

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: _____ Dept/Division: _____

Contact Person: _____ Phone: _____

Rationale for Request:

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 _____

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.

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.

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.

Request for Graduate Non-Curricular Changes – Page 5

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

Type of change request:

Department:

Degree program:

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

ORIGINAL TEXT

GRADE POINT AVERAGE AND OTHER REQUIREMENTS FOR GRADUATION

The requirements for graduation include completion of the program requirements, successful completion of required comprehensive assessments, a GPA of at least 3.0 (see Grade Information and Regulations), and satisfactory fulfillment of other academic requirements as may be established by the various programs. Additionally, the student must have at least a 3.0 GPA in the major, or in CORE courses of an interdisciplinary program. Only grades of A, B, C, CR, or S are acceptable in fulfilling graduate degree requirements on any Plan of Study. Particular programs may require higher performance than C in certain courses. Grades of W, PR, CR, NC, S, U, and I are not counted in the GPA calculation, except that an I grade will be calculated as an F (for courses where a letter grade is normally given), NC, or U, depending on the type of course, for determining qualifications for graduation.

Additional Requirements

- All grades of C or less are counted in computing averages, but no more than six hours of C and no grades below C may be applied toward a graduate degree. Individual degree programs may have more stringent requirements, so refer to your degree program for information.
- Up to six hours of CR or S may be included within a degree program but they will not affect the GPA.
- Master's degree students must complete a minimum of 30 hours of graduate coursework. For programs requiring a thesis, a minimum of 3 and a maximum credit of 6 hours may be granted for the thesis toward the total degree credits, except in chemistry and biological sciences, where up to 12 thesis hours may be applied toward the MS degree. Individual programs may require more than the 30-hour minimum requirement, so students must consult individual program degree requirements.
- A minimum of 18 hours must be earned in the major subject. The major department may optionally require a minor with a minimum of 6 hours in another subject.
- Courses may be taken in a third closely related field if approved by the advisor. In special teacher-education curricula, courses may be distributed among several fields with the approval of the advisor.
- Graduate courses are numbered 500 to 899. Selected courses with 400 series numbers for undergraduate credit may have 500 series numbers for graduate credit. In courses open to both graduate and undergraduate students, graduate students are required to do more work than undergraduates. This may include more extensive reading, an extra research paper, and other individual work.
- A Marshall University course taken at the 400 level cannot be retaken at the 500 level; it will not be applicable to the master's degree.

- At least one-half of the minimum required hours for the student's master's degree must be earned in classes numbered 600 or above.

Meeting minimum requirements in hours of credit does not necessarily constitute eligibility for the degree. The work taken must constitute a unified and approved program in the field. Students may be required to take appropriate national exams in order to graduate.

During the seven-year time limit, Marshall University reserves the right to advise students of their status on academic performance related to the probability of receiving a degree within the prescribed time limit.

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ROLES AND RESPONSIBILITIES OF THE THESIS/DISSERTATION COMMITTEE

The roles and responsibilities of the faculty serving on a student's thesis/dissertation committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis/dissertation by requiring the student to submit a final thesis/dissertation that conforms to the preferred editorial guidelines of the discipline and the Graduate College. As such, the signature page included in the thesis/dissertation verifies that the faculty have read with care the thesis/dissertation to ensure the student's work is without error in the form, substance, and expression of the student's work. The members of the committee sign this page once the student has prepared a final draft of the approved thesis and affirm that the work meets the editorial standards of the Graduate College.

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THESIS

Degree program graduate students may elect the thesis option for the number of credits allowed by each program. The thesis advisor and student are guided by departmental requirements and the student's needs and interests in determining whether he/she is to write a thesis. Students who will profit more by doing additional coursework in lieu of a thesis must earn at least 36 course hours of credit in most programs.

When a student decides to prepare a thesis, written notice and approval must be obtained. Notification of approval will come from the appropriate program director, program coordinator, or dean after review and acceptance of a prospectus by the advisor and a thesis committee. The committee should have the same composition as the examining committee for the comprehensive assessment.

