



Graduate Council

MEMORANDUM

To: Mr. Brad D. Smith, President
From: Dr. Richard Egleton, Graduate Council, Chair Richard Egleton *Richard Egleton*
Date: February 18th, 2026
Subject: **Review of Graduate Council Minutes: January 30, 2026**

Attached are the minutes of the recent Graduate Council meeting for your review. Approval of these minutes will also serve as approval of graduate faculty status, etc. The meeting was held in a hybrid format in MSC 2W16-B and via TEAMS.

Please advise me if you have any comments/concerns/questions.

Minutes approved.

Mr. Brad D. Smith
President, Marshall University

2/20/26
Date

Note to Cora Pyles, Executive Assistant to the President:

Please return the signed original to Dr. Richard Egleton egleton@marshall.edu with .pdf copies e-mailed to:

Dr. Conrae Lucas-Adkins, Secretary, Graduate Council, lucas26@marshall.edu

Dr. Robert Bookwalter, Provost, bookwalt@marshall.edu

Dr. Carl Mummert, Assistant Provost, mummert@marshall.edu

Dr. Karen McComas, Interim Associate Provost, mcomas@marshall.edu

Dr. Julia Spears, Asst Provost of Online Education, spearsj@marshall.edu

Dr. Jerry Ross, Chief Enrollment Officer and VP of Enrollment Management,
jerry.ross@marshall.edu

Dr. Sonja Cantrell, Registrar, cantrell@marshall.edu

Dr. Allison Carey, Associate VP Assessment careya@marshall.edu

Dr. Susan Tusing, Chief University Accreditation Officer, tusings@marshall.edu

MU Graduate Council- January 30, 2026

Meeting Minutes

Hybrid Meeting – MSC 2w16-B + Teams

Members Present: Beard, Davis, Egleton, Heaton, Kimble, Lucas-Adkins, Meadows, Perkins, Sardahi, Simonton, Stroebel, Thompson, Yuan

Members Absent: Botes, Dillon

Ex-Officio Voting Members Present: Schulenberg

Ex-Officio Non-Voting Members Present: Mummert

Ex-Officio Non-Voting Members Absent: Bookwalter, Maher

Guests: E. Roles, A. Carey, K. Bradley, D. Lockwood, A. Mummert, V. Strocher, K. Adkins, S. Cantrell-Johnson, E. Hanrahan, C. O'Neill, S. Tusing, J. Clagg

Agenda

Egleton	Welcome; Approval of the Agenda
Lucas-Adkins	Approval of November Minutes (Attachment #1)
Yuan	Credentiaing Report (Attachment #2) GC-26-1-01-CRC
Stroebel	Planning Committee Report (Attachment #3) GC-26-1-02-PC – GC-26-1-08-PC
Perkins	Curriculum Committee Report (Attachment #4) GC-26-1-09-CC -- GC-26-1-011-CC Update on form for cross level classes (Attachment #5) GC-26-1-12-CC
Meadows	Program Review
Egleton	Updates <ul style="list-style-type: none">• Will start to work on a new format for Redbook• Appeals Policy – reading for February meeting discussion (Attachment #6)
Mummert	Graduate Studies Report (Attachment #7)
Schulenberg	Faculty Senate Report
Egleton	Wrap up and adjournment

At this time, all meetings will be Hybrid.

February 27, 2026 (MSC 2w16b + Teams)

March 27, 2026 (MSC 2w16b + Teams)

April 24, 2026 (MSC 2w16b + Teams)

Attachments

Attachment #	Description
1	November Minutes
2	Credentiaing Report
3	Planning Committee Report
4	Curriculum Committee Report – Curricular Items
5	Curriculum Committee Report – Cross Level Class Form
6	Appeals Policy for First Discussion in February
7	Grad Studies Report

Meeting Called to Order at 1:00 PM

WELCOME, INTRODUCTIONS, ANNOUNCEMENTS

MOTION TO APPROVE AGENDA

APPROVED

MOTION TO APPROVE November Meeting Minutes with amendment **APPROVED** (See Attachment #1)

- Remove identifying information (e.g. 901s)

CREDENTIALING COMMITTEE

(See Attachment #2)

Huanshu Yuan presented the report:

GC-26-01-01 CRC

APPROVED

- Carleen O'Neill can make edits to the year (e.g. 1930 to 2030)

PLANNING COMMITTEE

(See Attachment #3)

Sandra Stroebel presented the report:

GC-26-1-02 – PC

LCOB, MS, Human Resource Management-Program Change Request, Effective Summer 26

APPROVED

GC 26-01-03-PC

LCOB, MS, Human Resource Management-Program Change Request, Effective Summer 26

APPROVED

GC 26-01-04-PC

COHP, DNP, Doctor of Nurs Prac Deg P (D.N.P)-Program Change Request

Approved recommendation to TABLE the vote until February 26

GC 26-01-05 PC

COLA, Dual Degree MA in Comm and MD-New Program Proposal, Effective Fall 26

APPROVED

GC 26-01-06 PC

COLA, MA, Communication Studies-Program Change Request, Effective Fall 26

- Area of emphasis needs addressed

Approved recommendation to TABLE the vote until February 26

GC 26-01-07 PC

COLA, Women's Studies, Grad Cert (CERT-GR)-Program Change Request, Effective Fall 26

APPROVED

POINT of ORDER- Scott Davis provided information regarding the approval of deans' credentials. Historically, dean approval has been done during executive sessions.

