directly to Marshall University.⁴
 7. Provide two references: One from a licensed physical therapist (Physical Therapist Assistant is not accepted) and the other from either another physical therapist, or a faculty member or an employer. A reference request form is provided on the PTCAS website (www.ptcas.org (<http://www.ptcas.org>)).
 8. Completion of the CASPer test by the date listed on the SOPT website. CASPer is an on line test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program, and will complement the other tools that we use for applicant screening. In implementing CASPer, we are trying to further enhance fairness and objectivity in our selection process. Additionally, CASPer Snapshot, an extension of the CASPer Test, will provide us with a better understanding of your communication skills and personal attributes. CASPer Snapshot is a short video response tool where you will be asked three standardized questions and be given two minutes to read and respond to each question. It should take you no longer than 10 minutes to complete. You can complete it at any time after reserving your CASPer test date. You can learn more about Snapshot at the CASPer site.
 9. *Provisional Admission:* A student who possesses a baccalaureate degree from an accepted, accredited college/university and has submitted all other application materials, but still has 1-2 prerequisite courses in progress at the time of interview (early January) may be provisionally admitted. However, outstanding course(s) must be completed with the appropriate minimal grade prior to commencing the DPT program in May of the year for which the student is applying.
 10. *Conditional Admission:* A student who does not already possess a baccalaureate degree from an accepted, accredited institution, and/or has 1-2 prerequisite courses in progress at the time of interview (early January), but has submitted all other required application materials, may be conditionally admitted. However, the bachelor's degree must be earned, and outstanding course(s) must be completed with the appropriate minimal grade prior to commencing the DPT program in May of the year for which the student is applying.

¹ All science prerequisite courses must be for science majors (a science course older than 10 years will not be accepted). Courses with a grade of C- or lower will not be accepted as prerequisites.

Anatomy and physiology courses should preferably be completed with a grade of *B* or better. Note that students will be allowed to have one or two courses in progress at the time of interview (early January); however, the outstanding course(s) must be completed with the appropriate minimal grade, prior to commencing the DPT program in May of the year for which students are applying.

² Students must document 6 hours of anatomy and physiology regardless of how the courses are offered. Many universities offer a two semester integrated human anatomy and physiology course instead of three credits human anatomy and three credits human physiology. A qualified course shall cover all major human body systems. Functional anatomy with a main emphasis on the musculoskeletal system and exercise physiology are not accepted.

International applicants will be required to submit an official TOEFL score in addition to the other requirements described for consideration. TOEFL/IBT score must be consistent with the standards established by the Foreign Credentialing Commission on Physical Therapy (FCCPT) as acceptable for physical therapists desiring to enter practice in the U.S. from a foreign country. The minimum scores to be considered for admission must be a Total Score of 89 with the minimum section requirement of "Speaking" of 26. TOEFL requirement is waived for applicants who hold a bachelor's degree from an accepted, accredited college or university in the United States. International applicants who hold a bachelor's degree from a college or university outside of the United States will have to complete their credential evaluation [WES International Credential Advantage Package (ICAP)] from the World Education Services (WES) to prove that their education is equivalent to the US undergraduate education and have the report sent to PTCAS.

Admission decisions are based on a variety of factors. The primary factor in all admission decisions is prior academic achievement (overall, science, and/or prerequisite grade point average – GPA and GRE scores) and the potential for an applicant to be successful in a rigorous PT curriculum. An applicant's volunteer experience, letters of recommendation, and interview performance are reviewed by members of the Admissions Committee. The Admissions Committee will also consider additional factors in the final admissions review process (e.g., undergraduate attendance at Marshall University or West Virginia state residency, veteran of the U.S. military, and certain economic, environmental, or geographic indicators contained in the PTCAS application).

How to Apply

The School of Physical Therapy at Marshall University is participating in the Physical Therapist Centralized Application Service, known as PTCAS. Applicants will apply online using the PTCAS application. To learn more about the PTCAS application process, visit www.ptcas.org (<http://www.ptcas.org>).

Early Assurance Pathway

The Marshall University Doctor of Physical Therapy Early Assurance Program allows high school seniors to apply for conditional acceptance to the Doctor of Physical Therapy Program. Successful applicants will have a guaranteed seat pending maintenance of all undergraduate requirements and earning a bachelor's degree from Marshall University.

- Open for Applications: Monday, June 28, 2021
- Application Deadline: Monday, November 1, 2021

- Letters of Recommendation/Official Transcript/ACT or SAT Score Report Deadline: Monday, November 15, 2021
- Interviews for the DPT Early Assurance Program (required): January 2022 (exact dates TBD)

Admission Requirements

This program is designed for highly motivated high school students (in-state or out-of-state) who have achieved the following criteria during their high school careers:

- Minimum composite ACT of 25 or SAT composite score of 1200
- Cumulative High School GPA of 3.5 on a 4.0 scale.
- Two letters of reference/recommendation from high school teachers in STEM-related courses.
- On-campus interview in January with the Doctor of Physical Therapy Admissions Committee.

Continuing Requirements

- Students must declare an undergraduate major (e.g., Exercise Science, Biomechanics, Health Sciences, Biology, etc.). There is no preference given based on undergraduate major; however, students must complete all required prerequisite courses (see below).
- Complete their undergraduate degree in four years.
- Students must maintain a 3.0 GPA each semester (students may fall below a 3.0 GPA for a maximum of one semester during their undergraduate degree), achieve an overall cumulative undergraduate GPA of 3.5 on a 4.0 scale, and maintain a minimum 3.5 GPA in all prerequisite courses (BSC 120 and BSC 121 or higher; BSC 227 and BSC 228; CHM 211, 217, and 218 or higher; PHY 201, 202, 203, and 204 or higher; STA 225 or PSY 223 or MGT 218; PSY 201 and PSY 311).
- Students must successfully complete at least 60 hours of valid clinical observation in physical therapy before the start of the fall of the senior year.
- Students will apply through PTCAS in the fall of the senior year to ensure that all criteria are met. Students may have a maximum of two prerequisite courses outstanding in the fall of the senior year.

Application Process

- Students must apply and be accepted into the undergraduate program and declare a major at Marshall University prior to applying to the DPT Early Assurance Program.
- Students must complete the Early Assurance Program application and submit supporting materials to MU SOPT Admissions Committee (2847 5th Ave, Huntington, WV 25702) no later than the dates listed above. An incomplete application package could negatively impact the selection process.
- Application package must include:
 - Application form including personal statement/essay.
 - Official high school transcripts.
 - ACT or SAT score (must include composite score and the individual math score).
 - Two letters of reference/recommendation which must be from high school teachers who have had the applicant in class and are familiar with the applicant's academic performance.
- Applications will be reviewed by the MU SOPT Admissions Committee, and all applicants will be sent notification in writing whether they have been selected for an interview.
- Finalists will be required to participate in on-campus interviews.

- The MU SOPT Admissions Committee by final vote will select the applicants who will be accepted into the program.

