

### 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

### **Administrative Steps for Appealing a Final Grade or an Action Based on Academic Performance or Dishonesty**

The following is an administrative guide designed to help students and faculty follow the appeals process as specified in this section of the Graduate Catalog. Students and faculty should also review the policy to ensure understanding of the scope of the appeals, materials required, and rules governing the appeals process.

#### **Final Grade Appeals:**

Step 1) Attempt to resolve the matter informally: Within ten (10) days of receiving a final grade the student should contact the instructor to review the grade. The instructor will respond in writing within ten (10) days of meeting with the student. The student may contact the director/coordinator of the graduate program should the instructor not be available or there are extraordinary circumstances requiring urgent action.

Step 2) Submit FORM A (located online at [www.marshall.edu/graduate/graduate-student-appeals](http://www.marshall.edu/graduate/graduate-student-appeals)) to the department/ unit head of the department: Within 14 days of receiving notification from Step 1, submit FORM A to the department/unit head in which the grade was issued and the instructor's response. Note that FORM A lists all materials to be submitted by the student. If the department /unit head was the instructor, submit the materials to the director of graduate studies. The department/unit head will respond in writing within ten (10) of receiving FORM A and required materials.

Step 3) Submit FORM A to the Graduate College Dean: Submit FORM A, required materials, and the responses of the instructor and department/unit head to the Dean of the Graduate College. The Dean of the Graduate College will issue a final non-appealable decision within ten (10) days of receiving FORM A and required materials.

#### **Action based on Academic Performance or Dishonesty Appeals:**

Step 1) Attempt to resolve the matter informally: Contact the director/coordinator of graduate studies or department/unit head to review the action taken.

Step 2) Submit FORM B (located online at [www.marshall.edu/graduate/graduate-student-appeals](http://www.marshall.edu/graduate/graduate-student-appeals)) to the Graduate College Dean: Within thirty (30) days of receiving notification of the action, submit FORM B and relevant documents to the Dean of the Graduate College. The Dean of the Graduate College will respond within ten (10) days in writing to the student and official issuing the action.

Step 3) Request a hearing of the Graduate Council Subcommittee on Graduate Student Rights and Responsibilities (the Subcommittee): Submit the response from Step 2, which will include the Graduate College Dean's Response, to the Graduate College Dean and request a hearing before the Subcommittee. The Graduate Dean will forward all materials to the Subcommittee. The Subcommittee will schedule a hearing and give all parties ten (10) days written notice of the hearing time and location.

Step 4) Hearing of the facts: The members of the Subcommittee will review all materials and allow the graduate student and the identified official the opportunity to review and respond to all evidence as described in official policy. Within ten (10) days of the hearing, the Subcommittee will issue a written response within FORM B and send copies to the student, identified official, and the Provost.

Step 5) Request review of decision from Provost: Within ten (10) days of receiving the response from Step 4, send a written request to the Provost requesting review of the decision. The Provost's decision shall be final.

Red Line Text

## Administrative Steps for Appealing a ~~Final-Course~~ Grade or an Action Based on Academic Performance or Dishonesty

This section presents the process for students wishing to appeal a course grade, dismissal or sanction based on academic performance or conduct, or charge of academic dishonesty. For other complaints, please see the Administrative Steps for Filing a Complaint section.

The following is ~~a-an administrative~~ guide designed to help students and faculty follow the appeals process as specified in this section of the Graduate Catalog. Students and faculty should also review the policy to ensure understanding of the scope of the appeals, materials required, and rules governing the appeals process.

~~Final-Course~~ Grade Appeals:

Students may only appeal the final course grade, not grades for individual assignments.

Moreover, course grades may be appealed only under the following conditions:

- 1) The grade assigned reflects an error in calculation or reporting (e.g., a computational error, oversight of submitted materials, or posting the wrong grade).
- 2) Standards different from those established in the written department or Graduate College policies, if specific policies exist, were used in assigning the grade.
- 3) The instructor departed from his or her previously articulated, written standards, without notifying graduate students, in determining the grade.

Step 1) Attempt to resolve the matter informally: Within ten (10) days of receiving a final grade the student should contact the instructor to review the grade. The instructor will respond in writing within ten (10) days of meeting with the student. The student may contact the director/coordinator of the graduate program should the instructor not be available, or ~~extraordinary circumstances that there are extraordinary circumstances requirerequireing~~ urgent action.

Step 2) Submit ~~FORM A Course Grade Appeal~~ (located online at [www.marshall.edu/graduate/graduate-student-appeals](http://www.marshall.edu/graduate/graduate-student-appeals)) to the department/-unit head of the department: Within 14 days of receiving notification from Step 1, submit ~~Course Grade Appeal FORM A~~ to the department/unit head in which the grade was issued and the instructor's response. Note that ~~Course Grade Appeal FORM A~~ lists all materials to be submitted by the student. If the department /unit head was the instructor, submit the materials to the director of graduate studies. The department/unit head will respond in writing within ten (10) of receiving ~~Course Grade Appeal FORM A~~ and required materials.