CURRICULUM COMMITTEE

(See Attachment #4)

Wendy Perkins presented the report:

GC 26-01-09-CC

COB, Accountancy, New Course ACC 636

APPROVED

GC 26-01-10 CC

COLA, Communications, CMM 670

COLA, Geography, GEO 550

APPROVED

GC 26- 01-11 CC

SOP, Pharmacy, New Course PHAR 548

APPROVED

GC 26-01-13 CC

COB, Management, MGT 673

- **Need further information from department before voting**

GC 26-01-12 CC

(See Attachment #5)

Version of Cross Listed Course Form discussed that includes feedback from constituents

- Question raised about how to handle item #3 on the form if there are no non-cross listed courses in the program; R. Egleton proposed the option of adding a sentence or two for applicants to write in the requirements of the grad level course, distinguishing the rigor of the grad level listing from the undergrad option.
- GC proposed a pilot form to share this summer. Ask for feedback from the pilot. Then, develop an exemplar for departments to use as a model for completing the form.
- K. Beard previously shared an example from Geography.
- Plan is for this form to be required for previously cross listed courses as well as proposed new ones.
- **GC voted in favor of C. Mummert turning this form into a fillable document so it can be piloted with selected programs.**

PROGRAM REVIEW COMMITTEE

Amanda Meadows shared information:

- Due date for reviews is Feb. 20, 2026.

GRADUATE COUNCIL CHAIR UPDATES

(See Attachment #6)

Updates from R. Egleton:

- Acknowledged the challenges with Redbook, given its age, e.g. dates default to 19__ even though this is 20__

- Work is being done with B. Morgan to address challenges, including a way of tracking the flow of forms for Graduate Faculty Status.
- Please review the Appeals Policy draft (Attachment #6) and share feedback with GC. Will be discussed during the February GC meeting.

GRADUATE STUDIES REPORT

(See Attachment #7 for full report from C. Mummert)

Items from his report:

- Key projects for 2026: Graduate Strategic Enrollment Management, Graduate Studies KPIs, Proposals for policy and catalog updates, Graduate and Professional Student Association, Graduate Alumni Outreach
- ETD Review Update
- Upcoming Graduate Advising Events
- Graduate Studies Brown-Bag Lunch schedule

FACULTY SENATE REPORT

Shawn Schulenberg shared the following:

1. The Faculty Senate last met on January 22, and it was a very productive meeting. We passed amendments to majors revisions to MU BOG Rule AA6, which will now incorporate several rules into one comprehensive lifecycle policy. We also passed revisions UPAA5, Midterm Grades, and UPAA 4 Course Withdrawal, which this body approved at its last meeting. Due to several questions asked at the meeting, the administration sent out two emails giving some guidance should ICE come to campus.
2. The 2026 WV Legislative opened on January 14 for its 60-day session, which is scheduled to conclude on March 14. The Governmental Affairs Standing Committee with working with our Government Affairs leadership to shape this year's legislation. One date to put on your calendar: Marshall day at the Capitol is next Tuesday, February 3.
3. Recommendations/resolutions for our February meetings are due today in the Senate office. Our next Executive Committee meeting is February 9 and our next Faculty Senate meeting is February 19. The chair of our Board of Governors will visit us at this meeting, we will review our Spring Commencement Speaker/Honorary Degree candidates, and we will hopefully begin discussion on a new MU BOG Rule on Faculty Misconduct.
4. I will give my annual address to the Board of Governors during their April 8, 2026, meeting.
5. We will hold the Spring General Faculty Meeting the next day, April 9, 2026, at 4:00 PM in the Joan C. Edwards Playhouse.
6. The 2024-26 Faculty Senate has just three scheduled meetings remaining. Academic units will hold elections 2026-28 Faculty Senate in March, receiving guidance from the Faculty Senate office in February. The newly elected senators will have their first meeting on April 30, 2026, at 4:00 PM in MSC Don Morris Room to choose their officers and executive committee.

Meeting Adjourned at 2:02 PM

Credentiaing Committee Report
Graduate Council January 30th, 2026

Attachment #2

GC-26-1-01-CRC

Type	Faculty Member	E-mail	College/School	Department/Division	Graduate Faculty Level	Term Start	Term Expires
Add	Ansinelli, Debra	cumming3@marshall.edu	COHP	Nursing	Associate	1/13/2027	5/15/2030
Add	Bradley, Kelly	bradleyke@marshall.edu	COEPD	Leadership/ACE/School Psychology	Graduate Chair	8/18/2025	12/15/2030
Add	Clark, Robert	clark627@marshall.edu	COS	Biological Sciences	Associate	1/12/2026	5/15/2029
Add	Ellington, Breanna	ellingtonb@marshall.edu	COEPD	Counseling	Graduate	1/12/2026	5/15/2031
Add	Gibbs, Mary	gibbsm@marshall.edu	COHP	Nursing	Associate	8/18/2025	12/15/2028
Add	Lambert, Eugenia	webb24@marshall.edu	COEPD	Leadership Studies	Graduate Chair	1/12/2026	5/15/2031
Add	McGrath, Andrea	mcgratha@marshall.edu	COEPD	Counseling	Associate	1/12/2026	5/15/2029
Add	Moran, Casey	moranc@marshall.edu	COS	Natural Resources & Earth Science	Graduate Chair	1/12/2026	5/15/2031
Add	Peek, Sarah	akers117@marshall.edu	COHP	School of Physical Therapy	Associate	1/13/2027	5/15/2030
Add	Snitko, Jessica	welchje@marshall.edu	COLA	Communication Studies	Graduate	1/12/2026	5/15/2031
Delete	Kunkler, Kimberly	kunkler@marshall.edu	COS	Masters Program Forensic Science	Associate^	8/22/2022	12/15/2025
Delete	Sarra, Scott	sarra@marshall.edu	COS	Mathematics	Graduate^	1/19/2021	1/19/2026
Edit	Elkins, Nancy	elkinsn@marshall.edu	COHP	Nursing	Graduate	8/18/2025	12/15/1930
Edit	Schultz, Gary	schultzga@marshall.edu	COS	Biological Science	Graduate	1/12/2026	5/15/1931
Edit	Tate, Uday	tateu@marshall.edu	COB	MGT/HCA	Graduate	1/12/2026	5/15/1931
Edit	Wehner, Andre	wehnera@marshall.edu	COS	Mathematics & Physics	Instructor	1/12/2026	

The Credentiaing Committee reviewed the attached list for January and listed the following feedback for edits:

Missing "Term Expires" date:

Wehner, Andre: Term Expires is blank.