Criminal Background Check Information

Special Note Regarding Eligibility for Certification for Licensure, Criminal Background Clearance

Students who are offered admission to the Marshall University School of Physical Therapy are required to have a criminal background check. Complete instructions on obtaining and forwarding these documents will be provided to students who are offered admission, prior to matriculation. Clinical rotation sites that require a criminal background check may deny a student's participation in the clinical rotation because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experience for other reasons, such as failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program. Regardless of whether or not a student graduates from Marshall, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies or state licensure board.

Program Requirements

Academic Progression

1. A failing grade of either a "Fail" or "NC" in a course results in automatic dismissal from the program. The student's academic record will be reviewed by the APSC which will consider possible conditions of reinstatement to the program on an individual case basis.
2. A minimum cumulative GPA of 3.0 is required for continued successful progression towards graduation.

Provisions for academic progression are further outlined in the Graduate Catalog and SOPT Student Handbook. Academic progression is reviewed during orientation upon matriculation in the DPT Program and includes, but is not limited to the following details regarding Academic Progression (probation, dismissal, re-entry, and deceleration):

1. Summer (DPT Semester 1) of First Year:

- A student whose grade point average falls between 2.99-2.90 will be recommended for academic probation by the APSC and approved by the SOPT chairperson.
- A student whose grade point average falls between 2.89-2.75 will be recommended for academic probation. The student may request to restart the DPT program with the following cohort*, continue the program on academic probation, or switch to the 4-Year Deceleration Pathway#. (See 4-Year Deceleration Pathway details. The APSC will review the academic/professional performance of all students and counsel the student on the pros and cons of each option. The student will make the decision within seven (7) days of the last day of class.

- A student whose grade point average falls below 2.75 will be recommended for dismissal from the MUSOPT. The student may reapply to the program through PTCAS in the following year.

- * A student who restarts the program with the following cohort (automatic or through PTCAS application) will start with a clean GPA slate upon re-entering the program.
- # A student who continues the DPT program on either the 3-Year regular pathway (probation) or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.

2. Fall (DPT Semester 2) of First Year:

- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.99 to 2.90 will be recommended for academic probation by the APSC.
- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.89 to 2.75 will have the option to continue on the 3-Year regular pathway or switch to the 4-Year deceleration pathway. A student who continues the DPT program on either the 3-Year regular pathway or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.
- A student who was on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls below 2.75 will be dismissed from the program. The student may reapply to the program through PTCAS in the following year.

3. Any Semester thereafter (after Fall of First Year):

- A student whose cumulative grade point average falls between 2.99 - 2.75 will be recommended for academic probation by the APSC.
- A student whose cumulative grade point average falls below 2.75 will be dismissed from the program and may reapply through PTCAS.

4. Any student who is on probation will have one semester to correct academic deficiencies. If a student has demonstrated academic progress and improved their cumulative grade point average from 2.90 to 2.99 during the semester of probation, the student may appeal to the APSC for an additional consecutive semester of probation. Students are allowed a maximum of two semesters of academic probation as part of the DPT curriculum.

5. Following notification of probation and before the start of the next semester, the student will be counseled by their faculty advisor or the APSC. During this initial counseling session, the student will be advised of his/her deficiencies and the requirements for removing the deficiencies by the end of the following semester.

6. The SOPT Chairperson may either accept or overturn all recommendations by the APSC, and will subsequently inform the student of the final recommendation to the Provost (Provost designee).

7. The Provost (Provost designee) makes the final decision regarding academic dismissal.

(about 2000 square feet), faculty and administrative offices, student locker rooms, restrooms and kitchen/lounge areas, and specialized equipment necessary to teach the content taught in a physical therapy professional program. There is sufficient free parking to accommodate students, faculty, staff, patients and visitors.

Accreditation

Marshall University is accredited as an institution of higher learning by the Higher Learning Commission (230 South LaSalle Street, Suite 2400, Chicago, IL 60602; toll-free 1-800-621-7440, www.hlcommission.org (<http://www.hlcommission.org>)). The program has received approval from the Marshall Board of Governors to offer the DPT program, and program approval from the Higher Learning Commission.

The Doctor of Physical Therapy Program at Marshall University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org (<http://www.capteonline.org>).

Admission Requirements

Minimum Requirements for Admission

The SOPT offers the traditional admissions pathway for college undergraduate and an early assurance pathway for high-achieving high school students.

Traditional Admissions Pathway

1. Baccalaureate degree from an accepted, accredited college/university completed prior to the starting date in the DPT program.
2. *Prerequisite Courses:* Must complete all prerequisite courses prior to the summer term for which you are applying. For example, if you are applying for the class that starts in May 2019, all of your prerequisite courses must be completed by Summer 2019.

Code	Title	Credit Hours
Science ¹		
	Biology (& lab)	8
	Chemistry (& lab)	8
	Physics (& lab)	8
	Human Anatomy ²	3
	Human Physiology ²	3
	Statistics	3
Behavioral/Social Science		
	Psychology (Preferably abnormal & developmental or life span)	6

3. *Clinical Observation Hours:* Complete at least 60 clinical observation hours, preferably from two different settings under the direct supervision of a licensed physical therapist by the time of application. Please follow the instructions listed on the PTCAS website (www.ptcas.org/PTHours/ (<http://www.ptcas.org/PTHours/>)) to submit your hours for verification. For PTCAS general application, PT observation hours need to be completed no later than October 1.
4. *Grade Point Averages:*
 - A minimum 3.0 for overall Undergraduate GPA
 - A minimum 3.0 for the GPA for prerequisite sciences
 - A minimum 3.0 for the GPA for all prerequisites combined
5. GPA calculation for repeated courses:

- If a student retakes the same science course at the same institution and earns a higher grade on the second attempt, we will use the higher grade to calculate GPAs.
- In other situations (i.e., taking the same science course more than two times at the same institution; retaking the same or equivalent course at a different institution), if a science course is repeated, we will use all grades earned for that course to calculate GPAs.

~~6. Completion of the Graduate Record Examination (GRE) with submission of scores at the time that the application is submitted. Please contact ETS to determine testing dates and sites. (1-800-GRE-CALL; www.ets.org/gre (<http://www.ets.org/gre/>)). For submitting your score report, our program code is "Marshall U Sch Phy Therapy PTCAS (0323)." Your score report will be received and verified by PTCAS. For PTCAS general application, GRE needs to be completed no later than October 1. For PTCAS Early Decision application, GRE needs to be completed no later than July 31. Do Not have ETS send your score report directly to Marshall University.⁴~~

~~7.6. Provide two references: One from a licensed physical therapist (Physical Therapist Assistant is not accepted) and the other from either another physical therapist, or a faculty member or an employer. A reference request form is provided on the PTCAS website (www.ptcas.org (<http://www.ptcas.org/>)).~~

~~8. Completion of the CASPer test by the date listed on the SOPT website. CASPer is an on-line test which assesses for non-cognitive skills and interpersonal characteristics that we believe are important for successful students and graduates of our program, and will complement the other tools that we use for applicant screening. In implementing CASPer, we are trying to further enhance fairness and objectivity in our selection process. Additionally, CASPer Snapshot, an extension of the CASPer Test, will provide us with a better understanding of your communication skills and personal attributes. CASPer Snapshot is a short video-response tool where you will be asked three standardized questions and be given two minutes to read and respond to each question. It should take you no longer than 10 minutes to complete. You can complete it at any time after reserving your CASPer test date. You can learn more about Snapshot at the CASPer site.~~

~~9.7. Provisional Admission:~~ A student who possesses a baccalaureate degree from an accepted, accredited college/university and has submitted all other application materials, but still has 1-2 prerequisite courses in progress at the time of interview (early January) may be provisionally admitted. However, outstanding course(s) must be completed with the appropriate minimal grade prior to commencing the DPT program in May of the year for which the student is applying.