Step 3) Submit Course Grade Appeal FORM A to the Graduate College Dean: Submit Course Grade Appeal FORM A, required materials, and the responses of the instructor and department/unit head to the Dean of the Graduate College. The Dean of the Graduate College will issue a final non-appealable decision within ten (10) days of receiving Course Grade Appeal FORM A and required materials.

**Action based on Academic Performance or Dishonesty Appeals:**

Students may appeal their dismissal from an academic program, sanction from an academic program based on the student's academic performance or conduct, or finding of academic dishonesty.

Step 1) Attempt to resolve the matter informally: Contact the director/coordinator of graduate studies or department/unit head to review the action taken.

Step 2) Submit ~~FORM B~~the Performance Appeal form (located online at [www.marshall.edu/graduate/graduate-student-appeals](http://www.marshall.edu/graduate/graduate-student-appeals)) to the Graduate College Dean: Within thirty (30) days of receiving notification of the action, submit the Performance Appeal form FORM B and relevant documents to the Dean of the Graduate College. The Dean of the Graduate College will respond within ten (10) days in writing to the student and official issuing the action.

Step 3) Request a hearing of the Graduate Council ~~Subcommittee on Graduate Student Rights and Responsibilities (the Subcommittee)~~: Submit the response from Step 2, which will include the Graduate College Dean's Response, to the Graduate College Dean and request a hearing before the Subcommittee of the Graduate Council. The Graduate Dean will forward all materials to the to the chair of the Graduate Council who will then form a Subcommittee subcommittee of no fewer than three member of the Graduate Council. The Subcommittee subcommittee will schedule a hearing and give all parties ten (10) days written notice of the hearing time and location.

Step 4) Hearing of the facts: The members of the Subcommittee subcommittee will review all materials and allow the graduate student and the identified official the opportunity to review and respond to all evidence as described in official policy. Within ten (10) days of the hearing, the Subcommittee subcommittee will issue a written response within the Performance Appeal FORM B and send copies to the student, identified official, and the Provost.

Step 5) Request review of decision from Provost: Within ten (10) days of receiving the response from Step 4, send a written request to the Provost requesting review of the decision. The Provost's decision shall be final.

**Administrative Steps for Filing a Complaint Regarding a Student or Student Organization:**

Marshall University expects all members of its community to act in respectful and responsible ways toward one another. Marshall University is committed to providing programs, activities and an educational environment free from discrimination and harassment of any kind. To file a general complaint against a student or student organization, complete the *General Complaint Form* (<http://www.marshall.edu/student-conduct/general-complaint-form/>) or contact the Office of Student Conduct 2W29 Memorial Student Center, or call 304-696-2495.

**Administrative Steps for Filing a Complaint Regarding Sexual Misconduct:** According to Title IX the Education Amendments Act of 1972 “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” To file a complaint regarding sexual misconduct complete the *Title IX Sexual Misconduct Form* (<http://www.marshall.edu/eeoaa/title-ix/>) or contact the Office of Equity Programs 206 Old Main or call 304-696-2597.

**Administrative Steps for Sharing Concerns Regarding the operation of an Academic Program, Academic Department, College, or University Office:** The faculty, staff, and administration want all students to have a rewarding experience as they pursue their education. Students who have concerns or complaints regarding the operation of an academic program, academic department, college, or University office, should contact the appropriate director, head, or dean. The University’s directory lists the leadership of each office.

Final Text

### **Administrative Steps for Appealing a Course Grade or an Action Based on Academic Performance or Dishonesty**

This section presents the process for students wishing to appeal a course grade, dismissal or sanction based on academic performance or conduct, or charge of academic dishonesty. For other complaints, please see the Administrative Steps for Filing a Complaint section.

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Step 3) Submit Course Grade Appeal to the Graduate College Dean: Submit Course Grade Appeal, required materials, and the responses of the instructor and department/unit head to the Dean of the Graduate College. The Dean of the Graduate College will issue a final non-appealable decision within ten (10) days of receiving Course Grade Appeal and required materials.

**Action based on Academic Performance or Dishonesty Appeals:**

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Step 1) Attempt to resolve the matter informally: Contact the director/coordinator of graduate studies or department/unit head to review the action taken.

Step 2) Submit the Performance Appeal form (located online at [www.marshall.edu/graduate/graduate-student-appeals](http://www.marshall.edu/graduate/graduate-student-appeals)) to the Graduate College Dean: Within thirty (30) days of receiving notification of the action, submit the Performance Appeal form and relevant documents to the Dean of the Graduate College. The Dean of the Graduate College will respond within ten (10) days in writing to the student and official issuing the action.

Step 3) Request a hearing of the Graduate Council: Submit the response from Step 2, which will include the Graduate College Dean's Response, to the Graduate College Dean and request a hearing of the Graduate Council. The Graduate Dean will forward all materials to the chair of the Graduate Council who will then form a subcommittee of no fewer than three members of the Graduate Council. The subcommittee will schedule a hearing and give all parties ten (10) days written notice of the hearing time and location.

Step 4) Hearing of the facts: The members of the subcommittee will review all materials and allow the graduate student and the identified official the opportunity to review and respond to all evidence as described in official policy. Within ten (10) days of the hearing, the subcommittee will issue a written response within the Performance Appeal and send copies to the student, identified official, and the Provost.

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