The usual incorrect "Term Expires" years (1930/1931)

Elkins, Nancy: Term Start 2025-08-18; Term Expires 1930-12-15

Schultz, Gary: Term Start 2026-01-12; Term Expires 1931-05-15

Tate, Uday: Term Start 2026-01-12; Term Expires 1931-05-15

Planning Committee Report
Graduate Council January 30th, 2026
Attachment #3
GC-26-1-02-PC -- GC-26-1-08-PC

College of Business

(GC-26-1-02 - PC) 137 : MS, Human Resource Management-Program Change Request

Department: Management

Rationale: To meet stakeholder needs.

Effective Date: Fall 2026

Planning Committee Recommends approval pending clarification if on campus or asynchronous online with consistent language between 137 and 138. Change start date to Summer 2026. Encouraged them to submit a AGD entry instead of the 3+2 verbage.

(GC-26-1-03- PC) 138 : MS, Human Resource Management-Program Change Request

Department: Management

Rationale: To align with stakeholder feedback.

Effective Date: Fall 2026

Planning Committee Recommends approval pending clarification if on campus or asynchronous online with consistent language between 137 and 138. Change start date to Summer 2026. Encouraged them to submit a AGD entry instead of the 3+2 verbage.

College of Health Professions

(GC-26-1-04-PC) 228 : DNP, Doctor of Nurs Prac Deg P (D.N.P)-Program Change Request

Department: Nursing

Rationale: Combined 4 courses into 2 courses
Decreased credit hours to 34 from 36

Effective Date: Fall 2026

Planning Committee Recommends tabling since the program request of 228 has been made but the major request of 229 is still pending. We recommend the program submit both together to avoid confusion for the registrar.

College of Liberal Arts

(GC-26-1-05-PC) 965: Dual Degree MA in Comm and MD-New Program Proposal

Department: Communication Studies

Rationale: The edits to the MA in Communication Studies are in workflow, and the MOU between the department of Communication Studies and SOM is attached as additional documentation. The submission of this proposal formalizes the Dual Degree through shared governance approval and it will be placed in the graduate catalog.

Effective Date: Fall 2026

Planning Committee Recommends approval pending changes which have been agreed upon by JMC and CMM. Additionally, the program was contacted to clarify whether courses could be counted towards both degrees. A statement needs to be added that no classes count towards both degrees.

College of Liberal Arts

(GC-26-1-06-PC) 231 : MA, Communication Studies-Program Change Request

Department: Communication Studies

Rationale: These changes to the major reflect changes in our curriculum and adapt to the changing needs of students. We are also concurrently submitting a proposal for a new area of emphasis in Health and Medical Communication. The program changes noted here make reference to that new area of emphasis although the details are included in the separate proposal.

Effective Date: Fall 2026

Planning Committee Recommends approval

College of Liberal Arts

(GC-26-1-07-PC) 359 : Women's Studies, Grad Cert (CERT-GR)-Program Change Request

Department: Women's Studies

Rationale: The current catalog description of the certificate program was missing information. We are simply submitting an updated description and providing the missing information about the program.

Effective Date: Fall 2026

Planning Committee Recommends approval pending date change which program has approved

College of Science

(GC-26-1-08-PC) 309: Physics for Teachers-Program Change Request

Department: Mathematics and Physics

Rationale: The College of Education and Professional Development (COEPD) has updated the content of several required courses. As a result, the Physics for Teachers area of emphasis is revising its curriculum. These changes update the education-focused classes to ensure the program meets the evolving needs of students enrolled in this area of emphasis.

Effective Date: Fall 2026

Planning Committee Recommends Approval

Curriculum Committee Report
Graduate Council January 30th, 2026

Attachment #4

GC-26-1-09-CC -- GC-26-1-11-CC

COB: **GC-26-1-09-CC**

College	Business
Department	Accountancy
Course Number(s) and Title	ACC 636 Advanced Accounting Information Sys
Type of Change	New Course
Rationale for Change	Course needed to make sure graduating students understanding accounting technology
Committee Recommendation	Approve

College	Business
Department	Management
Course Number(s) and Title	MGT 673 Employee Life Cycle
Type of Change	Several changes indicated such as course description, using the course as a capstone option
Rationale for Change	Not provided
Committee Recommendation	Return to department for additional information
Committee Recommendation	Approve

COLA: **GC-26-1-10-CC**

College	Liberal Arts
Department	Communications
Course Number(s) and Title	CMM 670 Patient-Provider Communication
Type of Change	Title change, description change, offering online delivery
Rationale for Change	Change in title and description to bring them in line with more modern terminology
Committee Recommendation	Approve
College	Liberal Arts

Department	Geography
Course Number(s) and Title	GEO 550 Extreme Weather & Mesoscale
Type of Change	Change in course title and description
Rationale for Change	To maintain standards set by the US Office of Professional Management Meteorology
Committee Recommendation	Approve

SOP: : **GC-26-1-11-CC**

College	Pharmacy
Department	Pharmacy
Course Number(s) and Title	PHAR 548 Intro to Community Pharm IPPE
Type of Change	New Course
Rationale for Change	Course was previously approved as PHAR 549; new course is for pharmacy credit only
Committee Recommendation	Approve

Curriculum Committee Report
Graduate Council January 30th, 2026

Attachment #5

Cross Listed Form Recommendation

GC-26-1-12-CC

College:

Program:

Cross-level Course Codes:

Course Title:

Course Pre-Requisites:

Required Attachments: Graduate Syllabus, Undergraduate Syllabus

Question 1: In 100 to 150 words, summarize the differences between the graduate course objectives and the undergraduate course objectives. Add the objectives for each course in the provided table.