~~10.8. Conditional Admission:~~ A student who does not already possess a baccalaureate degree from an accepted, accredited institution, and/or has 1-2 prerequisite courses in progress at the time of interview (early January), but has submitted all other required application materials, may be conditionally admitted. However, the bachelor's degree must be earned, and outstanding course(s) must be completed with the appropriate minimal grade prior to commencing the DPT program in May of the year for which the student is applying.

¹ All science prerequisite courses must be for science majors (a science course older than 10 years will not be accepted). Courses with a grade of C- or lower will not be accepted as prerequisites.

Anatomy and physiology courses should preferably be completed with a grade of *B* or better. Note that students will be allowed to have one or two courses in progress at the time of interview (early January); however, the outstanding course(s) must be completed with the appropriate minimal grade, prior to commencing the DPT program in May of the year for which students are applying.

² Students must document 6 hours of anatomy and physiology regardless of how the courses are offered. Many universities offer a two semester integrated human anatomy and physiology course instead of three credits human anatomy and three credits human physiology. A qualified course shall cover all major human body systems. Functional anatomy with a main emphasis on the musculoskeletal system and exercise physiology are not accepted.

International applicants will be required to submit an official TOEFL score in addition to the other requirements described for consideration. TOEFL/IBT score must be consistent with the standards established by the Foreign Credentialing Commission on Physical Therapy (FCCPT) as acceptable for physical therapists desiring to enter practice in the U.S. from a foreign country. The minimum scores to be considered for admission must be a Total Score of 89 with the minimum section requirement of "Speaking" of 26. TOEFL requirement is waived for applicants who hold a bachelor's degree from an accepted, accredited college or university in the United States. International applicants who hold a bachelor's degree from a college or university outside of the United States will have to complete their credential evaluation [WES International Credential Advantage Package (ICAP)] from the World Education Services (WES) to prove that their education is equivalent to the US undergraduate education and have the report sent to PTCAS.

Admission decisions are based on a variety of factors. The primary factor in all admission decisions is prior academic achievement (overall, science, and/or prerequisite grade point average – GPA and GRE scores) and the potential for an applicant to be successful in a rigorous PT curriculum. An applicant's volunteer experience, letters of recommendation, and interview performance are reviewed by members of the Admissions Committee. The Admissions Committee will also consider additional factors in the final admissions review process (e.g., undergraduate attendance at Marshall University or West Virginia state residency, veteran of the U.S. military, and certain economic, environmental, or geographic indicators contained in the PTCAS application).

How to Apply

The School of Physical Therapy at Marshall University is participating in the Physical Therapist Centralized Application Service, known as PTCAS. Applicants will apply online using the PTCAS application. To learn more about the PTCAS application process, visit www.ptcas.org (<http://www.ptcas.org>).

Early Assurance Pathway

The Marshall University Doctor of Physical Therapy Early Assurance Program allows high school seniors to apply for conditional acceptance to the Doctor of Physical Therapy Program. Successful applicants will have a guaranteed seat pending maintenance of all undergraduate requirements and earning a bachelor's degree from Marshall University.

- Open for Applications: Monday, June 28, 2021
- Application Deadline: Monday, November 1, 2021

- Letters of Recommendation/Official Transcript/ACT or SAT Score Report Deadline: Monday, November 15, 2021
- Interviews for the DPT Early Assurance Program (required): January 2022 (exact dates TBD)

Admission Requirements

This program is designed for highly motivated high school students (in-state or out-of-state) who have achieved the following criteria during their high school careers:

- Minimum composite ACT of 25 or SAT composite score of 1200
- Cumulative High School GPA of 3.5 on a 4.0 scale.
- Two letters of reference/recommendation from high school teachers in STEM-related courses.
- On-campus interview in January with the Doctor of Physical Therapy Admissions Committee.

Continuing Requirements

- Students must declare an undergraduate major (e.g., Exercise Science, Biomechanics, Health Sciences, Biology, etc.). There is no preference given based on undergraduate major; however, students must complete all required prerequisite courses (see below).
- Complete their undergraduate degree in four years.
- Students must maintain a 3.0 GPA each semester (students may fall below a 3.0 GPA for a maximum of one semester during their undergraduate degree), achieve an overall cumulative undergraduate GPA of 3.5 on a 4.0 scale, and maintain a minimum 3.5 GPA in all prerequisite courses (BSC 120 and BSC 121 or higher; BSC 227 and BSC 228; CHM 211, 217, and 218 or higher; PHY 201, 202, 203, and 204 or higher; STA 225 or PSY 223 or MGT 218; PSY 201 and PSY 311).
- Students must successfully complete at least 60 hours of valid clinical observation in physical therapy before the start of the fall of the senior year.
- Students will apply through PTCAS in the fall of the senior year to ensure that all criteria are met. Students may have a maximum of two prerequisite courses outstanding in the fall of the senior year.

Application Process

- Students must apply and be accepted into the undergraduate program and declare a major at Marshall University prior to applying to the DPT Early Assurance Program.
- Students must complete the Early Assurance Program application and submit supporting materials to MU SOPT Admissions Committee (2847 5th Ave, Huntington, WV 25702) no later than the dates listed above. An incomplete application package could negatively impact the selection process.
- Application package must include:
 - Application form including personal statement/essay.
 - Official high school transcripts.
 - ACT or SAT score (must include composite score and the individual math score).
 - Two letters of reference/recommendation which must be from high school teachers who have had the applicant in class and are familiar with the applicant's academic performance.
- Applications will be reviewed by the MU SOPT Admissions Committee, and all applicants will be sent notification in writing whether they have been selected for an interview.
- Finalists will be required to participate in on-campus interviews.

- The MU SOPT Admissions Committee by final vote will select the applicants who will be accepted into the program.

Criminal Background Check Information

Special Note Regarding Eligibility for Certification for Licensure, Criminal Background Clearance

Students who are offered admission to the Marshall University School of Physical Therapy are required to have a criminal background check. Complete instructions on obtaining and forwarding these documents will be provided to students who are offered admission, prior to matriculation. Clinical rotation sites that require a criminal background check may deny a student's participation in the clinical rotation because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experience for other reasons, such as failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations or fieldwork is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program. Regardless of whether or not a student graduates from Marshall, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies or state licensure board.

Program Requirements

Academic Progression

1. A failing grade of either a "Fail" or "NC" in a course results in automatic dismissal from the program. The student's academic record will be reviewed by the APSC which will consider possible conditions of reinstatement to the program on an individual case basis.
2. A minimum cumulative GPA of 3.0 is required for continued successful progression towards graduation.