- Students graduating with a thesis must register for a cumulative minimum of 3 credit hours of thesis. The maximum amount of credit that may be earned for the thesis is 6 hours for all departments except biology and chemistry. Research and thesis in those two fields are permitted to a maximum of 12 hours. Students in departments other than chemistry register for thesis 681. Chemistry majors register for research 682. The student continues to register for thesis 681 or research 682, as appropriate, and pay tuition for the number of hours per semester as agreed to between the student and the thesis advisor.
- The thesis advisor reports a mark of PR (progress) for satisfactory work at the end of each term or semester for which the student is registered with the total amount of credit to be allowed.
- The thesis must be prepared according to the instructions provided at the Graduate College website, www.marshall.edu/graduate/current-students/edt, or according to the guidelines (available in the department), which have been approved by the Graduate Dean.
- When the thesis is completed, it is submitted to the advisor and thesis committee for tentative approval. The candidate must then give a presentation open to the academic community based upon the results of the thesis and give a satisfactory defense of the thesis before his/her thesis committee. Upon successful defense of the thesis, the advisor with the concurrence of the committee assigns a grade which applies to all hours earned for the thesis.
- The advisor may report a final grade of F at the end of any semester or term when in his/her opinion, because of irregular reports or unsatisfactory progress, the student should not be permitted to continue to register for research.
- The mark of PR (progress) may be used to indicate progress on a thesis, dissertation, or in select research courses.
- A thesis or dissertation approved by a student's committee must be submitted electronically. Full instructions for electronic theses and dissertations (ETD's) are located at: www.marshall.edu/graduate/current-students/edt.
- Submission of the thesis must occur by the dates printed in the academic calendar of the term in which the student intends to graduate. If the student fails to meet these dates, the Graduate Dean may postpone the student's graduation until the end of the following term.
- The Graduate Dean will review the submitted thesis for style and format; students may be required to make modifications prior to final approval by the Graduate Dean.

Value and Nature of Thesis

The experience of collecting, assembling and interpreting a body of information for a thesis is essential in developing the capacity to do independent work. This is a primary difference between graduate and undergraduate work. For capable graduate students, preparation of the thesis may be of great value. To be urged to write a thesis is a compliment to one's ability. The presentation and oral defense of the thesis is designed to emphasize the importance of graduate student research in the academic environment and give public credit to the student's achievements. The objectives of a graduate thesis at the master's level include development of the ability to plan and

execute a scholarly and/or analytical study and the development of expertise in a specific subject area. The thesis should illustrate that a graduate student has:

- Comprehended the essentials of a selected subject area;
- Demonstrated understanding of the problem selected;
- Obtained working knowledge of research techniques appropriate to the Master's or Ed.S. degree level;
- Demonstrated the ability to write in a professional and scholarly style;
- Produced a study which is of value to the subject field or professional education.

RED LINE REVISIONS

GRADE POINT AVERAGE AND OTHER REQUIREMENTS FOR GRADUATION

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Additional Requirements

- ~~All~~ Only grades of C or ~~less are counted in computing averages~~ better may be used to fulfill degree requirements, but and no more than six hours of C ~~and no grades below C~~ may be applied toward ~~a graduate~~ fulfilling the degree. ~~Individual~~ All students should review their degree program with care as some degree programs may have more stringent requirements, ~~requirements, so refer to your degree program for information.~~
- In addition to thesis/dissertation credit. Up up to six hours of CR or S may be included within a degree program. ~~These grades but they will do~~ not affect the GPA.
- Master's degree students must complete a minimum of 30 hours of graduate coursework. For programs requiring a thesis, a minimum of 3 and a maximum credit of 6 hours may be granted for the thesis toward the total degree credits, except in chemistry and biological sciences, where up to 12 thesis hours may be applied toward the MS degree. All students should consult their degree program as many require more than 30 hours for the degree ~~Individual programs may require more than the 30-hour minimum requirement, so students must consult individual program degree requirements.~~
- Students must complete A a minimum of 18 hours ~~must be earned~~ in the major subject. The major department may optionally require a minor with a minimum of 6 hours in another subject.
- With the approval of the advisor, students may complete ~~Courses~~ courses may be taken in a third ~~closely related field if approved by the advisor.~~ In special teacher-education curricula, courses may be distributed among several fields with the approval of the advisor.
- Graduate courses ~~are numbered~~ range in number from 500 to 899. Selected courses allow enrollment of undergraduate as well as graduate courses with undergraduates enrolled in the with 400 level section and graduate students enrolled in the 500 level section. The graduate students enrolled in these courses will complete more ~~series numbers for~~

~~undergraduate credit may have 500-series numbers for graduate credit. In courses open to both graduate and undergraduate students, graduate students are required to do more work than undergraduates including, but not limited to, This may include more additional extensive reading, an extra research paper additional course projects, and other individual work and other tasks the instructor deems necessary for graduate course credit.~~

- A Marshall University course taken at the 400 level cannot be retaken at the 500 level; it will not be applicable to the ~~master's graduate~~ degree.
- At least one-half of the minimum required hours for the student's master's degree must be earned in classes numbered 600 or ~~above~~ greater.
- Students whose *Plan of Study* requires a thesis or dissertation must complete all required course work as specified in the previous points and have the manuscript of the thesis/dissertation approved for publication in the ProQuest database (<https://www.proquest.com/>) by the Dean of the Graduate College.