Graduate Course Objectives	Undergraduate Course Objectives

Question 2: In 100 to 150 words, summarize the differences between the rigor, quality, and quantity of the graduate course assignments and the undergraduate course assignments. Provide brief descriptions of three assignments that facilitate graduate level learning and/or offer extra opportunities for independent learning. Offer comparison assignments for the undergraduate course.

Graduate Course Assignments	Undergraduate Course Assignments

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Question 3: In 100 to 150 words, offer evidence that the cross-listed course maintains the same academic rigor as non-cross-listed graduate courses. Provide three examples of evidence in the chart below. Evidence may include comparisons of course objectives, assignments, and rigor.

Cross-Listed Course	Non-Cross-Listed Course

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-XX

ACADEMIC APPEAL POLICY

1. General Information

- 1.1. Scope: Academic policy regarding student appeals of course grades, dismissals, and other academic actions.
- 1.2. Authority: WV Code §18B-1-6
- 1.3. Passage Date: TBD
- 1.4. Effective Date: TBD
- 1.5. Controlling over: Marshall University
- 1.6. Related Rules and Policies: SA-1 Student Rights and Responsibilities, SA-2 Student Academic Rights, UPAA-1 Academic Dishonesty
- 1.7. History: First adopted: TBD.

2. Scope

- 2.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for academic appeal policies.
- 2.2. This policy covers three kinds of appeals:
 - 2.2.1. **Course grade appeals**, which are appeals of the final grade in an academic course.
 - 2.2.2. **Academic dishonesty appeals**, which are appeals of a finding of academic dishonesty or a sanction related to a finding of academic dishonesty.
 - 2.2.3. **Performance appeals**, which are appeals of probation, suspension, or dismissal from an academic program, when that action is made by a program, department, college, school, or other subunit of Academic Affairs. This includes probation, suspension, or dismissal for any reason, including but not limited to GPA, progression, time to graduation, and professionalism.
- 2.3. **Other forums.** There are other concerns or appeals that a student may wish to make that are not in the scope and this policy. These include but are not limited to complaints and appeals related to the awarding of academic accommodations; student conduct appeals; residency appeals for tuition purposes; Title IX complaints; and general

complaints about an employee or academic program.

Complaints or appeals that do not fall into the scope of this policy may be reported through an appropriate office (e.g., the Title IX office, Office of Accessibility and Accommodations, Division of Student Affairs, or Marshall University Police Department). General complaints may be filed using the “Student Complaints” area of the Marshall website; see procedure STUDENT-7 “General University Reporting Procedure” for additional information.

For guidance about the correct forum for a particular complaint or appeal, please contact the [Office of Advocacy and Accountability in the Division of Student Affairs](https://www.marshall.edu/student-affairs/student-advocacy/) (<https://www.marshall.edu/student-affairs/student-advocacy/>).

3. Definitions

3.1. **Business day:** A day when Marshall University is open, even if classes are not meeting. Business days exclude weekends and days when the university is closed due to holidays or inclement weather.

3.2. **Instructional day:** A weekday when classes are in session, including the week of final exams each term. Instructional days do not include weekends, days when the academic calendar does not schedule classes, or days when classes are canceled.

3.3. **Written decision and date of receipt:** The written decision is the final decision from a particular level of the appeal process. The written decision will be sent by email to the student’s official Marshall email account and, optionally, may also be sent by postal mail. The date of receipt is the date when the email was sent. The written decision will be accompanied with a routing form available at the [Academic Affairs website](https://www.marshall.edu/academic-affairs/students/) (<https://www.marshall.edu/academic-affairs/students/>).

4. Course grade appeals

4.1. Only the final grade in a course may be appealed. Grades on individual assignments may not be appealed.

4.2. A student may initiate a course grade appeal only after the final grade for the course has been posted in Banner and appears on the student’s unofficial transcript.

4.3. A student may appeal a course grade only for the following reasons. The determinations made at each level of a course grade appeal are limited to these reasons as considerations. The student appellant must provide evidence that one or more of these reasons applies to the grade assigned for the course.

4.3.1. The grade reflects an error in calculation or reporting (e.g., a computational error, oversight of submitted materials, posting the wrong grade, or similar objective error).

4.3.2. The grade departed significantly from written policies or standards without reasonable notification.

4.3.3. The standards used to establish the grade were applied in an arbitrary or capricious manner.

5. General process and levels of review

5.1. The academic appeal process has five levels. These levels are described in individual sections below and summarized in the Appendix. The specific individual or committee responsible for each level depends on the kind of appeal and the level of the appeal (undergraduate or graduate).

5.2. Before beginning an appeal, the student is encouraged to contact the [Office of Student Advocacy and Accountability](https://www.marshall.edu/student-affairs/student-advocacy/) (https://www.marshall.edu/student-affairs/student-advocacy/) but is not required to do so. This office provides guidance about the appeal process and can provide information about the deadlines and individuals responsible for each level of review.

5.3. Appeals must be filed by email or in writing. Appeals must be accompanied by the academic appeal routing form and include all materials required by that form. The academic appeal routing form is available from the [Academic Affairs website](https://www.marshall.edu/academic-affairs/students/) (https://www.marshall.edu/academic-affairs/students/).