Provisions for academic progression are further outlined in the Graduate Catalog and SOPT Student Handbook. Academic progression is reviewed during orientation upon matriculation in the DPT Program and includes, but is not limited to the following details regarding Academic Progression (probation, dismissal, re-entry, and deceleration):

1. Summer (DPT Semester 1) of First Year:

- A student whose grade point average falls between 2.99-2.90 will be recommended for academic probation by the APSC and approved by the SOPT chairperson.
- A student whose grade point average falls between 2.89-2.75 will be recommended for academic probation. The student may request to restart the DPT program with the following cohort*, continue the program on academic probation, or switch to the 4- Year Deceleration Pathway#. (See 4-Year Deceleration Pathway details. The APSC will review the academic/professional performance of all students and counsel the student on the pros and cons of each option. The student will make the decision within seven (7) days of the last day of class.

- A student whose grade point average falls below 2.75 will be recommended for dismissal from the MUSOPT. The student may reapply to the program through PTCAS in the following year.

- * A student who restarts the program with the following cohort (automatic or through PTCAS application) will start with a clean GPA slate upon re-entering the program.
- # A student who continues the DPT program on either the 3-Year regular pathway (probation) or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.

2. Fall (DPT Semester 2) of First Year:

- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.99 to 2.90 will be recommended for academic probation by the APSC.
- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.89 to 2.75 will have the option to continue on the 3-Year regular pathway or switch to the 4-Year deceleration pathway. A student who continues the DPT program on either the 3-Year regular pathway or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.
- A student who was on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls below 2.75 will be dismissed from the program. The student may reapply to the program through PTCAS in the following year.

3. Any Semester thereafter (after Fall of First Year):

- A student whose cumulative grade point average falls between 2.99 - 2.75 will be recommended for academic probation by the APSC.
- A student whose cumulative grade point average falls below 2.75 will be dismissed from the program and may reapply through PTCAS.

4. Any student who is on probation will have one semester to correct academic deficiencies. If a student has demonstrated academic progress and improved their cumulative grade point average from 2.90 to 2.99 during the semester of probation, the student may appeal to the APSC for an additional consecutive semester of probation. Students are allowed a maximum of two semesters of academic probation as part of the DPT curriculum.

5. Following notification of probation and before the start of the next semester, the student will be counseled by their faculty advisor or the APSC. During this initial counseling session, the student will be advised of his/her deficiencies and the requirements for removing the deficiencies by the end of the following semester.

6. The SOPT Chairperson may either accept or overturn all recommendations by the APSC, and will subsequently inform the student of the final recommendation to the Provost (Provost designee).

7. The Provost (Provost designee) makes the final decision regarding academic dismissal.

(about 2000 square feet), faculty and administrative offices, student locker rooms, restrooms and kitchen/lounge areas, and specialized equipment necessary to teach the content taught in a physical therapy professional program. There is sufficient free parking to accommodate students, faculty, staff, patients and visitors.

Accreditation

Marshall University is accredited as an institution of higher learning by the Higher Learning Commission (230 South LaSalle Street, Suite 2400, Chicago, IL 60602; toll-free 1-800-621-7440, www.hlcommission.org (<http://www.hlcommission.org>)). The program has received approval from the Marshall Board of Governors to offer the DPT program, and program approval from the Higher Learning Commission.

The Doctor of Physical Therapy Program at Marshall University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org (<http://www.capteonline.org>).

Admission Requirements

Minimum Requirements for Admission

The SOPT offers the traditional admissions pathway for college undergraduate and an early assurance pathway for high-achieving high school students.

Traditional Admissions Pathway

1. Baccalaureate degree from an accepted, accredited college/university completed prior to the starting date in the DPT program.
2. *Prerequisite Courses:* Must complete all prerequisite courses prior to the summer term for which you are applying. For example, if you are applying for the class that starts in May 2019, all of your prerequisite courses must be completed by Summer 2019.

Code	Title	Credit Hours
Science ¹		
	Biology (& lab)	8
	Chemistry (& lab)	8
	Physics (& lab)	8
	Human Anatomy ²	3
	Human Physiology ²	3
	Statistics	3
Behavioral/Social Science		
	Psychology (Preferably abnormal & developmental or life span)	6

3. *Clinical Observation Hours:* Complete at least 60 clinical observation hours, preferably from two different settings under the direct supervision of a licensed physical therapist by the time of application. Please follow the instructions listed on the PTCAS website (www.ptcas.org/PTHours/ (<http://www.ptcas.org/PTHours/>)) to submit your hours for verification. For PTCAS general application, PT observation hours need to be completed no later than October 1.
4. *Grade Point Averages:*
 A minimum 3.0 for overall Undergraduate GPA
 A minimum 3.0 for the GPA for prerequisite sciences
 A minimum 3.0 for the GPA for all prerequisites combined
5. *GPA calculation for repeated courses:*

- If a student retakes the same science course at the same institution and earns a higher grade on the second attempt, we will use the higher grade to calculate GPAs.
 - In other situations (i.e., taking the same science course more than two times at the same institution; retaking the same or equivalent course at a different institution), if a science course is repeated, we will use all grades earned for that course to calculate GPAs.
6. *Provide two references:* One from a licensed physical therapist (Physical Therapist Assistant is not accepted) and the other from either another physical therapist, or a faculty member or an employer. A reference request form is provided on the PTCAS website (www.ptcas.org (<http://www.ptcas.org>)).
 7. *Provisional Admission:* A student who possesses a baccalaureate degree from an accepted, accredited college/university and has submitted all other application materials, but still has 1-2 prerequisite courses in progress at the time of interview (early January) may be provisionally admitted. However, outstanding course(s) must be completed with the appropriate minimal grade prior to commencing the DPT program in May of the year for which the student is applying.
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- Students must declare an undergraduate major (e.g., Exercise Science, Biomechanics, Health Sciences, Biology, etc.). There is no preference given based on undergraduate major; however, students must complete all required prerequisite courses (see below).
- Complete their undergraduate degree in four years.
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Application Process

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Program Requirements

Academic Progression

1. A failing grade of either a "Fail" or "NC" in a course results in automatic dismissal from the program. The student's academic record will be reviewed by the APSC which will consider possible conditions of reinstatement to the program on an individual case basis.
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1. Summer (DPT Semester 1) of First Year:

- A student whose grade point average falls between 2.99-2.90 will be recommended for academic probation by the APSC and approved by the SOPT chairperson.
- A student whose grade point average falls between 2.89-2.75 will be recommended for academic probation. The student may request to restart the DPT program with the following cohort*, continue the program on academic probation, or switch to the 4- Year Deceleration Pathway#. (See 4-Year Deceleration Pathway details. The APSC will review the academic/professional performance of all students and counsel the student on the pros and cons of each option. The student will make the decision within seven (7) days of the last day of class.

- A student whose grade point average falls below 2.75 will be recommended for dismissal from the MUSOPT. The student may reapply to the program through PTCAS in the following year.

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- # A student who continues the DPT program on either the 3-Year regular pathway (probation) or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.