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Meeting minimum requirements in hours of credit does not necessarily constitute eligibility for the degree. The work taken must constitute a unified and approved program in the field. ~~Some programs may require specific performance on a national exam as a requirement for graduation. Students may be required to take appropriate national exams in order to graduate.~~

During the seven-year time limit, Marshall University reserves the right to advise students ~~pursuing the master's or Ed. S. degrees~~ of their status on academic performance related to the probability of receiving a degree within the prescribed time limit.

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ROLES AND RESPONSIBILITIES OF THE THESIS/DISSERTATION COMMITTEE

The roles and responsibilities of the faculty serving on a student's thesis/dissertation committee are manifold. In essence, the members of the committee help the student demonstrate the ability to plan and execute a scholarly and creative project while developing an expertise within the discipline. To this end, the members of the committee advise the student to ensure he or she has identified a project that will sufficiently challenge his or her skills, make use of appropriate disciplinary research and creative methods, and be completed using available resources in a timely manner. The members of the committee also ensure the highest quality of the published thesis/dissertation by requiring the student to submit a final thesis/dissertation that conforms to the preferred editorial guidelines of the discipline and the Graduate College. As such, the signature page included in the thesis/dissertation verifies that the faculty have read with care the thesis/dissertation to ensure the student's work is without error in the form, substance, and expression of the student's work. The members of the committee sign this page once the student has prepared a final draft of the approved thesis/dissertation and affirm that the work meets the editorial standards of the Graduate College. The Graduate College will review the thesis/dissertation and may require revisions to ensure the work meets the required editorial guidelines before the thesis/dissertation is released for publication.

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THESIS/DISSERTATION

~~Several Degree-degree programs require or allow a student to prepare a thesis/dissertation as partial completion of the degree requirements. These programs will graduate students may elect the thesis option for specify the number of credits allowed by each program required for the thesis/dissertation project. If optional, The thesis/dissertation advisor and student will design a project that meets are guided by departmental requirements and the student's needs and interests in determining whether he/she is to write a thesis.~~

Students pursuing a master's degree who will profit more by doing additional coursework in lieu of a thesis must earn at least 36 course hours of credit in most programs.

~~When a student decides to prepare a thesis, written notice and approval must be obtained. Each student planning to write a thesis/dissertation will, in collaboration with his or her advisor, form a thesis/dissertation committee. Membership on the committee is determined by Board of Governor's Policy AA-20 which stipulates who may chair and serve on the committee. All thesis/dissertation committees must have at least a chair and two qualified faculty members.- Notification of approval will come from the appropriate program director, program coordinator, or dean after review and acceptance of a prospectus by the advisor and a thesis committee. The committee should have the same composition as the examining committee for the comprehensive assessment. Before starting the thesis/dissertation research, the student must submit required documentation to the Office of Research Integrity (<https://www.marshall.edu/ori/>) for approval.~~

- Students pursuing a master's degree who will prepare ~~graduating with~~ a thesis must register for a cumulative minimum of 3 credit hours of thesis. The maximum amount of credit that may be earned for the thesis is 6 hours for all departments except biology and chemistry. Research and thesis in those two fields are permitted to a maximum of 12 hours. Students in departments other than chemistry register for thesis 681. Chemistry majors register for research 682. The student continues to register for thesis 681 or research 682, as appropriate, and pay tuition for the number of hours per semester as agreed to between the student and the thesis advisor.
- Students pursuing a doctoral degree who will prepare with a dissertation will enroll in thesis hours as directed by the student's *Plan of Study*.
- Depending on the department's published grading system, The the thesis/dissertation advisor reports a mark of PR (progress) an appropriate grade for satisfactory work at the end of each term or semester for which the student is registered with the total amount of credit to be allowed.

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• ~~The thesis/dissertation~~ must be prepared according to the instructions provided at the Graduate College website, www.marshall.edu/graduate/current-students/edt, ~~or according to the guidelines (available in the department), which have been approved by the Graduate Dean.~~

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• When ~~the thesis is~~ completed, ~~it is submitted~~ the student submits a manuscript to the advisor and thesis committee for tentative approval. The candidate must then give a presentation open to the academic community based upon the results of the thesis/dissertation and give a satisfactory defense of the thesis-work before his/her the thesis committee. Upon successful defense of the thesis/dissertation, the advisor with the concurrence of the committee assigns a grade which applies to all hours earned for the thesis.

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• ~~The mark of PR (progress) may be used to indicates progress on a thesis, dissertation, or in select research courses.~~

The advisor may report a final grade of F or NC at the end of any semester or term when in his/her opinion, because of irregular reports or unsatisfactory progress, the student should not be permitted to continue to register for research.

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- Comprehended the essentials of a selected subject area;
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FINAL TEXT

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