5.4. A student may be accompanied or represented by an advisor or legal counsel for any portion of an appeal at the student's own discretion and expense.

5.5. At each level, the analysis for an academic dishonesty or performance appeal will begin with an assumption that the student did not commit the act being appealed.

5.6. The decision at each level of appeal will be based on the following questions. These questions apply to all appeals included under this policy.

5.6.1. What is the evidence related to the grade assigned or the action(s) being appealed?

5.6.2. Was the interpretation of the evidence in keeping with a common understanding and published standards for assigning the grade or for the action(s) being appealed? Relevant policies may include, but are not limited to, syllabus policies, program policies, department/college policies, catalog policies, and university policies.

5.6.3. Was there evidence of capricious or prejudicial application of definitions or standards for the student?

5.6.4. Can the individual who is reviewing the appeal come to a reasonable conclusion that the evidence justifies the action or actions being appealed?

5.7. If a student's probation, suspension, or dismissal is related to a final course grade or to a finding of academic dishonesty, and the student wishes to appeal the course grade or academic dishonesty finding, the appeal for the course grade or academic dishonesty finding must be completed before the performance appeal is initiated. A student may not appeal a specific final course grade or academic dishonesty finding after an unsuccessful

appeal of a suspension, probation, or dismissal based on that course grade or academic dishonesty finding.

5.8. The student may revise their argument and/or provide additional evidence or reasoning at each level of appeal.

5.9. Falsification, distortion, misrepresentation of information, or furnishing false information to any Marshall official, faculty member or office, is a violation of the Student Code of Conduct as described in BOG Rule SA-1 “Student Rights and Responsibilities”.

5.10. At all levels after the Level 1 review, either the student or the faculty member may appeal a decision about a course grade or academic dishonesty to the next level. The student, department chair or program director may appeal a decision about probation, suspension, or dismissal to the next level.

5.11. At all levels of review, the designated individual or committee will send the written response to the student appellant and to all designated individuals or committees from previous levels of review.

5.12. **Continued participation during an appeal.** In most cases, a student should continue to fully participate in classes, clinical placements, and other academic and co-curricular activities during an appeal. The Academic Dean has the authority to temporarily restrict a student’s participation in some or all academic, clinical, or co-curricular activities if the Dean determines the student’s participation could pose a risk to students, faculty, patients, or other individuals, or when participation could significantly compromise the integrity or functioning of the program. The Dean will notify the student of any such restrictions in writing. These temporary restrictions will remain in place only as long as necessary while the appeal is underway.

6. **Level 1 Review.** This first level of appeal involves the individual or committee most directly responsible for the grade or decision being appealed.

6.1. **Designated individual.**

6.1.1. For course grade and academic dishonesty appeals, the Level 1 appeal is directed to the professor who assigned the grade or the individual or committee who made the formal accusation of academic dishonesty. If this professor, individual, or committee is not available, the appeal proceeds directly to Level 2.

6.1.2. For performance appeals, the Level 1 appeal is directed to the committee or process designated by the academic program to handle the appeal. Certain programs, especially professional programs, have a process described in their program handbook involving a specific committee that recommends probation, suspension, or dismissal.

6.1.2.1. If there is no such committee for the student’s academic program, performance appeals begin at Level 2.

6.1.2.2. If the student is unsure of where to direct the appeal, they may file it with the Department Chair, who will either forward it to the appropriate committee for Level 1 review or initiate Level 2 review.

6.1.3. For appeals of actions imposed by an academic college office, the appeal begins at Level 3.

6.2. **Deadline to appeal.** The deadline to file the Level 1 appeal is the tenth instructional day of the next Fall or Spring term following the term when the grade was assigned. For Fall terms, this is the following Spring term; for Spring and Summer terms it is the following Fall term.

6.2.1. A student is not obligated to begin an appeal until this deadline but may file an appeal earlier. Once the appeal is initiated, all subsequent deadlines are measured in business days. Therefore, the student may choose when to begin the appeal before the initial deadline but must be available during the remainder of the appeal process.

6.3. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 2 without receiving the Level 1 decision.

7. **Level 2 review.** The Level 2 appeal is directed to the department chair or other designated individual responsible for Level 2 appeals in the appropriate program.

7.1. **Designated individual.** The Level 2 appeal is directed to the department chair or the individual designated to handle Level 2 appeals for the academic program or for the department in which the course is being taught.

7.1.1. If the student is unsure of where to direct the appeal, they may file it with the Department Chair, who will either forward it to the appropriate individual or initiate Level 2 review.

7.2. **Scope.** The Level 2 review does not include a hearing. The designated individual may investigate the appeal by contacting the student and, optionally, other individuals. The designated individual may solicit and review evidence beyond that provided by the student.

7.3. **Deadline to appeal.** The deadline to file a Level 2 appeal is the tenth business day after receiving the written decision for the Level 1 appeal, or the 20th business day after filing the Level 1 appeal if no written decision for the Level 1 appeal is received.

7.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 3 without receiving the Level 2 decision.

8. **Level 3 review.** The Level 3 appeal is directed to a Dean or Assistant Provost.