2. Fall (DPT Semester 2) of First Year:

- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.99 to 2.90 will be recommended for academic probation by the APSC.
- A student who was not on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls between 2.89 to 2.75 will have the option to continue on the 3-Year regular pathway or switch to the 4-Year deceleration pathway. A student who continues the DPT program on either the 3-Year regular pathway or the 4-Year deceleration pathway must complete the semester. The student will retain all earned grades and must come off probation in the required time period.
- A student who was on probation after the summer semester (DPT Semester 1) and whose cumulative grade point average falls below 2.75 will be dismissed from the program. The student may reapply to the program through PTCAS in the following year.

3. Any Semester thereafter (after Fall of First Year):

- A student whose cumulative grade point average falls between 2.99 - 2.75 will be recommended for academic probation by the APSC.
- A student whose cumulative grade point average falls below 2.75 will be dismissed from the program and may reapply through PTCAS.

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5. Following notification of probation and before the start of the next semester, the student will be counseled by their faculty advisor or the APSC. During this initial counseling session, the student will be advised of his/her deficiencies and the requirements for removing the deficiencies by the end of the following semester.

6. The SOPT Chairperson may either accept or overturn all recommendations by the APSC, and will subsequently inform the student of the final recommendation to the Provost (Provost designee).

7. The Provost (Provost designee) makes the final decision regarding academic dismissal.

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 1

- 1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
- 2. E-mail one PDF copy without signatures to the Graduate Council Chair. If attachments included, please merge into a single file.
- 3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP Dept/Division: SOK - Exercise Science
 Contact Person: Gary McIlvain Phone: 304-696-2930

Action Requested

Check action requested: Addition Deletion Change

Degree Program GH50 MS, Exercise Science

Area of Emphasis Athletic Training GH54

Effective Term/Year Fall 20 Spring 20 Summer 20 24

Notifications

Attach a copy of written notification regarding this curriculum request to the following:

1. Statement of Non-Duplication: If this area of emphasis will be similar in title or content to an existing area of emphasis, please send a memo to the affected department/division and include a copy with this packet as well as the response received from the affected department.
2. If your department/division requires additional faculty, equipment, or specialized materials, attach an estimate of cost and time required to secure these items.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>[Signature]</u>	Date <u>1/30/2024</u>
Registrar <u>[Signature]</u>	Date <u>2-14-2024</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>2/28/24</u>
College Dean <u>[Signature]</u>	Date <u>2-20-24</u>
Graduate Council Chair <u>[Signature]</u>	Date <u>4-10-24</u>
Provost/VP Academic Affairs _____	Date _____
President _____	Date _____

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 2

1. Please provide a rationale for addition, deletion, change:

This area of emphasis is no longer utilized with the development of the Professional MS in AT program.

2. Please describe any changes in curriculum:

Course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

None - deletion only.

3. **Additional Resource Requirements:** If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this Area of Emphasis attach an estimate of the time and money required to secure these items. May attach separate page if needed

NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

n/a

4. **NON-DUPLICATION:**

If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them.

Enter NONE if not applicable.

n/a

For catalog changes as a result of the above action, please fill in the following pages.

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 3

5. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.
(May attach separate page if needed)

delete all references to Athletic Training area of emphasis under MS Exercise Science

6. **Edits to the Current Description**

Attach 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.

7. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed)

N/A

Request for Graduate Addition, Deletion, or Change of Area of Emphasis-Page 4

Please insert in the text box below your Area of Emphasis change information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Area of Emphasis Title:

Credit Hours:

Type of Change Requested: (*addition, deletion, change*)

Term to Take Effect: (*Fall, Spring, Summer/Year*)

Rationale:

SOK - Exercise Science MS degree program wishes to delete AofE Athletic Training Summer 2024

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: CECS Dept/Division: College-Level


Contact Person: Greg Michaelson Phone: x65606

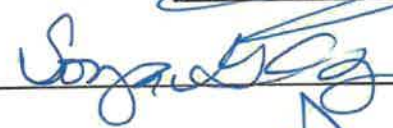
Rationale for Request:


We request the following adjustments to the catalog language for the new Ph.D. program in Engineering [GTG0] to streamline the admissions process:


- To make the GRE optional for all applicants (this is to correct an unenforceable mechanism in the current language that waived the GRE for Marshall students but required it for non-Marshall applicants).
- To allow other options besides the two listed in the original proposal for meeting English proficiency standards.
- To require applicants to submit a C.V. and statement of purpose (i.e., to clarify an applicant's the applicant's desired research area and to facilitate assigning an advisor whose expertise aligns with the applicant's chosen field of study).

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  Date 29-Feb-2024

Registrar  Date 2-29-2024

College Curriculum Committee Chair  Date 3-4-2024
(or Dean if no college curriculum committee)

Graduate Council Chair  Date 4-10-24

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

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: CECS Dept/Division: College-Level

Contact Person: Greg Michaelson Phone: x65606

Rationale for Request:

We request the following adjustments to the catalog language for the new Ph.D. program in Engineering [GTG0] to streamline the admissions process:

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Department/Division Chair _____ Date _____

Registrar _____ Date _____

College Curriculum Committee Chair _____ Date _____
(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

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 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: Adjustment of Admission Criteria

Department: CECS (College-Level)

Degree program: GTG0 (PhD, Engineering)

Effective date (fall/spring/summer, year): Fall 2024

GTG0

PhD, Engineering

Current Catalog Description

ENGINEERING, PH.D.

Program Description

Driven by cutting-edge research, the Ph.D. in Engineering program at Marshall University provides students with advanced knowledge and expertise in specialized engineering fields. The program provides maximum flexibility for students and faculty to address 21st century engineering problems with the advancement of their field and for success in a range of careers in academia, research, government, industry leadership, or innovation.

Admission Requirements

The doctoral degree is a research degree granted on the basis of broad knowledge of engineering and in-depth study in a specific area leading to a dissertation reflecting original work by the doctoral candidate. When applying for admission, a student must state on the application the major area of study for which admission is requested (i.e., biomedical engineering, civil engineering, etc.) and meet the following minimum requirement for admission to the program in addition to the general requirements of Graduate Studies at University:

- Earned Master's degree in a relevant discipline with a minimum GPA of 3.0 on a 4.0 scale
- OR
- Bachelor's degree in a relevant engineering or computing discipline with a minimum GPA of 3.5 on a 4.0 scale;
- A minimum GRE score of 310 in Verbal and Quantitative combined (a least 160 on the quantitative portion) and a 3.5 on the analytical portion. *GRE is not required for students with BS or MS degrees in related fields from Marshall University;*
- Three (3) letters of recommendation that demonstrate strong evidence for a high potential for success in doctoral studies and research;
- International students must qualify for admission to the university through the TOEFL or IELTS.

Fulfilling the minimum requirements does not guarantee admission and factors such as appropriateness of the applicant's research objectives to the research interests of the program faculty, availability of faculty to supervise the applicant's research, availability of research funds to support the research, and prior research accomplishments of the applicant will also influence

the admission decision. The criteria described below are used to evaluate admission to the program:

- Prior experience in undergraduate or graduate research.
- Post-BS degree and/or professional experience relevant to the planned degree of study.
- Peer-reviewed publications and/or award-winning presentations in technical conferences.
- Availability of appropriate faculty to serve as research advisor(s) and availability of research funds to support the student's desired program of study.
- The applicant's test scores, recommendations, and relevant work experience must indicate a high potential for success in doctoral studies and research.

