

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: Rebecca Appleton Phone: 304-696-2632

Rationale for Request:

The graduate academic planning & standards committee of the MSN program suggested the following policy changes due to an increase in MSN student issues surrounding C and D grades. These changes should clarify that students that receive a D or F will be dismissed from the program, and reinforce that only 6 hours of C can count towards graduation. And if a student receives 9 credits of a C they will be dismissed. These policy changes were approved by the full nursing faculty at the NFO faculty meeting on 5.8.18.

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 Fall 2019 9/6/18

Registrar [Signature] Date 10/22/18

College Curriculum Committee Chair [Signature] Date 9/20/18
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date _____

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

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

MSN General Academic Policies

1. All graduate academic policies apply to all M.S.N. and post master's coursework. Students are required to review and download the current Graduate Catalog and M.S.N. Handbook upon admission to the M.S.N. program.
2. The School of Nursing reserves the right to administratively withdraw any nursing student whose health, academic record, clinical performance, or behavior is judged unsatisfactory.
3. A student who earns a D in a required clinical/practicum course may not progress to the next sequential clinical course. The student must repeat the course the next time offered or within one year. He or she must earn a B or higher on the second attempt. Failure to earn a B or higher on the second attempt will result in dismissal from the program.
4. A student who earns a D in a required nonclinical/practicum course must repeat the course the next time offered or within one year. He or she must earn a B or higher on the second attempt will result in dismissal from the program
5. A student is permitted to repeat only one nursing course in the process of completing the MSN program. Earning a second D in any course will result in dismissal from the program.
6. 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 or post-master's certificate. (From Graduate Catalog.)
7. A student who earns 9 credits of a C in nursing courses will be dismissed from the program.
8. If a student earns an F in any course, he or she will be dismissed from the program.
9. Any student dismissed from the program may not reapply to the area of emphasis in which he or she was enrolled.
10. 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.
11. Students who do not follow the university procedure for withdrawal from a course will earn a grade of F for the course.
12. No more than twelve (12) credit hours may be accepted as transfer credit. For graduate certificate programs, transfer credits may not exceed 6 credit hours. The grades earned in the classes to be transferred must be a B or better. Graduate credits transferred from other institutions will not become a part of the Grade Point Average recorded on the student's Marshall University transcript and will simply meet credit hour requirements toward graduation. (From Graduate Catalog.)
13. All students must have a 3.00 GPA in their major to graduate and receive the MSN or post master's certificate.
14. A student must have an approved Plan of Study (POS) developed with his or her advisor prior to registering for any M.S.N. class. Any deviation from the student's POS must be approved by his or her advisor. Failure to comply with this policy can result in an administrative withdrawal from a course.

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2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

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~~3. A student who earns a D in a required clinical/practicum course may not progress to the next sequential clinical course. The student must repeat the course the next time offered or within one year. He or she must earn a B or higher on the second attempt. Failure to earn a B or higher on the second attempt will result in dismissal from the program.~~

~~4. A student who earns a D in a required nonclinical/practicum course must repeat the course the next time offered or within one year. He or she must earn a B or higher on the second attempt. Failure to earn a B or higher on the second attempt will result in dismissal from the program.~~ (remove 3 and 4).

5. A student is permitted to repeat only one nursing course in the process of completing the MSN program. ~~Earning a second D in any course will result in dismissal from the program.~~ (remove the second sentence).

6. 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 or post-master's certificate. (From Graduate Catalog.)

7. A student who earns 9 credits of a C in nursing courses will be dismissed from the program.

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

9. Any student dismissed from the program may not reapply to the area of emphasis in which he or she was enrolled.

10. 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.

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13. All students must have a 3.00 GPA in their major to graduate and receive the MSN or post master's certificate.

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3. **New Catalog Description:** Provide a "clean" copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

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

Type of change request: **MSN General Policy Changes**

Department: **Nursing**

Degree program: **Master of Science in Nursing (MSN)**

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