- 8.1. **Designated individual.** At the undergraduate level, appeals are directed to the Dean of the academic college or their appointed designee. At the graduate level, appeals are directed to the Assistant Provost for Graduate Studies or their appointed designee. The Assistant Provost for Graduate Studies or designee will consult the Dean of the academic college while evaluating an appeal.
- 8.1.1. For course grade appeals, the academic college is the college in which the course was taught. For academic integrity appeals, the academic college is the college of the individual making a finding of academic dishonesty. For performance appeals, the academic college is the college in which the action being appealed was made.
- 8.2. **Scope.** The Level 3 review does not include a hearing. The designated individual may investigate the appeal by contacting the student and, optionally, other individuals. The designated individual may solicit and review evidence beyond that provided by the student.
- 8.3. **Deadline to appeal.** The deadline to file the Level 3 appeal is the tenth business day after receiving the written decision for the Level 2 appeal, or the 20th business day after filing the Level 2 appeal if no written decision is received.
- 8.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 4 without receiving the Level 3 decision.
9. **Level 4 review.** The Level 4 appeal is directed at a faculty committee which is empowered to hold hearings.
- 9.1. **Designated committee.** At the undergraduate level, Level 4 appeals are directed to the Budget and Academic Policy Committee. At the graduate level, Level 4 appeals are directed to the Graduate Council.
- 9.2. **Deadline to appeal.** The deadline to file the Level 4 appeal is the tenth instructional business day after receiving the written decision for the Level 3 appeal.
- 9.3. **Pre-Hearing Panel.** The designated committee will promptly form a Pre-Hearing Panel to determine whether a hearing will be scheduled.
- 9.3.1. The Pre-Hearing Panel will decide, based on the evidence and arguments in the appeal filing, whether:
- 9.3.1.1. The prior steps of the appeal process have been completed, and
- 9.3.1.2. There is an issue which, if interpreted in the best light possible for the student, could lead to a change in the grade being appealed or a reversal of the academic action being appealed.
- 9.3.2. Appropriate written evidence must be provided in order to justify a hearing. It is the student's responsibility to provide documentation for the claims in an appeal. The

Pre-Hearing Panel may ask for additional documentation to determine whether a hearing is justified.

9.3.3. The Pre-Hearing Panel will issue a written determination to the student within ten business days of receiving the Level 4 appeal. If the Pre-Hearing Panel finds there is an issue warranting a hearing, the panel will recommend for a hearing to be scheduled. If the Pre-Hearing Panel finds there is no such issue, they will issue a written decision to the student, which ends the Level 4 review. The student may appeal this negative decision to Level 5.

9.4. **Hearing Panel.** If the pre-hearing panel recommends a hearing to be scheduled, the designated committee will convene a Hearing Panel. The hearing will follow the process outlined under “Hearing process” in this policy. The Hearing Panel will meet within 30 business days unless a continuance is granted as described in the hearing process. The Hearing Panel will issue a written decision within ten business days of the hearing.

10. **Level 5 review.** The Level 5 appeal is the final level of review.

10.1. **Designated individual.** The designated individual for Level 5 academic appeals is the Provost or their appointed designee.

10.2. **Scope.** The scope of the Level 5 review is limited to the following:

10.2.1. Substantive procedural errors during the appeal process.

10.2.2. Evidence not available at the time of the hearing which could materially influence the outcome of the hearing.

10.2.3. Insufficient evidence to support the findings of the Hearing Panel.

10.2.4. Misinterpretation of University policies and regulations.

10.2.5. A sanction disproportionate to the offense.

10.2.6. Lack of jurisdiction.

10.2.7. If applicable, whether the decision of the Pre-Hearing Panel was appropriate.

10.3. **Deadline to appeal.** The deadline to file the Level 5 appeal is the tenth business day after the written response for the Level 4 appeal is received.

10.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days.

10.5. **Possible actions.** The designated individual for the Level 5 review may uphold the decision of the Pre-Hearing Panel or Hearing Panel or may remand the appeal to any earlier stage for further consideration. If the appeal is remanded to an earlier stage, the process restarts at that stage as if the student had filed the appeal at that stage in a timely manner and proceeds through the remainder of the appeal process.

10.6. **Final authority.** The decision at the end of Level 5 review is final. No additional appeal is possible.

11. Hearing Panels

11.1. Each Hearing Panel will consist of at least three members, one of whom is designated as the Hearing Officer. The purpose of the hearing panel is to hear arguments, evaluate evidence, and reach a decision. The Hearing Officer is responsible for running the hearing.

11.2. **Undergraduate-level hearing panels.** Undergraduate-level hearings are organized by the Academic Appeals Board, a subcommittee of the Budget and Academic Policy Committee.

11.2.1. **Faculty Members.** The Dean of each academic unit which offers undergraduate degrees will appoint five (5) faculty members from his/her unit to serve on a Hearing Panel Pool. These appointments will be made annually in the spring semester with the understanding that some of these faculty members will be available to hear appeals during the summer terms and the week before the beginning of Spring semester. Terms will run from May 15 to the following May 15.

11.2.2. **Student Members.** The Student Government Association President will appoint three (3) students from each of the constituent colleges and schools of the University to serve on the Hearing Panel Pool. These students will be rising juniors, juniors, or seniors. Terms will run from May 15 to the following May 15.

11.2.3. **3. Hearing Officer pool.** The Budget and Academic Policy Committee will appoint a separate pool of two Hearing Officers each spring. It is desirable but not required that the Hearing Officers have served on a Hearing Panel.

11.2.4. **Selection of Members for an undergraduate hearing panel.** An undergraduate hearing panel is composed of two (2) faculty members, one (1) student member, and one (1) non-voting Hearing Officer. The members of the Hearing Panel will be chosen randomly from the Hearing Panel Pool by the Chairperson of the Academic Appeals Board or his/her designee. In appeals arising from dismissal from an academic program, if possible, at least two (2) of the faculty and student members of the Hearing Panel should be chosen from the Hearing Panel Pool members appointed from the constituent college or school involved.

11.3. **Graduate-level hearing panels.** The Chair of the Graduate Council will form hearing panels as necessary by appointing at least three members of the Graduate Council from distinct colleges to each hearing panel, one of whom will be appointed as the Hearing Officer. The Hearing Officer will be a voting member of graduate level Hearing Panels. The Chair of the Graduate Council may appoint themselves as a hearing panel member or Hearing Officer.