In addition, an applicant who does not meet the minimum requirements may still be admitted with provisional standing if they have potential for success as a doctoral student. His/her status may be changed to full standing after satisfying requirements specified by the director of the program, in consultation with the appropriate department chairperson, at the time of admission. If admitted in provisional standing, the student must remove all deficiencies and apply for reclassification to full standing prior to the completion of fifteen (15) graduate credit hours. Although the general requirements for the doctoral program are the same for all departments in CECS, each department may include additional degree requirements for students pursuing specialization in that department to support specialized research.

Degree Requirements

The Ph.D. in Engineering requires academic work, consisting of course work and dissertation work in a specialized area, beyond baccalaureate work. Qualifying and comprehensive examinations and dissertation are also required. All requirements, including the dissertation, must be completed within a period of eight consecutive years. Maintenance of a minimum quality point average of 3.0 and adherence to the general regulations of Graduate Studies is expected.

The catalog description of the proposed Ph.D. in Engineering degree program is shown below:

General Course Work Requirements

The doctoral degree requires a minimum total of 38 credit hours (students admitted with master's degree) or 68 credit hours (students admitted without master's degree) of academic work,

consisting of course work and dissertation work, beyond baccalaureate work, subject to the following:

- *Required Coursework (18 CR or 48 CR)*

- 1) For Students Admitted with a master's degree (18 CR)

A minimum of eighteen (18) credit hours of coursework beyond the master's degree, including six (6) credit hours of full graduate courses acceptable to the student's advisory committee. If a student completed a thesis at the M.S. level, then 6 hours of thesis research can be substituted for graduate coursework.

Required courses for all disciplines include:

- ENGR 701: Research Methods for Doctoral Students 3 hours
- EM 660: Project Management 3 hours
- EM 675: Engineering Economics 3 hours

An additional 9 hours of graduate coursework is required in the chosen discipline. This coursework is to be negotiated with the student's dissertation committee and taken at the full graduate (600 or above) level.

- 2) For Students Admitted with a bachelor's degree (48 CR)

- A minimum of twenty-seven (27) credit hours at the full graduate (600 or above) level, including those courses in 1) above, and

- A maximum of fifteen (15) credit hours at the 500-level, acceptable to the student's advisory committee.

- *Qualifying Examination*

All students must complete a qualifying examination based mostly on undergraduate materials in their chosen discipline through a formal process established by the department prior to the end of the first year of doctoral study. Students admitted with a bachelor's degree on an exceptional basis must successfully complete the qualifying examination before the end of the regular semester of enrollment in which the student is completing 24 hours or more of graduate coursework. The process should include, at a minimum, an examination of the student's fundamental knowledge managed by the Graduate Committee of the department. Based on the student's performance on the qualifying examination, the student may be (i) permitted to continue in the doctoral program or (ii) advised to transfer to a M.S. degree program in an appropriate discipline

in the College (for students admitted without an M.S. in their chosen discipline), or (iii) recommended for termination from the graduate program of the College.

Dissertation Work Requirements

A minimum of twenty (20) credit hours of doctoral research and dissertation (ENGR 702) built upon the student's course of study and making a significant contribution to the state of knowledge or to the art of the engineering profession is required; not more than 12 credit hours may be earned in a particular semester:

ENGR 702 Dissertation Research (can be taken as 1-12 hours at a time)

- *Dissertation Committee*

Each doctoral student's dissertation committee must be formed after the successful completion of the student's qualifying examination or the second semester in the program. The committee *consists* of a minimum of four (4) voting members from two or more disciplines in the academic unit at Marshall University or another accredited university. Additionally, should none of the four committee members chosen have experience with serving on a doctoral committee, a fifth member with experience may be appointed by the Dean in consultation with the Program Director from outside the department, college, or university. The student is responsible for identifying, in consultation with the department chairperson or program director, a faculty member who is willing to chair his/her advisory committee. The chairperson of the committee and the student are responsible for identifying the other faculty members required/desired and determining if they are willing to serve.

The Plan of Study must be completed before the end of the second semester of enrollment for the degree or completion of 12 credit hours of graduate courses, whichever comes first. Each proposed Plan of Study must be approved by the student's dissertation committee, the department chairperson, the program Director, and the Dean.

- *Comprehensive Examination and Admission to Candidacy*

The comprehensive examination will consist of a written portion and an oral defense of the written research proposal. The written portion will consist of several parts as appropriate to the major discipline and the research area. This examination will test the student's breadth of knowledge in the discipline, depth of knowledge in selected areas, and the ability to integrate the knowledge acquired from several courses. This examination must be given after the student has completed at least eighty (80) percent of the coursework beyond the master's degree with a point

average of 3.0 or above, as prescribed in the program of study. However, the written comprehensive examination should be completed before the end of the semester following completion of the coursework prescribed in the Plan of Study. All parts of the written examination should be completed within a period of two (2) weeks.

The written research proposal should, as a minimum, consist of the development of the research problem from the extant knowledge in the area, the approach and methodology to be followed, the expected original contribution to the extant knowledge, and the expected timeline for the completion of the research. The student should submit copies of the written proposal to the committee within thirty (30) days from the date of taking the final part of the written examination, and the proposal defense will be scheduled shortly thereafter. The student will be informed of the results of the entire comprehensive examination (written part and proposal presentation) at the end of the defense of the research proposal.

On passing the entire comprehensive examination, the student will be admitted to candidacy for the doctoral degree. Normally, a student not passing any part of the comprehensive examination will not be permitted to continue in the doctoral program. However, at the request of the student and the agreement of the committee, a second chance may be given to the student to pass that part of the examination that he/she did not pass within a year. The committee may prescribe additional academic work to be undertaken by the student prior to making the second attempt. No student will be permitted to continue in the program if he/she does not successfully complete all parts of the comprehensive examination after the second attempt.

Residence Requirement (4 semesters)

Residence of four (4) regular semesters, with at least two (2) semesters in continuous residence, is required. For students who wish to complete the doctoral program in a part-time capacity due to employment in a local industry, accommodation on residency will be negotiated between the student and his/her dissertation committee.

GTF0

PhD, Engineering

Edited Catalog Description

ENGINEERING, PH.D.

Program Description

Driven by cutting-edge research, the Ph.D. in Engineering program at Marshall University provides students with advanced knowledge and expertise in specialized engineering fields. The program provides maximum flexibility for students and faculty to address 21st century engineering problems with the advancement of their field and for success in a range of careers in academia, research, government, industry leadership, or innovation.

Admission Requirements

The doctoral degree is a research degree granted on the basis of broad knowledge of engineering and in-depth study in a specific area leading to a dissertation reflecting original work by the doctoral candidate. When applying for admission, a student must ~~state on the application the major area of study for which admission is requested (i.e., biomedical engineering, civil engineering, etc.) and~~ meet the following minimum requirement for admission to the program in addition to the general requirements of Graduate Studies at University:

- Earned Master's degree in a relevant discipline with a minimum GPA of 3.0 on a 4.0 scale
OR
Bachelor's degree in a relevant engineering or computing discipline with a minimum GPA of 3.5 on a 4.0 scale;
- ~~A minimum GRE score of 310 in Verbal and Quantitative combined (a least 160 on the quantitative portion) and a 3.5 on the analytical portion. GRE is not required for students with BS or MS degrees in related fields from Marshall University;~~
- Three (3) letters of recommendation that demonstrate strong evidence for a high potential for success in doctoral studies and research;
- A résumé/C.V.
- A statement of purpose (up to 2 pages long), including an applicant's personal motivation, desired field of study, research area, and career goals.
- ~~International students must qualify for admission to the university through the TOEFL or IELTS.~~ All applicants, regardless of citizenship, must provide proof of English proficiency to be considered for admission to Marshall University. Graduate English

proficiency requirements are available here:

<https://www.marshall.edu/admissions/graduate-proof-of-english-proficiency/>

- No Graduate Record Exam (GRE) score is required, but one may be submitted to strengthen an application.

Fulfilling the minimum requirements does not guarantee admission and factors such as appropriateness of the applicant's research objectives to the research interests of the program faculty, availability of faculty to supervise the applicant's research, availability of research funds to support the research, and prior research accomplishments of the applicant will also influence the admission decision. The criteria described below are used to evaluate admission to the program:

- Prior experience in undergraduate or graduate research.
- Post-BS degree and/or professional experience relevant to the planned degree of study.
- Peer-reviewed publications and/or award-winning presentations in technical conferences.
- Availability of appropriate faculty to serve as research advisor(s) and availability of research funds to support the student's desired program of study.
- The applicant's test scores, recommendations, and relevant work experience must indicate a high potential for success in doctoral studies and research.

In addition, an applicant who does not meet the minimum requirements may still be admitted with provisional standing if they have potential for success as a doctoral student. His/her status may be changed to full standing after satisfying requirements specified by the director of the program, in consultation with the appropriate department chairperson, at the time of admission. If admitted in provisional standing, the student must remove all deficiencies and apply for reclassification to full standing prior to the completion of fifteen (15) graduate credit hours. Although the general requirements for the doctoral program are the same for all departments in CECS, each department may include additional degree requirements for students pursuing specialization in that department to support specialized research.

Degree Requirements

The Ph.D. in Engineering requires academic work, consisting of course work and dissertation work in a specialized area, beyond baccalaureate work. Qualifying and comprehensive

examinations and dissertation are also required. All requirements, including the dissertation, must be completed within a period of eight consecutive years. Maintenance of a minimum quality point average of 3.0 and adherence to the general regulations of Graduate Studies is expected.

The catalog description of the proposed Ph.D. in Engineering degree program is shown below:

General Course Work Requirements

The doctoral degree requires a minimum total of 38 credit hours (students admitted with master's degree) or 68 credit hours (students admitted without master's degree) of academic work, consisting of course work and dissertation work, beyond baccalaureate work, subject to the following:

- *Required Coursework (18 CR or 48 CR)*

- 1) For Students Admitted with a master's degree (18 CR)

A minimum of eighteen (18) credit hours of coursework beyond the master's degree, including six (6) credit hours of full graduate courses acceptable to the student's advisory committee. If a student completed a thesis at the M.S. level, then 6 hours of thesis research can be substituted for graduate coursework.

Required courses for all disciplines include:

- ENGR 701: Research Methods for Doctoral Students 3 hours
- EM 660: Project Management 3 hours
- EM 675: Engineering Economics 3 hours

An additional 9 hours of graduate coursework is required in the chosen discipline. This coursework is to be negotiated with the student's dissertation committee and taken at the full graduate (600 or above) level.

- 2) For Students Admitted with a bachelor's degree (48 CR)

- A minimum of twenty-seven (27) credit hours at the full graduate (600 or above) level, including those courses in 1) above, and

- A maximum of fifteen (15) credit hours at the 500-level, acceptable to the student's advisory committee.

- *Qualifying Examination*

All students must complete a qualifying examination based mostly on undergraduate materials in their chosen discipline through a formal process established by the

department prior to the end of the first year of doctoral study. Students admitted with a bachelor's degree on an exceptional basis must successfully complete the qualifying examination before the end of the regular semester of enrollment in which the student is completing 24 hours or more of graduate coursework. The process should include, at a minimum, an examination of the student's fundamental knowledge managed by the Graduate Committee of the department. Based on the student's performance on the qualifying examination, the student may be (i) permitted to continue in the doctoral program or (ii) advised to transfer to a M.S. degree program in an appropriate discipline in the College (for students admitted without an M.S. in their chosen discipline), or (iii) recommended for termination from the graduate program of the College.

Dissertation Work Requirements

A minimum of twenty (20) credit hours of doctoral research and dissertation (ENGR 702) built upon the student's course of study and making a significant contribution to the state of knowledge or to the art of the engineering profession is required; not more than 12 credit hours may be earned in a particular semester:

ENGR 702 Dissertation Research (can be taken as 1-12 hours at a time)

- *Dissertation Committee*

Each doctoral student's dissertation committee must be formed after the successful completion of the student's qualifying examination or the second semester in the program. The committee *consists* of a minimum of four (4) voting members from two or more disciplines in the academic unit at Marshall University or another accredited university. Additionally, should none of the four committee members chosen have experience with serving on a doctoral committee, a fifth member with experience may be appointed by the Dean in consultation with the Program Director from outside the department, college, or university. The student is responsible for identifying, in consultation with the department chairperson or program director, a faculty member who is willing to chair his/her advisory committee. The chairperson of the committee and the student are responsible for identifying the other faculty members required/desired and determining if they are willing to serve.

The Plan of Study must be completed before the end of the second semester of enrollment for the degree or completion of 12 credit hours of graduate courses, whichever comes first. Each

proposed Plan of Study must be approved by the student's dissertation committee, the department chairperson, the program Director, and the Dean.

- *Comprehensive Examination and Admission to Candidacy*

The comprehensive examination will consist of a written portion and an oral defense of the written research proposal. The written portion will consist of several parts as appropriate to the major discipline and the research area. This examination will test the student's breadth of knowledge in the discipline, depth of knowledge in selected areas, and the ability to integrate the knowledge acquired from several courses. This examination must be given after the student has completed at least eighty (80) percent of the coursework beyond the master's degree with a point average of 3.0 or above, as prescribed in the program of study. However, the written comprehensive examination should be completed before the end of the semester following completion of the coursework prescribed in the Plan of Study. All parts of the written examination should be completed within a period of two (2) weeks.

The written research proposal should, as a minimum, consist of the development of the research problem from the extant knowledge in the area, the approach and methodology to be followed, the expected original contribution to the extant knowledge, and the expected timeline for the completion of the research. The student should submit copies of the written proposal to the committee within thirty (30) days from the date of taking the final part of the written examination, and the proposal defense will be scheduled shortly thereafter. The student will be informed of the results of the entire comprehensive examination (written part and proposal presentation) at the end of the defense of the research proposal.