12. Hearing process

12.1. It is the intent of these procedures to ensure Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective.

12.2. General principles

12.2.1. All information discussed or shared during a hearing is confidential. All written information presented to the Hearing Panel will be collected upon completion of the hearing. These materials will be held by the University for one year.

12.2.2. Hearings will be recorded when the hearing panel is not meeting in closed session. The University will maintain a copy of each hearing recording for one year.

12.2.3. The student and the respondents to the appeal each have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with, but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer.

12.2.4. The student has the right to retain legal counsel at his or her own discretion and expense. In these cases, an attorney is allowed to fully represent and speak on behalf of the student.

12.2.5. Rules of evidence and other formal rules of courtroom procedure do not apply to academic appeal hearings. The Hearing Panel may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. The Hearing Officer will make a final decision about what is relevant and what is not relevant.

12.2.6. The student or other parties involved may petition the Hearing Officer to request for appropriate written information or documents. These petitions must be made by email or in writing.

12.2.7. The Hearing Panel will make a decision based on the evidence presented to them before and during the hearing.

12.2.8. All information presented to the Hearing Panel before the hearing must be submitted in writing or by email. Written evidence to be considered by the panelists should be received by the Hearing Officer at least five (5) business days prior to the hearing to be distributed to the panelists prior to the hearing. Exceptions to this five (5) day rule are at the discretion of the Hearing Officer, who may disallow long written documents or large numbers of documents from being introduced if the panelists will not have time to consider them fully.

12.3. Scheduling of a hearing

12.3.1. Hearings will be held virtually over the Internet (e.g. using software such as Microsoft Teams) unless the student requests by writing or email to the Hearing Officer for a face-to-face hearing to be scheduled.

12.3.2. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.

12.3.3. The Hearing Officer will notify the student and other appropriate parties in writing at least five (5) business days prior to the hearing, of the date, time, and manner or place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the respondent(s) in appropriate cases.

12.4. Hearing sessions

12.4.1. Academic hearings are closed to the public. Admission of any person to the hearing will be at the discretion of the Hearing Officer.

12.4.2. All persons to be called as witnesses, other than the student appellant and their advisor or counsel (if any) and the respondents and their advisors (if any), will be excluded from the hearing when not presenting testimony. Any person who remains in the hearing after the hearing has begun may be prohibited from appearing as a witness at the discretion of the Hearing Officer.

12.4.3. All parties at the hearing must address all questions and comments to the Hearing Officer. Parties may not directly speak to or question each other.

12.4.4. Prior to the scheduled hearing, the members of the Hearing Panel may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.

12.4.5. The student, with advisor or counsel (if any), will be called before the Hearing Panel and the Hearing Officer will restate the nature of the appeal, the issues to be decided, and procedures of the hearing.

12.4.6. If the student or the respondent(s) fails to appear at a hearing and fails to make advance explanation for their absence which is satisfactory to the Hearing Panel, or if the student appellant or the respondent(s) leave before the conclusion of the hearing without permission of the Hearing Panel, the hearing may continue and the Hearing Panel may make a determination on the evidence presented at the hearing, or the Hearing Panel may, at its discretion, dismiss the appeal.

12.4.7. Anyone disrupting the hearing may be excluded from the hearing if, after due warning, they engage in conduct which substantially delays or disrupts the hearing, in which case the hearing will continue. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Hearing Panel's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student appellant is excluded for disruptive

behavior and does not have a recognized representative, the Hearing Officer will appoint one if possible, or may continue the hearing to a later date.

12.4.8. Except as provided in 12.4.7 and 12.4.10 herein, all evidence presented during the hearing must be presented in the presence of the student appellant.

12.4.9. The student appellant will be given the opportunity to testify and present evidence and witnesses on their own behalf and to pose questions for respondents and any witnesses provided by the respondents. Questions will be given to the Hearing Officer to ask; the parties to the appeal will not question each other directly.

12.4.10. After completion of the testimony and presentation of evidence, the Hearing Panel will meet in closed session to review the evidence presented. The Hearing Panel will make its findings based upon a preponderance of evidence and will reach its determination by a majority vote. The results will be recorded in writing and filed with the Chairperson of the Budget and Academic Policy Committee (for undergraduate appeals) or the Chair of the Graduate Council (for graduate appeals) as well as the Provost and Senior Vice President of Academic Affairs.

12.4.11. If the Hearing Panel's decision includes the imposition or confirmation of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted by any hearing panel member to the Chairperson of the Budget and Academic Policy Committee (for undergraduate appeals) or the Chair of the Graduate Council (for graduate appeals) and to the Provost and Senior Vice President for Academic Affairs.

12.5. **Decision**

12.5.1. The student, Academic Dean, and all designated individuals from previous steps of the appeal process will be notified in writing of the findings and any sanction at the conclusion of the hearing.

12.5.2. A record of the hearing will be prepared by the Hearing Officer in the form of summary minutes and relevant attachments, which will be provided to the student upon request.

12.5.3. In an appeal related to a final grade, the Hearing Officer will notify the Academic Dean of any necessary grade changes. The Dean will complete any necessary change of grade forms and submit that information to the Office of the Registrar and the faculty member.