On passing the entire comprehensive examination, the student will be admitted to candidacy for the doctoral degree. Normally, a student not passing any part of the comprehensive examination will not be permitted to continue in the doctoral program. However, at the request of the student and the agreement of the committee, a second chance may be given to the student to pass that part of the examination that he/she did not pass within a year. The committee may prescribe additional academic work to be undertaken by the student prior to making the second attempt. No student will be permitted to continue in the program if he/she does not successfully complete all parts of the comprehensive examination after the second attempt.

Residence Requirement (4 semesters)

Residence of four (4) regular semesters, with at least two (2) semesters in continuous residence, is required. For students who wish to complete the doctoral program in a part-time capacity due to employment in a local industry, accommodation on residency will be negotiated between the student and his/her dissertation committee.

GTF0

PhD, Engineering

New Catalog Description

ENGINEERING, PH.D.

Program Description

Driven by cutting-edge research, the Ph.D. in Engineering program at Marshall University provides students with advanced knowledge and expertise in specialized engineering fields. The program provides maximum flexibility for students and faculty to address 21st century engineering problems with the advancement of their field and for success in a range of careers in academia, research, government, industry leadership, or innovation.

Admission Requirements

The doctoral degree is a research degree granted on the basis of broad knowledge of engineering and in-depth study in a specific area leading to a dissertation reflecting original work by the doctoral candidate. When applying for admission, a student must meet the following minimum requirement for admission to the program in addition to the general requirements of Graduate Studies at University:

- Earned Master's degree in a relevant discipline with a minimum GPA of 3.0 on a 4.0 scale
OR
Bachelor's degree in a relevant engineering or computing discipline with a minimum GPA of 3.5 on a 4.0 scale;
- Three (3) letters of recommendation that demonstrate strong evidence for a high potential for success in doctoral studies and research;
- A résumé/C.V.
- A statement of purpose (up to 2 pages long), including an applicant's personal motivation, desired field of study, research area, and career goals.
- All applicants, regardless of citizenship, must provide proof of English proficiency to be considered for admission to Marshall University. Graduate English proficiency requirements are available here: <https://www.marshall.edu/admissions/graduate-proof-of-english-proficiency/>;
- No Graduate Record Exam (GRE) score is required, but one may be submitted to strengthen an application.

Fulfilling the minimum requirements does not guarantee admission and factors such as appropriateness of the applicant's research objectives to the research interests of the program

faculty, availability of faculty to supervise the applicant's research, availability of research funds to support the research, and prior research accomplishments of the applicant will also influence the admission decision. The criteria described below are used to evaluate admission to the program:

- Prior experience in undergraduate or graduate research.
- Post-BS degree and/or professional experience relevant to the planned degree of study.
- Peer-reviewed publications and/or award-winning presentations in technical conferences.
- Availability of appropriate faculty to serve as research advisor(s) and availability of research funds to support the student's desired program of study.
- The applicant's test scores, recommendations, and relevant work experience must indicate a high potential for success in doctoral studies and research.

In addition, an applicant who does not meet the minimum requirements may still be admitted with provisional standing if they have potential for success as a doctoral student. His/her status may be changed to full standing after satisfying requirements specified by the director of the program, in consultation with the appropriate department chairperson, at the time of admission. If admitted in provisional standing, the student must remove all deficiencies and apply for reclassification to full standing prior to the completion of fifteen (15) graduate credit hours. Although the general requirements for the doctoral program are the same for all departments in CECS, each department may include additional degree requirements for students pursuing specialization in that department to support specialized research.

Degree Requirements

The Ph.D. in Engineering requires academic work, consisting of course work and dissertation work in a specialized area, beyond baccalaureate work. Qualifying and comprehensive examinations and dissertation are also required. All requirements, including the dissertation, must be completed within a period of eight consecutive years. Maintenance of a minimum quality point average of 3.0 and adherence to the general regulations of Graduate Studies is expected.

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General Course Work Requirements

The doctoral degree requires a minimum total of 38 credit hours (students admitted with master's degree) or 68 credit hours (students admitted without master's degree) of academic work, consisting of course work and dissertation work, beyond baccalaureate work, subject to the following:

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Required courses for all disciplines include:

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- EM 675: Engineering Economics 3 hours

An additional 9 hours of graduate coursework is required in the chosen discipline. This coursework is to be negotiated with the student's dissertation committee and taken at the full graduate (600 or above) level.

- 2) For Students Admitted with a bachelor's degree (48 CR)

- A minimum of twenty-seven (27) credit hours at the full graduate (600 or above) level, including those courses in 1) above, and
- A maximum of fifteen (15) credit hours at the 500-level, acceptable to the student's advisory committee.

- *Qualifying Examination*

All students must complete a qualifying examination based mostly on undergraduate materials in their chosen discipline through a formal process established by the department prior to the end of the first year of doctoral study. Students admitted with a bachelor's degree on an exceptional basis must successfully complete the qualifying examination before the end of the regular semester of enrollment in which the student is completing 24 hours or more of graduate coursework. The process should include, at a minimum, an examination of the student's fundamental knowledge managed by the

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ENGR 702 Dissertation Research (can be taken as 1-12 hours at a time)

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The Plan of Study must be completed before the end of the second semester of enrollment for the degree or completion of 12 credit hours of graduate courses, whichever comes first. Each proposed Plan of Study must be approved by the student's dissertation committee, the department chairperson, the program Director, and the Dean.

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knowledge in the discipline, depth of knowledge in selected areas, and the ability to integrate the knowledge acquired from several courses. This examination must be given after the student has completed at least eighty (80) percent of the coursework beyond the master's degree with a point average of 3.0 or above, as prescribed in the program of study. However, the written comprehensive examination should be completed before the end of the semester following completion of the coursework prescribed in the Plan of Study. All parts of the written examination should be completed within a period of two (2) weeks.

The written research proposal should, as a minimum, consist of the development of the research problem from the extant knowledge in the area, the approach and methodology to be followed, the expected original contribution to the extant knowledge, and the expected timeline for the completion of the research. The student should submit copies of the written proposal to the committee within thirty (30) days from the date of taking the final part of the written examination, and the proposal defense will be scheduled shortly thereafter. The student will be informed of the results of the entire comprehensive examination (written part and proposal presentation) at the end of the defense of the research proposal.

On passing the entire comprehensive examination, the student will be admitted to candidacy for the doctoral degree. Normally, a student not passing any part of the comprehensive examination will not be permitted to continue in the doctoral program. However, at the request of the student and the agreement of the committee, a second chance may be given to the student to pass that part of the examination that he/she did not pass within a year. The committee may prescribe additional academic work to be undertaken by the student prior to making the second attempt. No student will be permitted to continue in the program if he/she does not successfully complete all parts of the comprehensive examination after the second attempt.

Residence Requirement (4 semesters)

Residence of four (4) regular semesters, with at least two (2) semesters in continuous residence, is required. For students who wish to complete the doctoral program in a part-time capacity due to employment in a local industry, accommodation on residency will be negotiated between the student and his/her dissertation committee.