Appendix: Tables of appeal levels, individuals, and deadlines

Undergraduate Course Grade and Academic Dishonesty Appeals

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Professor assigning the grade or individual or committee making the finding or sanction for academic dishonesty	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or designee	10 business days from receiving written response	10 business days
Level 3	Academic Dean	10 business days from receiving written response	10 business days
Level 4	Budget and Academic Policy Committee	10 business days from receiving written response	10 business days for the pre-hearing panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days

Graduate Course Grade and Academic Dishonesty Appeals

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Professor assigning the grade or individual or committee making the finding or sanction for academic dishonesty	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or program designee	10 business days from receiving written response	10 business days
Level 3	Assistant Provost for Graduate Studies	10 business days from receiving written response	10 business days
Level 4	Graduate Council	10 business days from receiving written response	10 business days for the pre-hearing panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days

Undergraduate Performance Appeals (Probation, Suspension, Dismissal)

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Program-specific committee or process if there is one. Otherwise, proceed directly to Level 2	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or program designee	10 business days from receiving written response	10 business days
Level 3	Academic Dean	10 business days from receiving written response	10 business days
Level 4	Budget and Academic Policy Committee	10 business days from receiving written response	10 business days for the pre-hearing panel
Level 5	Provost	10 business days from receiving written response	10 business days

Graduate Performance Appeals (Probation, Suspension, Dismissal)

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Program-specific committee or process if there is one. Otherwise, proceed directly to Level 2	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or designee	10 business days from receiving written response	10 business days
Level 3	Assistant Provost for Graduate Studies	10 business days from receiving written response	10 business days
Level 4	Graduate Council	10 business days from receiving written response	10 business days for the pre-hearing panel
Level 5	Provost	10 business days from receiving written response	10 business days

Graduate Studies Report for Graduate Council (January 2026 Report)

To: Graduate Council

From: Carl Mummert, Assistant Provost for Graduate Studies

Date: January 30, 2026

Key Projects for Spring 2026

- **Graduate Strategic Enrollment Management:** Kelli Adkins, Director of Graduate Admissions, is leading this project. Graduate Education is one of our 10 student segments. As part of a comprehensive review of our Strategic Enrollment Management plan, we are gathering information from graduate programs.
- **Graduate Studies KPIs:** I am gathering data for the KPIs listed in our Plan on a Page. I will produce a report for Graduate Council this semester with the data.
- **Proposals for policy and catalog updates:**
 - Updated academic appeals policy, under development with the Graduate Council and the BAPC.
 - Revision of the academic policies section of the Graduate Catalog. Like the revision of the admissions section last year, this is mainly a reorganization and clean-up after years of incremental additions to the catalog.
- **Graduate & Professional Student Association.** We are planning to hold a graduate student vote to adopt bylaws this semester, followed by an election of officers.
- **Graduate Alumni Outreach.** I have met with Alumni Affairs to discuss activities or events specifically aimed at alumni with graduate degrees.

ETD Review Update

The **ETD Guide** has been reviewed and updated the spring. The new URL is <https://libguides.marshall.edu/mu-etd-home>. There are a few key changes to be aware of which are listed on the front page of the guide.

One key change relates to the new accessibility regulations. To make ETD preparation and accessibility compliance easier, the signed signature page and the IRB letter will now be submitted as separate documents in ProQuest at the same time the ETD is submitted. Marshall will retain copies of these documents, but they will not be published to the public.

Sarah Mollette, the ETD Librarian, is on sabbatical this spring. The Library has brought on William Denny as a temporary ETD director while she is away. His full-time position is the Distance Learning Librarian at Pennsylvania Western University, and he has prior experience with ETD review. The ETD review team can be contacted at etdreview@marshall.edu.

The deadline this semester for an approved ETD to be uploaded for final review, for May 2026 graduation, is **April 10**.

Graduate Advising Events

With Sarah Davis, Senior Director of Advising, we have scheduled a number of graduate advising events for this spring.

- **EAB Navigate Essentials:** Wednesday, Feb 11, 1:00pm-1:45pm, Teams. Build confidence to use EAB Navigate to track advising interactions, connect students to support, and manage essential tasks.
- **Mental Health First Aid:** Thursday Feb 19 (**at capacity**). This is an RSVP-only training led by certified Mental Health First Aid instructor Michelle Biggs. The training in Fall 2026 quickly filled, and this one has also filled up. We hope to be able to continue offering this training, which comes with an external certification, to additional faculty.
- **Academic Requirements & Student Support:** Friday, March 6, 10:00am-11:00am, Teams. This session will help you understand key academic requirements for graduate students and how to address academic concerns with students when they arise.
- **Graduate Advising Reception:** April, TBA. Join us for a reception to celebrate Graduate Advising and celebrate the Rucker Advising Award Winners! Additional information will be shared in March.

Graduate Studies Brown-Bag Lunch

This informal monthly series is an informal event to ask questions about Graduate Studies topics and talk with other graduate faculty. Everyone is welcome to attend and to bring a lunch if desired. This semester's schedule is:

- Huntington
 - February 6, noon, Teams ([join the meeting](#))
 - February 24, noon, John Spotts Room and Teams
 - April 7, noon, John Spotts Room and Teams
- South Charleston
 - March 5, noon, Thomas Board Room and Teams

SPRING 2026

Graduate Advising Events



Wednesday, 1-1:45pm

Navigate Essentials

Build confidence using Navigate to track advising interactions, connect students to support, and manage essential tasks.

FEB

11

VIRTUAL ON
TEAMS



Thursday, 8am to Noon

Mental Health First Aid

This is an RSVP-only training led by certified Mental Health First Aid instructor Michelle Biggs. Learn practical skills to feel confident supporting students in crisis. More info will be shared by email.

FEB

19

VIRTUAL ON
TEAMS



Friday, 10 to 11am

Academic Requirements & Student Support

This session will help you understand key academic requirements for graduate students and how to address academic concerns with students when they arise.

MAR

6

VIRTUAL ON
TEAMS



Date/time to be announced

Graduate Advising Reception

Join us for a reception to celebrate Graduate Advising and celebrate the Rucker Advising Award Winners!

APR

TBD

TBD